

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

**Wednesday, November 1, 2023
5:00 PM**

JoAnn Busenbark Boardroom

Citizen Advisory Committee (CAC)

All materials relating to an agenda item for an open session of a regular meeting of the Citizen Advisory Committee (CAC) are posted on the NVTA website at: <https://nctpa.legistar.com/Calendar.aspx>

Napa Valley Transportation Authority (NVTA) Citizen Advisory Committee (CAC) meeting will be held both in person and remotely via Zoom. The Zoom option will be available for members of the public to participate, however all committee members are expected to be in person and following the traditional Brown Act rules.

PUBLIC MEETING GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO CONFERENCING

- 1) To join the meeting via Zoom video conference from your PC, Mac, iPad, iPhone or Android at the noticed meeting time, go to <https://zoom.us/join> and enter meeting ID 94573100120
- 2) To join the Zoom meeting by phone - dial 1-669-900-6833, enter meeting ID: 945 7310 0120 If asked for the participant ID or code, press #.

Public Comments

Members of the public may comment on matters within the purview of the Committee that are not on the meeting agenda during the general public comment item at the beginning of the meeting. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. Members of the public are welcome to address the Committee, however, under the Brown Act Committee members may not deliberate or take action on items not on the agenda, and generally may only listen.

Instructions for submitting a Public Comment are on the next page.

Members of the public may submit a public comment in writing by emailing info@nvta.ca.gov by 12:00 p.m. on the day of the meeting with PUBLIC COMMENT as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed to info@nvta.ca.gov after 12 p.m. the day of the meeting will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

1. To comment via Zoom, click the "Raise Your Hand" button (click on the "Participants" tab) to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted. Instructions for how to "Raise Your Hand" are available at <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

2. To comment by phone, press "*9" to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself by pressing "*6" when it is your turn to make your comment, for up to 3 minutes. After the allotted time, you will be re-muted.

Instructions on how to join a Zoom video conference meeting are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Instructions on how to join a Zoom video conference meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

Note: The methods of observing, listening, or providing public comment to the meeting may be altered due to technical difficulties or the meeting may be cancelled, if needed.

All materials relating to an agenda item for an open session of a regular meeting of the NVTACAC are posted on the NVTACAC website 72 hours prior to the meeting at: <https://nctpa.legistar.com/Calendar.aspx> or by emailing info@nvtacac.gov to request a copy of the agenda.

Materials distributed to the members of the Committee present at the meeting will be available for public inspection after the meeting. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Americans with Disabilities Act (ADA): This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Laura Sanderlin, NVTACAC Board Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

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

Acceso y el Título VI: La NVTACAC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al número (707) 259-8633. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTACAC ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa NVTACAC. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8633. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang iny

1. Call To Order**2. Roll Call****3. Public Comment****4. Committee Member Comments****5. Staff Comments**

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

6. CONSENT AGENDA**6.1 Meeting Minutes of September 13, 2023 (Laura Sanderlin) (Pages 9-10)**

Recommendation: CAC action will approve the meeting minutes of September 13, 2023.

Estimated Time: 5:05 p.m.

Attachments: [Draft Minutes](#)

7. REGULAR AGENDA ITEMS**7.1 Executive Director Report (Kate Miller) (Pages 11-12)**

Recommendation: Information only

Estimated Time: 5:10 p.m.

Attachments: [Staff Report](#)

7.2 Nomination and Election of Chair and Vice Chair for Calendar Year (CY) 2024 (Danielle Schmitz) (Pages 13-14)

Recommendation: That the Citizen Advisory Committee (CAC) nominate and elect a new Chair and Vice Chair for an annual term beginning January 2024.

Estimated Time: 5:20 p.m.

Attachments: [Staff Report](#)

7.3 2024 Citizen Advisory Committee (CAC) Work Plan and Meeting Calendar (Danielle Schmitz) (Pages 15-18)

Recommendation: That the Citizen Advisory Committee (CAC) provide input and approve the 2024 CAC Work Plan and receive the proposed 2024 Meeting Calendar.

Estimated Time: 5:30 p.m.

Attachments: [Staff Report](#)

7.4 American with Disabilities Act (ADA) Self-Evaluation Plan (Dexter Cypress) (Pages 19-90)

Recommendation: That the Citizens Advisory Committee (CAC) review and recommend that the Napa Valley Transportation Authority (NVRTA) Board adopt the 2023 American with Disabilities Act (ADA) Self-Evaluation Plan at its November 15th meeting.

Estimated Time: 5:40 p.m.

Attachments: [Staff Report](#)

7.5 Vine Transit Update (Rebecca Schenck) (Pages 91-96)

Recommendation: Information only. This report will provide an update on the operational performance for Vine Transit services.

Estimated Time: 5:55 p.m.

Attachments: [Staff Report](#)

7.6 2024 Draft Federal and State Legislative Advocacy Program (Kate Miller) (Pages 97-102)

Recommendation: Information only

Estimated Time: 6:10 p.m.

Attachments: [Staff Report](#)

7.7 Potential November 2024 Transportation Ballot Measure (Danielle Schmitz) (Pages 103-110)

Recommendation: Information only

Estimated Time: 6:25 p.m.

Attachments: [Staff Report](#)

8. FUTURE AGENDA ITEMS

Overview VINE Weekend Service
Overview County Airport Overview
Priority Highway Projects Bay Area
Seamless Mobility Efforts

9. ADJOURNMENT

9.1 The next Regular Meeting is January 10, 2024.

I, Laura M. Sanderlin, hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTa offices, 625 Burnell Street, Napa, CA by 5:00 p.m., on October 27th.

Laura Sanderlin

Laura M. Sanderlin, NVTa Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	FAS	Federal Aid Secondary
ABAG	Association of Bay Area Governments	FAST	Fixing America's Surface Transportation Act
ACFR	Annual Comprehensive Financial Report	FHWA	Federal Highway Administration
ADA	American with Disabilities Act	FTA	Federal Transit Administration
APA	American Planning Association	FY	Fiscal Year
ATAC	Active Transportation Advisory Committee	GHG	Greenhouse Gas
ATP	Active Transportation Program	GGRF	Greenhouse Gas Reduction Fund
BAAQMD	Bay Area Air Quality Management District	GTFS	General Transit Feed Specification
BAB	Build America Bureau	HBP	Highway Bridge Program
BART	Bay Area Rapid Transit District	HBRR	Highway Bridge Replacement and Rehabilitation Program
BATA	Bay Area Toll Authority	HIP	Housing Incentive Program
BIL	Bipartisan Infrastructure Law (IIJA)	HOT	High Occupancy Toll
BRT	Bus Rapid Transit	HOV	High Occupancy Vehicle
CAC	Citizen Advisory Committee	HR3	High Risk Rural Roads
CAP	Climate Action Plan	HSIP	Highway Safety Improvement Program
CAPTI	Climate Action Plan for Transportation Infrastructure	HTF	Highway Trust Fund
Caltrans	California Department of Transportation	HUTA	Highway Users Tax Account
CASA	Committee to House the Bay Area	HVIP	Hybrid & Zero-Emission Truck and Bus Voucher Incentive Program
CBTP	Community Based Transportation Plan	IFB	Invitation for Bid
CEQA	California Environmental Quality Act	ITIP	State Interregional Transportation Improvement Program
CIP	Capital Investment Program	ITOC	Independent Taxpayer Oversight Committee
CMA	Congestion Management Agency	IS/MND	Initial Study/Mitigated Negative Declaration
CMAQ	Congestion Mitigation and Air Quality Improvement Program	JARC	Job Access and Reverse Commute
CMP	Congestion Management Program	LCTOP	Low Carbon Transit Operations Program
CalSTA	California State Transportation Agency	LIFT	Low-Income Flexible Transportation
CTA	California Transit Association	LOS	Level of Service
CTP	Countywide Transportation Plan	LS&R	Local Streets & Roads
CTC	California Transportation Commission	LTF	Local Transportation Fund
CY	Calendar Year	MaaS	Mobility as a Service
DAA	Design Alternative Analyst	MAP 21	Moving Ahead for Progress in the 21 st Century Act
DBB	Design-Bid-Build	MPO	Metropolitan Planning Organization
DBE	Disadvantaged Business Enterprise	MTC	Metropolitan Transportation Commission
DBF	Design-Build-Finance	MTS	Metropolitan Transportation System
DBFOM	Design-Build-Finance-Operate-Maintain	ND	Negative Declaration
DED	Draft Environmental Document	NEPA	National Environmental Policy Act
EIR	Environmental Impact Report	NOAH	Natural Occurring Affordable Housing
EJ	Environmental Justice	NOC	Notice of Completion
EPC	Equity Priority Communities	NOD	Notice of Determination
ETID	Electronic Transit Information Displays		

Glossary of Acronyms

NOP	Notice of Preparation	SHA	State Highway Account
NVTA	Napa Valley Transportation Authority	SHOPP	State Highway Operation and Protection Program
NVTA-TA	Napa Valley Transportation Authority-Tax Agency	SNTDM	Solano Napa Travel Demand Model
OBAG	One Bay Area Grant	SR	State Route
PA&ED	Project Approval Environmental Document	SRTS	Safe Routes to School
P3 or PPP	Public-Private Partnership	SOV	Single-Occupant Vehicle
PCC	Paratransit Coordination Council	STA	State Transit Assistance
PCI	Pavement Condition Index	STIC	Small Transit Intensive Cities
PCA	Priority Conservation Area	STIP	State Transportation Improvement Program
PDA	Priority Development Areas	STP	Surface Transportation Program
PID	Project Initiation Document	TAC	Technical Advisory Committee
PIR	Project Initiation Report	TCM	Transportation Control Measure
PMS	Pavement Management System	TCRP	Traffic Congestion Relief Program
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TDA	Transportation Development Act
PSE	Plans, Specifications and Estimates	TDM	Transportation Demand Management Transportation Demand Model
PSR	Project Study Report	TE	Transportation Enhancement
PTA	Public Transportation Account	TEA	Transportation Enhancement Activities
RACC	Regional Agency Coordinating Committee	TEA 21	Transportation Equity Act for the 21 st Century
RAISE	Rebuilding American Infrastructure with Sustainability and Equity	TFCA	Transportation Fund for Clean Air
RFP	Request for Proposal	TIP	Transportation Improvement Program
RFQ	Request for Qualifications	TIFIA	Transportation Infrastructure Finance and Innovation Act
RHNA	Regional Housing Needs Allocation	TIRCP	Transit and Intercity Rail Capital Program
RM 2	Regional Measure 2 Bridge Toll	TLC	Transportation for Livable Communities
RM 3	Regional Measure 3 Bridge Toll	TLU	Transportation and Land Use
RMRP	Road Maintenance and Rehabilitation Program	TMP	Traffic Management Plan
ROW (R/W)	Right of Way	TMS	Transportation Management System
RTEP	Regional Transit Expansion Program	TNC	Transportation Network Companies
RTIP	Regional Transportation Improvement Program	TOAH	Transit Oriented Affordable Housing
RTP	Regional Transportation Plan	TOC	Transit Oriented Communities
SAFE	Service Authority for Freeways and Expressways	TOD	Transit-Oriented Development
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOS	Transportation Operations Systems
SB 375	Sustainable Communities and Climate Protection Act 2008	TPA	Transit Priority Area
SB 1	The Road Repair and Accountability Act of 2017	TPI	Transit Performance Initiative
SCS	Sustainable Community Strategy	TPP	Transit Priority Project Areas
		VHD	Vehicle Hours of Delay
		VMT	Vehicle Miles Traveled

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes Citizen Advisory Committee (CAC)

Wednesday, September 13, 2023

5:00 PM

JoAnn Busenbark Boardroom

1. Call To Order

Chair Baldini called the meeting to order at 5:02pm.

2. Roll Call

Present: 7 - Patricia Lynch
Jean Vincent Deale
Ashley Tenscher
Gary Woodruff
Ron Richardson
Larry Kromann
Michael Baldini

Absent: 5 - Aisha Nasir
Hans Korge
Scott Owens
Tom Kambe
Alex Crown

3. Public Comment

None

4. Committee Member Comments

Member Tenscher commented on:
-GPS visibility on the transit interactive map
-Bus 133/134 mechanical challenges with wheelchairs
-Feedback for delayed buses
-On demand service for Big Ranch Road to Salvador avenue

5. Staff Comments

Staff member Diana Meehan commented on the Caltrans bike flier located in the handout packet.

6. PRESENTATIONS

6.1 NVTA Project Update

Information only/No action taken

NVTA staff member, Grant Bailey, reported presentation.

7. CONSENT AGENDA

Motion MOVED by KROMANN, SECONDED by RICHARDSON to APPROVE Consent Agenda Item 7.1. Motion passed unanimously.

Aye: 7 - Lynch, Deale, Tenscher, Woodruff, Richardson, Kromann, and Baldini

Absent: 5 - Nasir, Korge, Owens, Kambe, and Crown

7.1 Meeting Minutes of July 12, 2023 (Laura Sanderlin) (Pages 8-10)

Attachments: [Draft Minutes](#)

8. REGULAR AGENDA ITEMS

8.1 Executive Director Report (Kate Miller) (Pages 11-13)

Attachments: [Staff Report](#)

Information only/No action taken

8.2 Public Survey Results by EMC Research, Inc. and Potential November 2024 Transportation Ballot Measure (Danielle Schmitz) (pages 14-24)

Attachments: [Staff Report](#)

Information only/No action taken

8.3 Countywide Vision Zero Draft Plan Review (Diana Meehan) (Pages 25-27)

Information only/No action taken

Member Woodruff suggested to increase rider usage on the Vine Trail by marketing to bike clubs.

8.4 Vine Transit Update (Rebecca Schenck) (Pages 28-33)

Attachments: [Staff Report](#)

Information only/No action taken

9. FUTURE AGENDA ITEMS

-Sales tax measure update

10. ADJOURNMENT

Chair Baldini adjourned the meeting at 6:32pm.

10.1 The next Regular Meeting is November 1, 2023.

Laura M. Sanderlin, NVTB Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY

Citizen Advisory Committee Agenda Memo

TO: Citizen Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / kmiller@nvta.ca.gov
SUBJECT: Executive Director Report

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The report summarizes recent Napa Valley Transportation Authority (NVRTA) events and activities since the CAC's September meeting as well as Regional, State, and Federal activities of interest.

BACKGROUND

NVRTA Activities:

- Comings and Goings
 - NVRTA has recently added two new staff members to fill vacant positions.
 - Patrick Band joined NVRTA as an Associate Program Planner. Patrick has spent the past 15 years working with nonprofit organizations and public agencies, which included his position as Executive Director for the Napa County Bicycle Coalition for 6 years. Patrick has a broad background in local government policy, land use planning and transportation. Patrick was most recently employed as a Planner RSA+, a Napa engineering firm. Patrick is finishing his Bachelor's degree in Environmental Studies, Geography and Planning at Sonoma State University. Patrick resides in Napa with his wife and 4-year-old son.
 - Mariana Toscano has been contracted by NVRTA to provide Bilingual Outreach Services. Her extensive hospitality experience paired with previous work as a social services coordinator has made her a resourceful addition in our efforts to improve ridership for Vine Transit. In her role, she attends outreach events and meetings, educates members of the public on how to use NVRTA's apps such as Ride the Vine and Clipper. She also teaches

members of the public how to ride the bus and informs NVRTA staff on how to better meet the needs of senior, youth, Latino and low income community members. Mariana lives in Napa with her husband and 10-year-old son, we are delighted to have her as part of our team.

- Valerie Walston, NVRTA's Marketing and Information Specialist, resigned in early October to pursue a position with the City of Vallejo.
- At the September meeting, NVRTA staff announced the V-Commute Commute Challenge which began on September 1 and will run through October 31. The V-Commute program records sustainable trips which is automated when using the RideAmigos app. Each week, there is a drawing for a \$50 reward for those logging trips, and at the end of each month, the top 5 participants with the highest number of sustainable trips logged will be eligible for a \$500 reward drawing! As of this writing, there are 76 participants - more than twice the participants as last year - who have traveled 58,472.3 miles using alternative modes eliminating 17.7 tons in CO2 emissions. Participants have saved themselves \$24,300 in commute expenses. More information about the program and the challenge is included in the handouts <https://vcommute.org/>

Regional Activities

State Activities

- Two proposed constitutional amendments will go directly to the voters in November 2024. ACA 1 (Aguiar-Curry) reduces the voter threshold to pass transportation infrastructure measures to 55%. ACA 1 explicitly excludes transit operations. ACA 13 (Ward) would require a 2/3rd voter approval for any initiative aiming to increase voter threshold – a direct challenge to a California Business Roundtable's proposition expected to be on the same ballot.

Federal Activities

- A Continuing Resolution (CR) was passed by Congress that will keep the government open until mid-November, which did not include additional aid for Ukraine. Negotiations leading up to the CR passing resulted in Senator Kevin McCarthy being ousted as Speaker of the House – the first in United State history.
- The Senate worked to pass its version of the House Transportation Housing and Urban Development (THUD) appropriations bill, which increases total appropriations by \$1.49 billion over FFY 2022-23. This bill includes \$14 billion for Transit Formula Grants, \$800 million for Rebuilding American Infrastructure and Sustainability and Equity (RAISE) discretionary grant program, and \$268.3 million for Transit Infrastructure Grants. The House bill reduces transportation funding by \$5.43 billion over FY 2022-23 and eliminates funding the RAISE program.

ATTACHMENT(S)

None



NAPA VALLEY TRANSPORTATION AUTHORITY CAC Agenda Memo

TO: Citizen Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director of Capital Development and Planning
(707) 259-5958 / Email: dschmitz@nvta.ca.gov
SUBJECT: Nomination and Election of Chair and Vice Chair for Calendar Year (CY) 2024

RECOMMENDATION

That the Citizen Advisory Committee (CAC) nominate and elect a new Chair and Vice Chair for an annual term beginning January 2024.

EXECUTIVE SUMMARY

The CAC bylaws assign members to take on an active role to, among other things, oversee the proceedings of the Committee. The bylaws require that committee members appoint a new Chair and Vice Chair to serve at the beginning of each calendar year.

Michael Baldini has served as the Chair since the committee's inception in 2016. Hans Korge has served as the Vice Chair since January 2023.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The CAC Bylaws state:

Article V - OFFICERS AND DUTIES

The committee members will elect a committee Chair and Vice-Chair by a majority of the members present at the November/December meeting. A quorum is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will

preside. In the unlikely event both Chair and Vice-Chair are absent; the remaining members will select an alternate member to preside.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CAC. Ad hoc committees must have less than a quorum of CAC members and are exempt from the requirements of the Brown Act.

NVTA staff will provide the administrative support for the committee including providing minutes, mailing agendas to members, and any other related duties.

ATTACHMENT(S)

None



November 1, 2023
CAC Agenda Item 7.3
Continued From: New
Action Requested: APPROVE

NAPA VALLEY TRANSPORTATION AUTHORITY CAC Agenda Memo

TO: Citizen Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director of Capital Development and Planning
(707) 259-5968, Email: dschmitz@nvta.ca.gov
SUBJECT: 2024 Citizen Advisory Committee (CAC) Work Plan and Meeting Calendar

RECOMMENDATION

That the Citizen Advisory Committee (CAC) provide input and approve the 2024 Work Plan (Attachment 1) and receive the 2024 Meeting Calendar (Attachment 2).

EXECUTIVE SUMMARY

The draft 2024 CAC Work Plan (Attachment 1) includes regular agenda items, transportation planning and capital projects, and travel demand management programs. The intent of the work plan is to provide a guideline for anticipated action and advisory items that the CAC will be tasked to work on throughout the next calendar year.

Attachment 2 is the 2024 NVTA calendar for regularly scheduled Board and committee meetings. The proposed calendar lists the following dates for 2024 CAC meetings:

Wednesday, January 10
Wednesday, March 6
Wednesday, May 1
Wednesday, July 10
Wednesday, September 4
Wednesday, November 6

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The Napa Valley Transportation Authority (NVTA) CAC serves as a citizen advisory committee to the NVTA Board on issues relating to multi-modal transportation planning and programs and the Vine Transit system. The 2024 CAC Work Plan will be used to keep the committee on track to approve and review critical planning and study documents, as well as receive informational updates

including the Accessible Transportation Needs Assessment and Travel Behavior Study. In addition, the committee will periodically review work related to various capital projects such as Soscol Junction and the Vine Trail Calistoga to St. Helena. The committee will also be briefed on Travel Demand Management programs and the proposed Sales Tax Measure renewal.

The CAC is encouraged to not only attend all CAC meetings, but other NVTa meetings that may help inform CAC members about relevant discussion topics.

ATTACHMENTS

- (1) Draft CAC 2024 Work Plan
- (2) 2024 Meeting Calendar

NVTA Citizen Advisory Committee (CAC)
Draft 2024 Work Plan

Item	Period
1. Receive agency updates from the Executive Director	Bi-monthly
2. Review elements of the public outreach and marketing campaign(s) for various NVTA and Vine Transit programs	As needed
3. Review project submittals for various Regional, State and Federal funding programs	As needed
4. Receive regular briefings and provide input on the Vine Transit system, Vine Go and Community Shuttles	Bi-monthly
5. Receive updates on NVTA capital projects including Soscol Junction, SR 29 Improvements, and the Vine Trail	As needed
6. Appoint chair and vice-chair for 2025	November 2024
7. Review and provide input on various V-Commute transportation demand management programs	As needed
8. Receive legislative updates on transportation funding	Ongoing
9. Provide community input on the development of <u>various transportation plans and programs</u> Countywide Transportation Plan Progress Report	Ongoing
10. Receive updates on various funding programs, their related projects and outreach campaigns, including but not limited to Measure T and Regional Measure 3	Ongoing
11. Provide input and receive updates on the development of various transportation plans, programs, and studies	Ongoing
<u>12.11.</u> Other items as required	As needed

Other topics and issues of interest for the CAC in 2024

- Accessible Transportation Needs Assessment
- Highway 29 ~~south county projects such as Soscol Junction, SR 29 multimodal and operational improvements~~ corridor improvements
- ~~Napa Valley Vine Trail~~
- Highway 37 project(s) and updates
- Imola Corridor Projects
- Travel Behavior Study
- Countywide Transportation Plan Performance Metrics Update
- Measure X-T reform
- Countywide Active Transportation Plan

Proposed 2024 NVTB Board of Directors and Committee Meeting Calendar

January

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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March

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31						

April

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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28	29	30				

May

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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June

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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30						

July

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

August

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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September

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

October

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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27	28	29	30	31		

November

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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December

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NVTB	NVTB-TA	TAC	PCC	ATAC	CAC	ITOC	HOLIDAY
1:00 PM	1:00 PM	2:00 PM	10:00 AM	5:30 PM	5:00 PM	2:00 PM	



NAPA VALLEY TRANSPORTATION AUTHORITY

Citizen Advisory Committee Agenda Memo

TO: Citizen Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Dexter Cypress, Assistant Program Planner / Administrator
(707) 259-8635 / Email: dcypress@nvta.ca.gov
SUBJECT: American with Disabilities Act (ADA) Self-Evaluation Plan

RECOMMENDATION

That the Citizens Advisory Committee (CAC) review and recommend that the Napa Valley Transportation Authority (NVTA) Board adopt the 2023 American with Disabilities Act (ADA) Self-Evaluation Plan at its November 15th meeting.

EXECUTIVE SUMMARY

Under Title II of the American with Disabilities Act, NVTA is required to complete a Self-Evaluation of its policies and practices every five years. This ensures that NVTA does not discriminate against people with disabilities that utilize the agency's programs, services, and activities. The last ADA Self-Evaluation Plan was adopted by the NVTA Board on June 20, 2018.

FISCAL IMPACT

Is there a Fiscal Impact? No.

BACKGROUND

The Americans with Disabilities Act (ADA) signed into law on July 26, 1990, is a comprehensive formulation of the rights of people with disabilities. Title II of the ADA regulations prohibit public entities from discriminating against or excluding people from programs, services or activities on the basis of ability. Title II applies to all entities receiving federal financial assistance. The provisions of Title II fall into four broad areas:

- 1) Nondiscriminatory employment practices
- 2) General nondiscrimination in programs and activities – through reasonable modifications in policies, practices or procedures
- 3) Equally effective communications – through the provision of auxiliary aids and services
- 4) Program and facilities accessibility – through nonstructural or architectural modifications

Title II requires public entities to conduct a self-evaluation of policies and practices to assure that entities do not discriminate against people with disabilities in their programs, services and activities. This is the second Self-Evaluation Plan completed by NVTa.

ADA Compliance Coordinator

As part of receiving federal aid, each local agency shall designate an Americans with Disability Act (ADA) Compliance Coordinator. The purpose of this requirement is to ensure that when the public deals with state and local government agencies, they are easily able to identify a person who is familiar with the requirements of people with disabilities and who can communicate these requirements to other individuals in the agency. The NVTa has once again selected Rebecca Schenck as the authority's ADA Compliance Coordinator. Even though only public entities with fifty or more employees are required to designate an ADA Compliance Coordinator, NVTa found it useful to designate an ADA Compliance Coordinator even though it has less than 50 employees.

Grievance Procedure

The Napa Valley Transportation Authority is not required to establish a grievance procedure under Federal Law because it has less than 50 employees. That being said, NVTa already has a grievance procedure established under its Title VI Plan that was modified to meet the Title II requirement. The procedure is outlined in Attachment 1.

Self-Evaluation

A comprehensive review of the NVTa's current policies and practices, including communication and employment was completed through a self-evaluation. The self-evaluation

- 1) Identifies any policies or practices that do not comply with the Title II requirements;
and
- 2) Modifies policies and practices to bring them in compliance.

The results of the self-evaluation include a list of needed changes to NVTa's physical assets such as the trailer at the Jackson Street Maintenance Yard, along with changes to policies and programs, such as training staff in use of TDD. Attachment 1 contains the results of the Self-Evaluation.

ATTACHMENT(S)

(1) American with Disabilities Act Self-Evaluation Plan, 2023



Americans with Disabilities Act Self-Evaluation Plan 2023



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Chapter 1: Background

The American with Disabilities Act (ADA) signed into law on July 26, 1990 is a comprehensive formulation of the rights of people with disabilities. Title II of the ADA regulations prohibits public entities from discriminating against or excluding people from programs, services or activities on the basis of disability. Title II applies to all entities receiving federal financial assistance. The provisions of Title II fall into four broad areas:

- 1) Nondiscriminatory employment practices
- 2) General nondiscrimination in programs and activities – through reasonable modifications in policies, practices or procedures
- 3) Equally effective communications – through the provision of auxiliary aids and services
- 4) Program and facilities accessibility – through nonstructural or architectural modifications

Title II requires public entities to conduct a self-evaluation of policies and practices to assure that entities do not discriminate against people with disabilities in their programs, services and activities. The Napa Valley Transportation Authority adopted the agency's first ADA Self Evaluation Plan at the June 20th, 2018 Meeting of the Board of Directors. This document is the second Self-Evaluation Plan completed by NVTa.

Chapter 2: Designate an ADA Compliance Coordinator

As part of receiving federal aid, each local agency shall designate an Americans with Disability Act (ADA) Liaison Officer, who coordinates the efforts of the administering agency to comply with 49 CFR 27. The purpose of this requirement is to ensure that when the public deals with state and local government agencies, they are easily able to identify a person who is familiar with the requirements of the ADA and who can communicate these requirements to other individuals in the agency. The NVTa has selected Rebecca Schenck as the authority ADA Compliance Coordinator and will be providing proper public notice. A copy of that public notice is included as Appendix D. The role of the ADA Compliance Coordinator includes:

- 1) Coordinating Overall ADA Compliance
- 2) Involving People with Disabilities and Interested Parties in the Compliance Process
- 3) Conducting the Self-Evaluation
- 4) Investigating Grievances

Only public entities with fifty or more employees are required to designate an ADA coordinator, but in order to ensure that Title II nondiscrimination, accessibility and other requirements are met, NVTa found it useful to designate an ADA Compliance Coordinator even though it has less than 50 employees.

Chapter 3: Provide Notice of ADA Requirements

All public entities, regardless of size, must provide information to applicants, participants, beneficiaries, employees and other interested parties regarding the rights and protections afforded by Title II, including information on how the Title II requirements apply to particular programs, services and activities. The notice provided in Appendix D will serve as this notice as well. This notice will be posted at the time of the adoption of the Self Evaluation Plan as well as on an ongoing basis. Newspaper advertisements will be placed within one month of the Plan's proposed adoption in the Napa Valley Register. It will also be read on the radio to fulfill the alternative formats requirements. It will be posted on both the NVTA.ca.gov and Ridethevine.com websites, in perpetuity, so that all customers and the public at large are made aware. NVTA will also post this notice at the ticket office at the Soscol Gateway Transit Center where many customers come to purchase transit passes and take public transportation.

Chapter 4: Establish a Grievance Procedure

The Napa Valley Transportation Authority is not required to establish a grievance procedure under Federal Law because it has less than 50 employees. That being said, NVTA already has a grievance procedure established under its Title VI Plan that was modified to meet this requirement. The new grievance procedure is as follows:

1. Any person who feels that he or she, individually, or as a member of any class of persons, on the basis of race, color, national origin, age, sex, disability, religion, or low-income status has been excluded from or denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance through NVTA may file a written complaint with the ADA Coordinator. The complaint form (Appendix B) may be found on the NVTA and Vine Transit websites by clicking “Contact Us,” or is available in hard copy at the Soscol Gateway Transit Center, 625 Burnell Street, Napa, CA 94559. A formal complaint must be filed within 180 days of the alleged occurrence.
2. In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The ADA Compliance Coordinator will interview the complainant and if necessary, assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.
3. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
4. NVTA will provide the complainant or his/her representative and any contractor (respondent) with a written acknowledgement that NVTA has received the complaint within five (5) working days of receipt.
5. A copy of the complaint will be forwarded to legal counsel for review.
6. The ADA Compliance Coordinator will appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint.
7. The review officer(s) will determine if the complaint has investigative merit:
 - a. It was received within 180 days of the alleged occurrence.
 - b. It does not appear to be frivolous or trivial.
 - c. It involves NVTA or NVTA contractors and not another entity.
 - d. A complaint against a contractor involves a NVTA Federally Funded contract.
8. The complainant and contractor or other party to the complaint will be notified of the status of the complaint within ten (10) days of receipt of the complaint, *by registered mail*:
 - a. That the complaint will not be investigated and the reasons why the complaint does not have investigative merit.
 - b. That the complaint will be investigated and a request for additional information needed to assist the investigator.
9. The complainant or contractor must submit the requested information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within

the designated timeframe may be considered good cause for a determination of no investigative merit. Failure of the contractor to submit additional information within the designated timeframe may be considered good cause for a determination of noncompliance under the contract.

10. The review officer(s) and/or contractor must within 15 working days, supply the Executive Director with status report of their investigation and/or resolution of the complaint.
11. Within 60 working days of the receipt of the complaint, the ADA Compliance Coordinator will prepare a written report for the Executive Director.
The report shall include:
 - a. A narrative description of the incident. Including persons or entities involved.
 - b. A statement of the issues raised by the complainant and the respondent's reply to each of the allegations.
 - c. Citations of relevant Federal, State and local laws, NVTA policy etc.
 - d. Description of the investigation, including list of the persons contacted and a summary of the interviews conducted.
 - e. A statement of the investigator's finding and recommendations for disposition.
12. The investigative report and findings of the complaint will be sent to legal counsel for review.
13. The Executive Director shall, based on the information before him or her and in consult with legal counsel, make a determination on the disposition of the complaint. Determination shall be made within ten (10) days from Executive Director's receipt of the investigator's report. Examples of disposition are as follows:
 - a. Complainant is found to have been discriminated against. NVTA or contractor is therefore noncompliant with Title II regulations. Reasons for the determination will be listed. Remedial actions that NVTA or the contractor must take will be listed.
 - b. Complaint is found to be without merit. Reasons why will be listed.
14. Notice of the Executive Director's determination will be mailed to the complainant and contractor. Notice shall include information regarding appeal rights of complainant and instructions for initiating such an appeal. Example of a notice of appeal follows:
 - a. NVTA will only reconsider this determination, if new facts arise that were not previously considered.

Chapter 5: Conduct a Self-Evaluation

5.1 Introduction

All public entities, regardless of size, must conduct a self-evaluation. The self-evaluation is a comprehensive review of the NVTAs current policies and practices, including communication and employment. Through the self-evaluation, NVTAs must:

- 1) Identify any policies or practices that do not comply with the Title II requirements; and
- 2) Modify policies and practices to bring them in compliance.

The regulations require that NVTAs provide an opportunity for people with disabilities and other interested individuals or organizations to review and comment on the self-evaluation. Therefore, NVTAs will take this Self-Evaluation Plan to its Citizen Advisory Committee for review and comment at their November 1st, 2023 meeting; followed by the Paratransit Coordinating Council for review and comment at their November 2nd, 2023 meeting. The Citizen Advisory Committee (CAC) and Paratransit Coordinating Council (PCC) serve in an advisory capacity to the NVTAs Board of Directors on the transportation issues of persons with special needs, including elderly, disabled, and those of low income. The PCC membership included nine (9) voting members, representing the following categories:

- (1) Consumer/user 60 years of age or older
- (1) Consumer/user persons with disabilities
- (1) Social services provider for seniors
- (2) Social services providers for persons with disabilities
- (1) Social services provider for persons of limited means.
- (2) Members of the public residing within an urbanized area
- (1) Member of the public residing within a nonurbanized area

Representatives of no more than two separately contracted transportation service providers may be included as ex-officio, advisory, non-voting members. Members may represent more than one of the above categories.

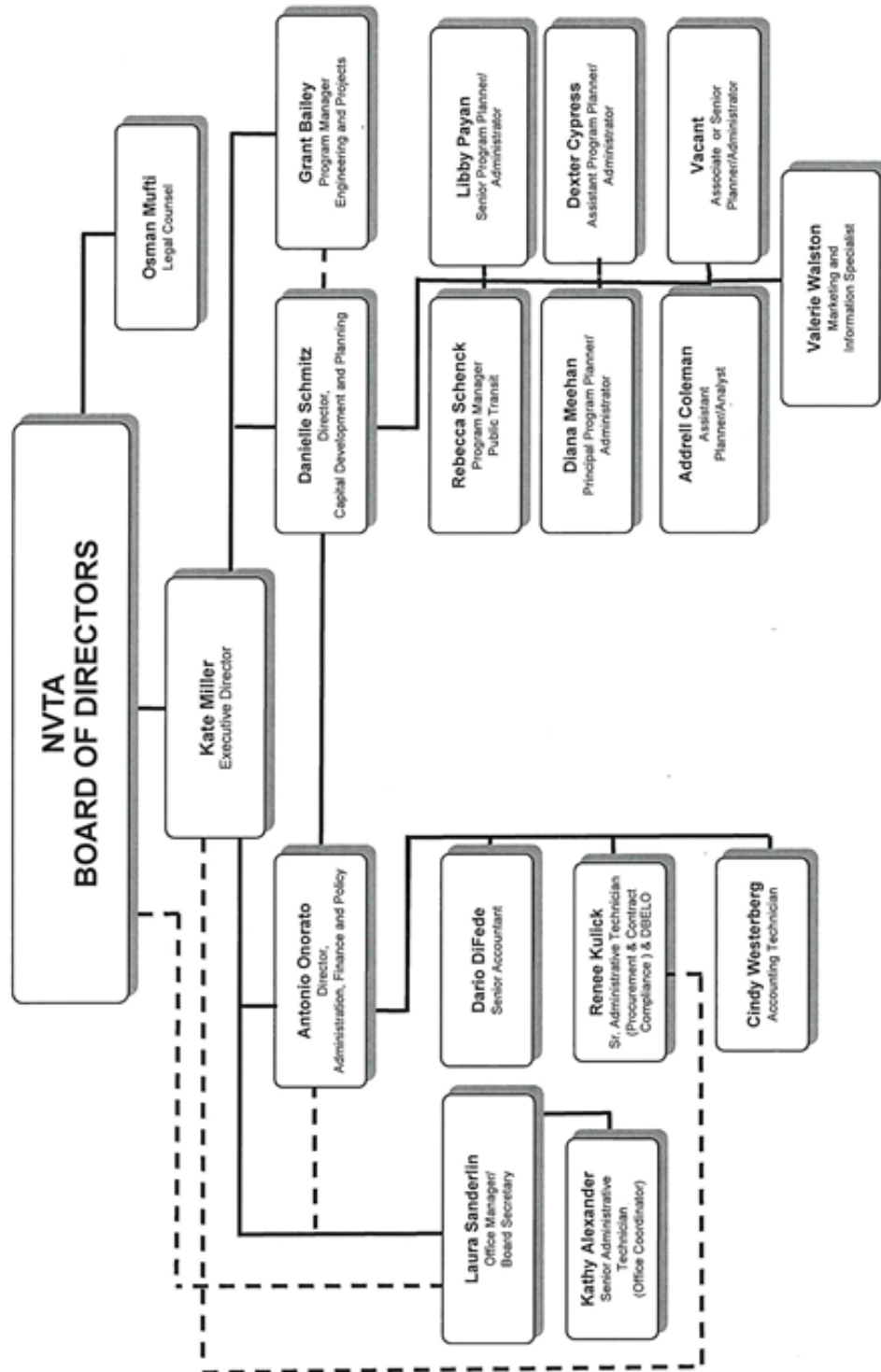
5.2 General Nondiscrimination Provisions

The self-evaluation must include a thorough review of both the formal written policies and the actual operating practices of each program, service of activity in relation to the general prohibitions against discrimination contained in Title II.

The following page contains the organizational chart of the NVTAs. There are two main departments at NVTAs 1) Administration, Finance and Policy, and 2) Programs, Projects and Planning. The Directors of both of these departments have filled out the ADA Self-Evaluation Plan Questionnaire (See Appendix A). Since the Title II regulations also apply to all contractual relationships, and NVTAs has a major contractual relationship with Transdev Services Inc. to operate its public transit service, this contract will be covered under a second questionnaire completed by the Programs, Projects and Planning Director. That department oversees the contract with Transdev Services Inc. Note, Transdev Services Inc. is already required to comply

with Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) in its existing contract with NVTA.

NVTA Organizational Chart



5.3 Program and Facility Accessibility

The ADA prohibits public entities from denying people with disabilities equal opportunity to participate in programs and activities because facilities are inaccessible. This does not mean, however, that all buildings must be made fully architecturally accessible. The requirement is that a public entity operate each program so that when viewed in its entirety, the program is readily accessible to and usable by people with disabilities. Therefore, NVTA conducted a facility access review. This review identified physical obstacles or barriers to the participation of people with disabilities. The following is a list of the facilities owned or leased by NVTA:

- 1) Soscol Gateway Transit Center, 625 Burnell Street Napa, CA 94559
- 2) Yountville Park and Ride
- 3) Jackson Street Mobile Office and Transit Yard
- 4) Redwood Park N Ride
- 5) Bus Shelter - Coombs St. and Elm St.
- 6) Bus Shelter - 3197 Laurel St. Napa
- 7) Bus Shelter - Jefferson-Vintage High
- 8) Bus Shelter - 575 Third St (Fairgrounds)
- 9) Bus Shelter - Napa High - 2475 Jefferson St.
- 10) Bus Shelter - 3694 Jefferson St.
- 11) Bus Shelter - 1745 Imola Ave
- 12) Bus Shelter - East Avenue-Alta Heights Elementary
- 13) Bus Shelter - Soscol Ave and Pueblo St.
- 14) Bus Shelter - Soscol and Lincoln
- 15) Maintenance Yard – 96 and 101 Sheehy Court
- 16) Imola Park and Ride
- 17) Bus Shelter - Queen of the Valley Hospital
- 18) Bus Shelter - Trancas St and Beard Rd (SE)
- 19) Bus Shelter - Jefferson St and Trancas St (SW)
- 20) Bus Shelter - Trancas Street and Villa Ln (SW)
- 21) Bus Shelter - Soscol Av and Pear Tree Ln (NW)
- 22) Bus Shelter - Soscol Av and Old Soscol Av
- 23) Bus Shelter - Soscol Av and Stonehouse Dr.
- 24) Bus Shelter - Soscol Av and Devonshire Dr. South
- 25) Bus Shelter - Napa High North
- 26) Bus Shelter - Claremont Way at Kaiser (SW)
- 27) Bus Shelter - Claremont Way at Kaiser (NE)
- 28) Bus Shelter - Rio Del Mar and Hwy 29

NVTA staff using the facilities checklist provided in Appendix E surveyed each of these 29 facilities. All of the bus shelters, items 5 through 15, are included in one checklist. This review will be completed every five years or when NVTA receives complaints.

5.4 Summary of Facility Checklist Findings

NVTA plans to address the inaccessible facilities as identified with the Facility Checklist as follows:

Facility	Barrier Removal Modification
Soscol Gateway Transit Center, 625 Burnell Street Napa, CA 94559	Facility was updated following the last ADA Self-Evaluation plan and is ADA compliant.
Yountville Park and Ride Lot	Facility was complete in 2017 and is ADA Compliant
Jackson Street Mobile Office and Transit Yard	NVTA moving out of facility in early 2024. There are ADA compliance issues at this site, listed below, which are being addressed by moving into an ADA compliant facility.
Mobile Office	NVTA moving out of facility in early 2024. There are ADA compliance issues at this site, listed below, which are being addressed by moving into an ADA compliant facility.
Main Entrance and Transit Yard	Add railings to ramps more than 6 feet long. Remodel ramp to front door so there is a 5-foot landing at every 30-foot horizontal length of ramp and so the ramp rise is no more than 30 inches between landings. Install a sign reading "Van Accessible" at the van space. Adjust Front Door closer so it takes longer than 3 seconds to close. NVTA moving out of facility in early 2024. There are ADA compliance issues at this site, listed below, which are being addressed by moving into an ADA compliant facility.
Maintenance Bays	While there is an obstruction within 18in on the pull side of the door next to the handle at the maintenance facility, it is a building support and cannot be moved. NVTA moving out of facility in early 2024. There are ADA compliance issues at this site, listed below, which are being addressed by moving into an ADA compliant facility.
Redwood Park N Ride	Facility was complete in 2010 and is ADA Compliant
Bus Shelter - Coombs St. and Elm St.	ADA Compliant
Bus Shelter - 3197 Laurel St. Napa	Became ADA complaint after changing position of bracket on trashcan or install a smaller trashcan to allow for 36in clearance behind the shelter.
Bus Shelter - Jefferson-Vintage High	Became ADA compliant after changing position of bracket on trash can to allow for 36in clearance behind the shelter.
Bus Shelter - 575 Third St (Fairgrounds)	ADA Compliant
Bus Shelter - Napa High South - 2475 Jefferson St.	ADA Compliant

Bus Shelter - 3694 Jefferson St.	Became ADA compliant after replacement of 4ft by 3 1/2 ft. cracked concrete square.
Bus Shelter - 1745 Imola Ave	ADA Compliant
Bus Shelter - East Avenue - Alta Heights Elementary	ADA Compliant
Bus Shelter - Soscol Ave and Pueblo St.	ADA Compliant
Bus Shelter – Soscol and Lincoln	Currently being replaced, ADA Compliant
Maintenance Yard – 96 and 101 Sheehy Court	Facility will be complete in early 2024 and was constructed according to accessibility guidelines outlined in Title 15 (Building) and 18 (Zoning) of the County of Napa municipal code.
Imola Park and Ride	Facility was completed on March 23, 2023 and was constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter – Trancas St at Beard Rd (SE)	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Jefferson St and Trancas St (SW)	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Trancas St and Villa Ln (SW)	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Soscol Av and Pear Tree Ln (NW)	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Soscol Av and Old Soscol Av	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Soscol Av and Stonehouse Dr.	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Soscol Av and Devonshire Dr. So	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter – Napa High North	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Claremont Way at Kaiser (SW)	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Claremont Way at Kaiser (NE)	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 12.12 of the City of Napa Municipal Code.
Bus Shelter - Rio Del Mar and Hwy 29	ADA Complaint, constructed according to encroachment permit guidelines in Chapter 19 of the City of American Canyon municipal code.

5.5 Employment Review

NVTA Policies and Procedures Manual Chapter 3: Personnel Policies addresses the employment regulations covered in Title II of the ADA which prohibits all public entities, regardless of the number of employees, from discrimination against qualified individuals with disabilities in employment. Relevant excerpts of Chapter 3 are provided as Appendix F.

Chapter 6: Implementing Modifications

The results of the Self-Evaluation must lead to modifications to policies and practices, development of communication capacities as well as program access solutions both nonstructural and structural.

6.1 Modifying Policies and Practices

Policies and practices identified as exclusionary or discriminatory need to be modified as soon as possible. The answers to the two ADA Self-Evaluation Plan Questionnaires completed by the Projects, Programs and Planning Department and the Administration, Finance and Policy Department are organized into general policies and practices and communication access assessment.

6.1.1 General Policies and Practices

The questionnaire indicates that the Projects, Program and Planning Department needs to notify all contractors of its responsibility for providing contracted services in a nondiscriminatory manner and add the required assurances in Title II of the ADA to all contracts. Therefore, the department will include Title II clauses in all future contracts and any contract renewals.

6.1.2 Communication Access Assessment

The answers to the questionnaire shed light on the fact that while NVTA does have access to a Telecommunication Device for the Deaf (TDD) that staff are not trained to use it. As a follow-up to this plan, the ADA Compliance Coordinator will train NVTA transit staff as well as contractors in the customer service office on TDD. NVTA departments comply with all other communication requirements.

6.2 Future Policies and Practices

In order to ensure that future policies and practices comply with the nondiscrimination requirements of Title II, NVTA will take the following steps:

- 1) Update its Policies, Practices and Procedures Manual annually
- 2) Continue to include nondiscrimination requirements in contracts
- 3) Include nondiscrimination requirements in all requests for proposals and requests for qualifications

6.3 Creating Program and Facility Access

The ADA standard is that the program, when viewed in its entirety, must be readily accessible to and usable by people with a disability. With this in mind, NVTA looked for access solutions both nonstructural and structural for each program or service identified as inaccessible. The nonstructural solutions include training staff on how to use the NVTA TDD service to increase accessibility of information to the general public. Following the adoption of the previous Self-Evaluation Plan, NVTA made integral structural updates to the Soscol Gateway Transit Center and several bus stops to improve accessibility. The structural changes outlined in detail in Section 5.4 of this plan include the construction of a new ADA compliant Maintenance Facility.

Chapter 7: Develop a Transition Plan

The Napa Valley Transportation Authority is not required to complete a Transition Plan under Federal Law because it has less than 50 employees.

Appendix

Appendix A: ADA Self Evaluation Questionnaires

**Appendix B: Napa Valley Transportation Authority ADA Disability
Access or Title 24 Accessibility Complaint Form**

Appendix C: Public Meeting Minutes

Appendix D: ADA Coordinator Public Notice

Appendix E: Facility Checklist

**Appendix F: Excerpts NVTB Policies and Procedures Manual Chapter 3:
Personnel Policies**

Appendix A: Completed ADA Self Evaluation Questionnaires

SELF-EVALUATION QUESTIONNAIRES: 2023 (Napa Valley Transportation Authority)

Department: **Capital Development and Planning**

Worksheet Completed by: **Danielle Schmitz**

SECTION I. GENERAL POLICIES AND PRACTICES

Description of Department: Briefly describe the function(s) of the department and the various programs, activities or services offered to the public by the department.

The department oversees all transportation planning, programming, and project development activities for the Agency. The department also oversees the day-to-day operations of the Vine Transit system. The department develops the countywide transportation plans and other complimentary countywide plans and specific plans and studies. The department oversees the programming of federal, state, and regional funding for various transportations projects and programs. The department also oversees transportation demand management programs for the county.

List all the facilities or other locations where the departmental programs, activities or services operate or are offered on a regular or incidental basis. (Use additional sheets if necessary.)

906 and 101 Sheehy Court
Napa, CA 94558

INTERNAL PROGRAM OPERATIONS

A. Equal Opportunity to Participate and Benefit

A public entity may not deny a qualified individual with a disability an opportunity to participate in and benefit from any program.

A public entity may not afford an opportunity that is not equal to or not as effective as that provided to others.

A public entity may not impose eligibility criteria for participation in programs that screen out people with disabilities either directly or indirectly, unless such criteria are necessary for the provision of the program's activities.

1. Are there any circumstances in which the participation of a person with a disability in departmental programs would be restricted or excluded?

_____ Yes X No

If yes, please describe:

2. Are any of these exclusions or restrictions necessary to the operation of the programs or to the safety of the participants who do not have disabilities?

_____ Yes X No

If yes, please describe:

B. Reasonable Program Modification

Public entities are required to make reasonable modification to policies or practices in order to avoid discrimination toward people with disabilities. A modification is not required, however, if it would fundamentally alter the nature of the program or activity.

3. Are staff aware that it may be necessary to modify departmental program policies or practices to enable people with disabilities to participate in and benefit from the programs?

 X Yes _____ No

4. Is the public informed that the department is prepared to make reasonable modifications?

 X Yes _____ No

5. Does the department have a formal or informal process for responding to requests for modification?

 X Yes _____ No

6. Does the department have a process for determining whether a policy or practice modification would fundamentally alter the nature of the program?

 X Yes _____ No

C. Surcharges and Additional Requirements

Public entities may not impose extra charges upon people with disabilities to cover the costs of effective communication, program modifications, or access features, and may not impose any additional requirements or burdens on people with disabilities that they do not require of all other participants in the program.

7. Are there any circumstances in which a person with a disability would be asked to pay a fee or meet any other requirement not imposed on other departmental program participants?

_____ Yes X No

If yes, please describe:

D. Integrated Settings and Separate Programs

Promoting integration is a fundamental principle of the ADA and public entities are required to provide programs and activities in the most integrated settings appropriate to the needs of people with disabilities.

Separate program or activities are permitted only when necessary to ensure equal opportunity. When separate programs are provided, qualified people with disabilities still cannot be excluded from participating in regular programs if they choose to do so.

8. Does the department provide any separate activities for people with disabilities?

☒ Yes ☐ No

If yes, please describe: Both our ADA Paratransit service VineGo and our Taxi Script Program are options for the disabled. All people with disabilities have the option of riding our regular Vine bus service as well.

9. Are there any circumstances in which a person with a disability would be prohibited from participating in regular (non-separate) activities because of the provision of separate activities?

☐ Yes ☒ No

If yes, please describe:

EXTERNAL RELATIONSHIPS

A. Contracting with External Organizations

When a public entity contracts with another organization to provide programs and services to the entity's constituents, the public entity retains responsibility for ensuring that the contractor provides the services and activities in a nondiscriminatory manner consistent with the requirements of Title II of the ADA.

List any contractors who provide services, benefits, or activities on behalf of departmental programs (attach a separate sheet, if necessary).

10. Has the department notified each contractor of its responsibility for providing contracted services in a nondiscriminatory manner and has the department required assurances from contractors of their fulfillment of Title II of the ADA nondiscrimination and access requirements?

☒ Yes ☐ No

If so please describe both the notification process and the process by which the entity will ensure compliance?

NVTA contracts with Transdev to operate the Vine and VineGo operations. ADA compliance is referred to in various sections of the agreement. See Section 29 – Non-Discrimination Assurance – Title VI Civil Rights Act and Federal Contract Clauses; Section 6 – Equal Employment Opportunity/Civil Rights of the Federal Contract Clauses; and Section 9 – Americans with Disabilities Act Requirements. All other contractors have to meet procurement requirements including Title VI and Title II requirements as specified in our contracts.

B. Procurement Contracts

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In selecting procurement contractors, a public entity may not discriminate on the basis of disability.

11. Are there any circumstances in which a consideration related to disability would influence the choice of a procurement contractor?

_____ Yes ☒ No

If so, please explain

SECTION II. COMMUNICATION ACCESS ASSESSMENT COMMUNICATION ACCESS

A. Visual Communication

Information that is communicated visually—such as through printed materials or visual displays—must be made accessible to people with visual and cognitive disabilities through auxiliary aids and services.

12. Do departmental programs involve information that is communicated visually?

☒ Yes _____ No

In the chart below, list each type of information that is communicated visually. Consider all aspects of departmental programs, including outreach, advertising, public meetings or hearings, and communication with the general public, applicants and participants. Examples may include brochures, forms, handbooks, agendas, visual displays, etc.

For each type of information, place a check (✓) below the auxiliary aids or services currently available to people with visual disabilities. Place an "X" below any additional aids or services that may be necessary to provide effective communication of the information. (More than one auxiliary aid or service may be needed for each.)

	Committee/Board Reports	Marketing Materials	Program Forms
Large Print	✓	✓	✓
Braille			
Audio Tape	✓		
Readers	✓		✓
Computers			
Pictorial Signage		✓	✓
Other			

B. Aural/Oral Communication

(Note: "Aural" refers to information that is heard; "oral" refers to spoken information.)

Programs that communicate information aurally to applicants or participants or that require an applicant participant to use oral communication must make that information accessible to people having hearing or speech disabilities by providing auxiliary aids or services.

13. Do departmental programs involve information that is communicated verbally?

_____ Yes X No

In the chart below, list each type of information that is communicated aurally/orally. Consider all communication involved in all aspects of departmental programs, including outreach, advertising, public meetings or hearings, and communication with the general public, applicants and participants.

For each type of information, place a check (✓) below the auxiliary aids or services currently available to people with hearing or speech disabilities. Place an "X" below any additional aids or services that may be necessary to provide effective communication of the information. (More than one auxiliary aid or service may be needed for each.)

Type of Information

	Public Meetings	Type of Information	Type of Information
Sign Language Interpreters	✓		
Telecommunication Devices for the Deaf (TDDs)	✓		
Paper and Pen	✓		
Real-time Captioning	✓		
Caption Decoder			
Other			

TELECOMMUNICATIONS

A. Telephone Communication

When a public entity communicates with the public by telephone, Title II of the ADA requires that TDDs or equally effective means be used to communicate with people who have hearing or speech disabilities. Public entities should use TDDs wherever telephone communication is a substantial part of a program's operation.

14. Does the department communicate regularly with the public over the telephone?

☒ Yes ☐ No

15. Are telephone communications ever lengthy, complex, or technical?

☒ Yes ☐ No

16. Does the department have a TDD, or access to a TDD?

☒ Yes ☐ No

17. If yes, has the staff been trained in the use of the TDD?

☐ Yes ☒ No

B. Telephone Emergency Services

If the program provides telephone access to emergency services, the regulations require that direct access be provided to individuals who use TDDs; relying on a relay service is not acceptable.

18. Does the department provide telephone access to emergency services?

☐ Yes ☒ No

19. If so, does the program provide direct TDD access to the emergency telephone number(s)?

☐ Yes ☒ No

OTHER COMMUNICATION

A. Emergency Warning and Evacuation

Emergency evacuation procedures for the program, service, or activity must ensure that people with disabilities are made aware of emergencies and are aware of exit procedures.

20. Is there a means of assuring that people with hearing disabilities are made aware of an activated alarm?

☒ Yes ☐ No

If yes, please describe:

21. Is there an established emergency evacuation procedure that addresses the needs of individuals with disabilities?

☒ Yes ☐ No

B. Access Information

ADA Title II regulation require that public entities ensure that people with disabilities can obtain information about the availability and location of accessible programs, services, activities, and facilities.

Information regarding the location of accessible entrances, program sites, TDDs, and other access features can be provided in a number of ways, such as in handbooks and listings.

22. Explain how the departmental programs, services, or activities provide access information to program applications, participants, and the general public.

All our programs can be accessed online, and the website is ADA accessible. In addition, we provide a phone number for those that need assistance to access information about our programs and activities, including the ADA paratransit service.

23. Describe the types of reasonable accommodation which citizens/employees have requested to gain access to your departmental programs/services.

We have a transit ambassador program.

C. Website

24. Does your department have a website?

☒ Yes ☐ No

25. What is your department's website? What information is provided on this site? Please describe briefly what information is provided: www.nvta.ca.gov and www.ridethevine.com

The NVTA website provides general information on the Agency and programs and services. The ride the vine website is oriented around the Vine Transit system and ancillary services.

26. Does your department's website include information about accessibility of facilities (parking, bathrooms, assistive listening devices, etc.) where programs or services are offered? (Only answer if you answered "yes" to 24.)

☒ Yes ☐ No

In so, please describe briefly what information is provided about accessible features:

The NVTA website provides an accessibility page to provide information on ADA services.

27. Does your department ensure that its website is usable by individuals with disabilities, including those who use speaking browsers?

☒ Yes ☐ No

28. Are the documents provided on your website for downloading accessible to persons with visual disabilities?

☒ Yes ☐ No

Thank you for completing this survey

SELF-EVALUATION QUESTIONNAIRES: 2023 (Napa Valley Transportation Authority)

Department: **Administration and Finance**

Worksheet Completed by: **Antonio Onorato**

SECTION I. GENERAL POLICIES AND PRACTICES

Description of Department: Briefly describe the function(s) of the department and the various programs, activities or services offered to the public by the department.

The Administration and Finance department at Napa Valley Transportation Authority (NVTa) plays a pivotal role in overseeing the day-to-day fiscal operations. This encompasses a wide spectrum of activities such as budgeting, accounting, financial management, programming, and grant administration for both NVTa and NVTa-TA. The department manages crucial functions including accounts payable, accounts receivable, cash flow, payroll, and budget administration.

Additionally, this department is entrusted with the vital task of preparing comprehensive financial statements, reports, revenue forecasts, cost assessments, and benefits updates. We conduct cost/benefit analyses and bear the overarching responsibility for the strategic allocation of federal, state, and regional transportation funds. Their dedication extends to procuring funds for capital projects and sustaining operations.

Furthermore, the department excels in performing intricate analyses and spearheads the creation of essential documents like the Annual Report and the Overall Work Plan (OWP) for the agency. They also take charge of facilities operations and asset management, which encompasses office administration. This multifaceted approach ensures the smooth functioning and financial well-being of NVTa and NVTa-TA.

List all the facilities or other locations where the departmental programs, activities or services operate or are offered on a regular or incidental basis. (Use additional sheets if necessary.)

INTERNAL PROGRAM OPERATIONS

A. Equal Opportunity to Participate and Benefit

A public entity may not deny a qualified individual with a disability an opportunity to participate in and benefit from any program.

A public entity may not afford an opportunity that is not equal to or not as effective as that provided to others.

A public entity may not impose eligibility criteria for participation in programs that screen out people with disabilities either directly or indirectly, unless such criteria are necessary for the provision of the program's activities.

1. Are there any circumstances in which the participation of a person with a disability in departmental programs would be restricted or excluded?

_____ Yes ☒ No

If yes, please describe:

2. Are any of these exclusions or restrictions necessary to the operation of the programs or to the safety of the participants who do not have disabilities?

_____ Yes ☒ No

If yes, please describe:

B. Reasonable Program Modification

Public entities are required to make reasonable modification to policies or practices in order to avoid discrimination toward people with disabilities. A modification is not required, however, if it would fundamentally alter the nature of the program or activity.

3. Are staff aware that it may be necessary to modify departmental program policies or practices to enable people with disabilities to participate in and benefit from the programs?

☒ Yes _____ No

4. Is the public informed that the department is prepared to make reasonable modifications?

☒ Yes _____ No

5. Does the department have a formal or informal process for responding to requests for modification?

☒ Yes _____ No

6. Does the department have a process for determining whether a policy or practice modification would fundamentally alter the nature of the program?

☒ Yes _____ No

C. Surcharges and Additional Requirements

Public entities may not impose extra charges upon people with disabilities to cover the costs of effective communication, program modifications, or access features, and may not impose any additional requirements or burdens on people with disabilities that they do not require of all other participants in the program.

7. Are there any circumstances in which a person with a disability would be asked to pay a fee or meet any other requirement not imposed on other departmental program participants?

_____ Yes X No

If yes, please describe:

D. Integrated Settings and Separate Programs

Promoting integration is a fundamental principle of the ADA and public entities are required to provide programs and activities in the most integrated settings appropriate to the needs of people with disabilities.

Separate program or activities are permitted only when necessary to ensure equal opportunity. When separate programs are provided, qualified people with disabilities still cannot be excluded from participating in regular programs if they choose to do so.

8. Does the department provide any separate activities for people with disabilities?

X Yes _____ No

If yes, please describe: Both our ADA Paratransit service VineGo and our Taxi Script Program are options for the disabled. All people with disabilities have the option of riding our regular Vine bus service as well.

9. Are there any circumstances in which a person with a disability would be prohibited from participating in regular (non-separate) activities because of the provision of separate activities?

_____ Yes X No

If yes, please describe:

EXTERNAL RELATIONSHIPS

A. Contracting with External Organizations

When a public entity contracts with another organization to provide programs and services to the entity's constituents, the public entity retains responsibility for ensuring that the contractor provides the services and activities in a nondiscriminatory manner consistent with the requirements of Title II of the ADA.

List any contractors who provide services, benefits, or activities on behalf of departmental programs (attach a separate sheet, if necessary).

The department does not have any third-party contractors.

10. Has the department notified each contractor of its responsibility for providing contracted services in a nondiscriminatory manner and has the department required assurances from contractors of their fulfillment of Title II of the ADA nondiscrimination and access requirements?

☐ Yes ☐ No ☒ N/A

If so please describe both the notification process and the process by which the entity will ensure compliance? The department does not have any third-party contractors.

B. Procurement Contracts

In selecting procurement contractors, a public entity may not discriminate on the basis of disability.

11. Are there any circumstances in which a consideration related to disability would influence the choice of a procurement contractor?

☐ Yes ☒ No

If so, please explain

SECTION II. COMMUNICATION ACCESS ASSESSMENT COMMUNICATION ACCESS

A. Visual Communication

Information that is communicated visually—such as through printed materials or visual displays—must be made accessible to people with visual and cognitive disabilities through auxiliary aids and services.

12. Do departmental programs involve information that is communicated visually?

☒ Yes ☐ No

In the chart below, list each type of information that is communicated visually. Consider all aspects of departmental programs, including outreach, advertising, public meetings or hearings, and communication with the general public, applicants and participants. Examples may include brochures, forms, handbooks, agendas, visual displays, etc.

For each type of information, place a check (✓) below the auxiliary aids or services currently available to people with visual disabilities. Place an "X" below any additional aids or services that may be necessary to provide effective communication of the information. (More than one auxiliary aid or service may be needed for each.)

	Committee/Board Reports	Marketing Materials	Program Forms
Large Print		X	
Braille			

Audio Tape			
Readers			
Computers			
Pictorial Signage		X	
Other			

B. Aural/Oral Communication

(Note: "Aural" refers to information that is heard; "oral" refers to spoken information.)

Programs that communicate information aurally to applicants or participants or that require an applicant participant to use oral communication must make that information accessible to people having hearing or speech disabilities by providing auxiliary aids or services.

13. Do departmental programs involve information that is communicated verbally?

☒ X Yes ☐ No

In the chart below, list each type of information that is communicated aurally/orally. Consider all communication involved in all aspects of departmental programs, including outreach, advertising, public meetings or hearings, and communication with the general public, applicants and participants.

For each type of information, place a check (✓) below the auxiliary aids or services currently available to people with hearing or speech disabilities. Place an "X" below any additional aids or services that may be necessary to provide effective communication of the information. (More than one auxiliary aid or service may be needed for each.)

Type of Information

	Public Meetings	Type of Information	Type of Information
Sign Language Interpreters			
Telecommunication Devices for the Deaf (TDDs)			
Paper and Pen			
Real-time Captioning			
Caption Decoder			
Other	X		

TELECOMMUNICATIONS

A. Telephone Communication

When a public entity communicates with the public by telephone, Title II of the ADA requires that TDDs or equally effective means be used to communicate with people who have hearing or speech disabilities. Public entities should use TDDs wherever telephone communication is a substantial part of a program's operation.

14. Does the department communicate regularly with the public over the telephone?

_____ Yes ☒ No

15. Are telephone communications ever lengthy, complex, or technical?

_____ Yes ☒ No

16. Does the department have a TDD, or access to a TDD?

☒ Yes _____ No

17. If yes, has the staff been trained in the use of the TDD?

☒ Yes _____ No

B. Telephone Emergency Services

If the program provides telephone access to emergency services, the regulations require that direct access be provided to individuals who use TDDs; relying on a relay service is not acceptable.

18. Does the department provide telephone access to emergency services?

_____ Yes ☒ No

19. If so, does the program provide direct TDD access to the emergency telephone number(s)?

_____ Yes ☒ No

OTHER COMMUNICATION

A. Emergency Warning and Evacuation

Emergency evacuation procedures for the program, service, or activity must ensure that people with disabilities are made aware of emergencies and are aware of exit procedures.

20. Is there a means of assuring that people with hearing disabilities are made aware of an activated alarm?

☒ Yes _____ No

If yes, please describe:

21. Is there an established emergency evacuation procedure that addresses the needs of individuals with disabilities?

☐ Yes ☐ No

B. Access Information

ADA Title II regulation require that public entities ensure that people with disabilities can obtain information about the availability and location of accessible programs, services, activities, and facilities.

Information regarding the location of accessible entrances, program sites, TDDs, and other access features can be provided in a number of ways, such as in handbooks and listings.

22. Explain how the departmental programs, services, or activities provide access information to program applications, participants, and the general public.
23. Describe the types of reasonable accommodation which citizens/employees have requested to gain access to your departmental programs/services.

C. Website

24. Does your department have a website?

☐ Yes ☒ No

25. What is your department's website? What information is provided on this site? Please describe briefly what information is provided:

26. Does your department's website include information about accessibility of facilities (parking, bathrooms, assistive listening devices, etc.) where programs or services are offered? (Only answer if you answered "yes" to 24.

☐ Yes ☐ No

In so, please describe briefly what information is provided about accessible features:

27. Does your department ensure that its website is usable by individuals with disabilities, including those who use speaking browsers?

☐ Yes ☐ No

28. Are the documents provided on your website for downloading accessible to persons with visual disabilities?

☐ Yes ☐ No

Thank you for completing this survey

Appendix B: Napa Valley Transportation Authority ADA Disability Access or Title 24 Accessibility Complaint Form

CREATE A NEW TICKET

TICKET DETAILS

Category *

Discrimination (Americans with Disabilities Act) ▼

Time of Day

Subject *

Enter subject

Message *

B **I** **U** Font Family - Font Sizes - **A** - **A** -

[Add CC](#) [Add BCC](#) [Attach a file](#)

CONTACT DETAILS

Full name *

Enter name

Email *

Enter email

Phone

Enter phone number

☐

I'm not a robot



Create Ticket

Cancel

Appendix C: Public Meeting Minutes

This page is intentionally left blank. Information will be added after public meetings conclude.

Appendix D: ADA Coordinator Public Notice

The Napa Valley Transportation Authority (NVTA) does not discriminate on the basis of disability in admission, access to, or operation of its programs, services, and activities. NVTA does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA can be forwarded to NVTA's designated ADA Compliance Coordinator, listed below.

Rebecca Schenck
Program Manager – Public Transit
625 Burnell Street
Napa, CA 94559
(707) 259-8636
rschenck@nvta.ca.gov
Available Monday through Friday 8am to 5pm

Individuals who need auxiliary aids for effective communication in programs and services of NVTA are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape and in Braille, from the ADA Compliance Coordinator.

Appendix E: Facility Checklist

Checklist for Existing Facilities version 2.1



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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Barrier Free Environments, Inc.

Barrier Free Environments, Inc. and Adaptive Environments Center, Inc. are authorized by the National Institute on Disability and Rehabilitation Research (NIDRR) to develop information and materials on the Americans with Disabilities Act (ADA). However, you should be aware that NIDRR is not responsible for enforcement of the ADA. The information, presented here is intended solely as informal guidance, and is neither a determination of your legal rights or responsibilities under the Act, nor binding on any agency with enforcement responsibility under the ADA.

The Americans with Disabilities Act
Checklist for Readily Achievable Barrier Removal
August 1995

Checklist for Existing Facilities version 2.1

Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.

How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

QUESTIONS

POSSIBLE SOLUTIONS

Priority

1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No


☐ ☐


- ☐ Add a ramp if the route of travel is interrupted by stairs.
- ☐ Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?


☐ ☐


- ☐ Repair uneven paving.
- ☐ Fill small bumps and breaks with beveled patches.
- ☐ Replace gravel with hard top.

 Is the route at least 36 inches wide?

☐ ☐

width

- ☐ Change or move landscaping, furnishings, or other features that narrow the route of travel.
- ☐ Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

☐ ☐

distance from wall/height

- ☐ Move or remove protruding objects.
- ☐ Add a cane-detectable base that extends to the ground.
- ☐ Place a cane-detectable object on the ground underneath as a warning barrier.


In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.


Do curbs on the route have curb cuts at drives, parking, and drop-offs?

☐ ☐

- ☐ Install curb cut.
- ☐ Add small ramp up to curb.

Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

☐ ☐

slope

Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.





- ☐ Lengthen ramp to decrease slope.
- ☐ Relocate ramp.
- ☐ If available space is limited, reconfigure ramp to include switchbacks.

Checklist for Existing Facilities version 2.1 © revised August 1995, Adaptive Environments Center, Inc. for the National Institute on Disability and Rehabilitation Research. For technical assistance, call 1-800-949-4ADA (voice/TDD).

QUESTIONS		POSSIBLE SOLUTIONS										
Ramps, continued Do all ramps longer than 6 feet have railings on both sides?		<input type="checkbox"/> Add railings.										
Are railings sturdy, and between 34 and 38 inches high?		<input type="checkbox"/> Adjust height of railing if not between 30 and 38 inches. <input type="checkbox"/> Secure handrails in fixtures.										
Is the width between railings or curbs at least 36 inches?		<input type="checkbox"/> Relocate the railings. <input type="checkbox"/> Widen the ramp.										
Are ramps non-slip?		<input type="checkbox"/> Add non-slip surface material.										
Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?		<input type="checkbox"/> Remodel or relocate ramp.										
Does the ramp rise no more than 30 inches between landings?		<input type="checkbox"/> Remodel or relocate ramp.										
Parking and Drop-Off Areas (ADAAG 4.6) Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG): <table><tr><th>Total spaces</th><th>Accessible</th></tr><tr><td>1 to 25</td><td>1 space</td></tr><tr><td>26 to 50</td><td>2 spaces</td></tr><tr><td>51 to 75</td><td>3 spaces</td></tr><tr><td>76 to 100</td><td>4 spaces</td></tr></table>		Total spaces	Accessible	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces	<input type="checkbox"/> Reconfigure a reasonable number of spaces by repainting stripes.
Total spaces	Accessible											
1 to 25	1 space											
26 to 50	2 spaces											
51 to 75	3 spaces											
76 to 100	4 spaces											
Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans? At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).		<input type="checkbox"/> Reconfigure to provide van-accessible space(s).										

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QUESTIONS		POSSIBLE SOLUTIONS
Parking and Drop-Off Areas, continued Are the access aisles part of the accessible route to the accessible entrance? <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div>		<input type="checkbox"/> Add curb ramps. <input type="checkbox"/> Reconstruct sidewalk. <input type="checkbox"/> Reconfigure spaces. <input type="checkbox"/> Add signs, placed so that they are not obstructed by cars. <input type="checkbox"/> Implement a policy to check periodically for violators and report them to the proper authorities.
Are the accessible spaces closest to the accessible entrance? <div><input type="checkbox"/> <input type="checkbox"/></div>		
Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces? <div><input type="checkbox"/> <input type="checkbox"/></div>		
Is there an enforcement procedure to ensure that accessible parking is used only by those who need it? <div><input type="checkbox"/> <input type="checkbox"/></div>		
Entrance (ADAAG 4.13, 4.14, 4.5) If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? <div><input type="checkbox"/> <input type="checkbox"/></div>		<input type="checkbox"/> If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances. <input type="checkbox"/> Install signs before inaccessible entrances so that people do not have to retrace the approach. <input type="checkbox"/> Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example. <input type="checkbox"/> Widen the door to 32 inches clear. <input type="checkbox"/> If technically infeasible, widen to 31-3/8 inches minimum. <input type="checkbox"/> Install offset (swing-clear) hinges. <input type="checkbox"/> Remove or relocate furnishings, partitions, or other obstructions. <input type="checkbox"/> Move door. <input type="checkbox"/> Add power-assisted or automatic door opener.
Do not use a service entrance as the accessible entrance unless there is no other option.		
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? <div><input type="checkbox"/> <input type="checkbox"/></div>		
Can the alternate accessible entrance be used independently? <div><input type="checkbox"/> <input type="checkbox"/></div>		
 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)? <div> <input type="checkbox"/> <input type="checkbox"/>  clear opening </div>		
 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? <div> <input type="checkbox"/> <input type="checkbox"/>  clear space </div>		
A person using a wheelchair or crutches needs this space to get close enough to open the door.		

QUESTIONS		POSSIBLE SOLUTIONS
Entrance, continued		
Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?	<div><div>Yes</div><div>No</div><div><div><div></div><div></div></div><div></div><div>height</div></div></div>	<div><div><input type="checkbox"/> If there is a single step with a rise of 6 inches or less, add a short ramp.</div><div><input type="checkbox"/> If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.</div></div>
If provided, are carpeting or mats a maximum of 1/2-inch high?	<div><div>Yes</div><div>No</div><div><div><div></div><div></div></div><div></div><div>height</div></div></div>	<div><div><input type="checkbox"/> Replace or remove mats.</div></div>
Are edges securely installed to minimize tripping hazards?	<div><div>Yes</div><div>No</div><div><div><div></div><div></div></div><div></div></div></div>	<div><div><input type="checkbox"/> Secure carpeting or mats at edges.</div></div>
Is the door handle no higher than 48 inches and operable with a closed fist?	<div><div>Yes</div><div>No</div><div><div><div></div><div></div></div><div></div><div>height</div></div></div>	<div><div><input type="checkbox"/> Lower handle.</div><div><input type="checkbox"/> Replace inaccessible knob with a lever or loop handle.</div><div><input type="checkbox"/> Retrofit with an add-on lever extension.</div></div>
The “closed fist” test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.		
Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?	<div><div>Yes</div><div>No</div><div><div><div></div><div></div></div><div></div><div>force</div></div></div>	<div><div><input type="checkbox"/> Adjust the door closers and oil the hinges.</div><div><input type="checkbox"/> Install power-assisted or automatic door openers.</div><div><input type="checkbox"/> Install lighter doors.</div></div>
You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.		
If the door has a closer, does it take at least 3 seconds to close?	<div><div>Yes</div><div>No</div><div><div><div></div><div></div></div><div></div><div>seconds</div></div></div>	<div><div><input type="checkbox"/> Adjust door closer.</div></div>

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QUESTIONS

POSSIBLE SOLUTIONS

Priority

2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?


Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Add ramps or lifts.
- ☐ Make another entrance accessible.

Are all public spaces on an accessible route of travel?


Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Provide access to all public spaces along an accessible route of travel.

 Is the accessible route to all public spaces at least 36 inches wide?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
width	


- ☐ Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
width	


- ☐ Rearrange furnishings, displays, and equipment.

Doors (ADAAG 4.13)

 Do doors into public spaces have at least a 32-inch clear opening?


Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
clear opening	

- ☐ Install offset (swing-clear) hinges.
- ☐ Widen doors.

 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?


Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
clear space	

- ☐ Reverse the door swing if it is safe to do so.
- ☐ Move or remove obstructing partitions.

 Can doors be opened without too much force (5 lbf maximum for interior doors)?


Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
force	

- ☐ Adjust or replace closers.
- ☐ Install lighter doors.
- ☐ Install power-assisted or automatic door openers.

 Are door handles 48 inches high or less and operable with a closed fist?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
height	

- ☐ Lower handles.
- ☐ Replace inaccessible knobs or latches with lever or loop handles.
- ☐ Retrofit with add-on levers.
- ☐ Install power-assisted or automatic door openers.





 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?


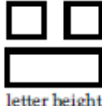


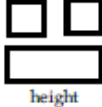

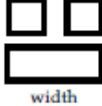


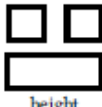

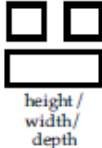
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
height	

- ☐ If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- ☐ If between 1/4- and 3/4-inch high, add bevels to both sides.


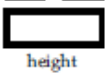

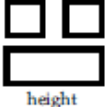

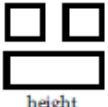
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QUESTIONS		POSSIBLE SOLUTIONS	
Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)  Are all aisles and pathways to materials and services at least 36 inches wide?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input type="text"/> </div> <div>width</div>	<input type="checkbox"/> Rearrange furnishings and fixtures to clear aisles.	
 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	<div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input type="text"/> </div> <div>width</div>	<input type="checkbox"/> Rearrange furnishings to clear more room.	
Is carpeting low-pile, tightly woven, and securely attached along edges?	<div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Secure edges on all sides. <input type="checkbox"/> Replace carpeting.	
 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?	<div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input type="text"/> </div> <div>height/ protrusion</div>	<input type="checkbox"/> Remove obstacles. <input type="checkbox"/> Install furnishings, planters, or other cane-detectable barriers underneath.	
Emergency Egress (ADAAG 4.28) If emergency systems are provided, do they have both flashing lights and audible signals?	<div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Install visible and audible alarms. <input type="checkbox"/> Provide portable devices.	
Signage for Goods and Services (ADAAG 4.30) Different requirements apply to different types of signs.	<div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)	
 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?	<div> <div>Y N</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input type="text"/> </div> <div>height</div> </div>		
<ul style="list-style-type: none"> Signs mounted with centerline 60 inches from floor. 	<div> <input type="checkbox"/> <input type="checkbox"/> </div>		
<ul style="list-style-type: none"> Mounted on wall adjacent to latch side of door, or as close as possible. 	<div> <input type="checkbox"/> <input type="checkbox"/> </div>		
<ul style="list-style-type: none"> Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits). 	<div> <div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input type="text"/> </div> <div>character height</div> </div>		
<ul style="list-style-type: none"> Brailled text of the same information. 	<div> <input type="checkbox"/> <input type="checkbox"/> </div>		
<ul style="list-style-type: none"> If pictogram is used, it must be accompanied by raised characters and braille. 	<div> <input type="checkbox"/> <input type="checkbox"/> </div>		




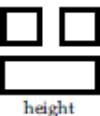





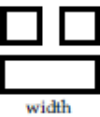

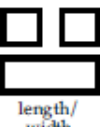
QUESTIONS		POSSIBLE SOLUTIONS
Directional and Informational Signage The following questions apply to directional and informational signs that fall under Priority 2.		
 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.
Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Review requirements and replace signs as needed.
Controls (ADAAG 4.27)  Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?		<input type="checkbox"/> Relocate controls.
Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.		
Are they operable with a closed fist?	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Replace controls.
 Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2) Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Rearrange chairs or tables to provide 36-inch aisles.
Are the spaces for wheelchair seating distributed throughout?	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Rearrange tables to allow room for wheelchairs in seating areas throughout the area. <input type="checkbox"/> Remove some fixed seating.
 Are the tops of tables or counters between 28 and 34 inches high?	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Lower part or all of high surface. <input type="checkbox"/> Provide auxiliary table or counter.
 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?	<div> <div>Yes</div> <div>No</div> </div> <div>  </div>	<input type="checkbox"/> Replace or raise tables.

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QUESTIONS		POSSIBLE SOLUTIONS
Seats, Tables, and Counters, continued  At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/>  </div>	<input type="checkbox"/> Provide a lower auxiliary counter or folding shelf. <input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to hand items back and forth.
 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/>  </div>	<input type="checkbox"/> Lower section of counter. <input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to pass items.
Vertical Circulation (ADAAG 4.1.3(5), 4.3) Are there ramps, lifts, or elevators to all public levels?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Install ramps or lifts. <input type="checkbox"/> Modify a service elevator. <input type="checkbox"/> Relocate goods or services to an accessible area.
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Post clear signs directing people along an accessible route to ramps, lifts, or elevators.
Stairs (ADAAG 4.9) The following questions apply to stairs connecting levels <i>not</i> serviced by an elevator, ramp, or lift.		
Do treads have a non-slip surface?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Add non-slip surface to treads.
Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Add or replace handrails if possible within existing floor plan.
Elevators (ADAAG 4.10) Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Install visible and verbal or audible signals.
 Are the call buttons in the hallway no higher than 42 inches?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/>  </div>	<input type="checkbox"/> Lower call buttons. <input type="checkbox"/> Provide a permanently attached reach stick.
Do the controls inside the cab have raised and braille lettering?	<div>Yes No</div> <div> <input type="checkbox"/> <input type="checkbox"/> </div>	<input type="checkbox"/> Install raised lettering and braille next to buttons.







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QUESTIONS		POSSIBLE SOLUTIONS
Elevators, continued Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?		<input type="checkbox"/> Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
If an emergency intercom is provided, is it usable without voice communication?		<input type="checkbox"/> Modify communication system.
Is the emergency intercom identified by braille and raised letters?		<input type="checkbox"/> Add tactile identification.
Lifts (ADAAG 4.2, 4.11) Can the lift be used without assistance? If not, is a call button provided?		<input type="checkbox"/> At each stopping level, post clear instructions for use of the lift. <input type="checkbox"/> Provide a call button.
	Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift? <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/>  clear space </div>	<input type="checkbox"/> Rearrange furnishings and equipment to clear more space.
	Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)? <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/>  height </div>	<input type="checkbox"/> Move controls.
<hr/>		
Priority 3 Usability of Rest Rooms When rest rooms are open to the public, they should be accessible to people with disabilities.		
Getting to the Rest Rooms (ADAAG 4.1) If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?		<input type="checkbox"/> Reconfigure rest room. <input type="checkbox"/> Combine rest rooms to create one unisex accessible rest room.
Are there signs at inaccessible rest rooms that give directions to accessible ones?		<input type="checkbox"/> Install accessible signs.
Doorways and Passages (ADAAG 4.2, 4.13, 4.30) Is there tactile signage identifying rest rooms?		<input type="checkbox"/> Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).
Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.		






QUESTIONS		POSSIBLE SOLUTIONS
Doorways and Passages, continued Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?		<input type="checkbox"/> If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.
 Is the doorway at least 32 inches clear?	Yes <input type="checkbox"/> No <input type="checkbox"/>  clear width	<input type="checkbox"/> Install offset (swing-clear) hinges. <input type="checkbox"/> Widen the doorway.
 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?	Yes <input type="checkbox"/> No <input type="checkbox"/>  height	<input type="checkbox"/> Lower handles. <input type="checkbox"/> Replace knobs or latches with lever or loop handles. <input type="checkbox"/> Add lever extensions. <input type="checkbox"/> Install power-assisted or automatic door openers.
 Can doors be opened easily (5 lbf maximum force)?	Yes <input type="checkbox"/> No <input type="checkbox"/>  force	<input type="checkbox"/> Adjust or replace closers. <input type="checkbox"/> Install lighter doors. <input type="checkbox"/> Install power-assisted or automatic door openers.
 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.	Yes <input type="checkbox"/> No <input type="checkbox"/>  clear width	<input type="checkbox"/> Rearrange furnishings such as chairs and trash cans. <input type="checkbox"/> Remove inner door if there is a vestibule with two doors. <input type="checkbox"/> Move or remove obstructing partitions.
 Is there a 36-inch-wide path to all fixtures?	Yes <input type="checkbox"/> No <input type="checkbox"/>  width	<input type="checkbox"/> Remove obstructions.
Stalls (ADAAG 4.17) Is the stall door operable with a closed fist, inside and out?		<input type="checkbox"/> Replace inaccessible knobs with lever or loop handles. <input type="checkbox"/> Add lever extensions.
 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?	Yes <input type="checkbox"/> No <input type="checkbox"/>  length/ width	<input type="checkbox"/> Move or remove partitions. <input type="checkbox"/> Reverse the door swing if it is safe to do so.

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QUESTIONS		POSSIBLE SOLUTIONS
Stalls, continued In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet? <div style="display: flex; justify-content: space-around;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>		<input type="checkbox"/> Add grab bars.
 Is the toilet seat 17 to 19 inches high? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <div style="text-align: center; font-size: small;">height</div>		<input type="checkbox"/> Add raised seat.
Lavatories (ADAAG 4.19, 4.24)  Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <div style="text-align: center; font-size: small;">clear space</div> <p style="margin-top: 10px;">A maximum of 19 inches of the required depth may be under the lavatory.</p>		<input type="checkbox"/> Rearrange furnishings. <input type="checkbox"/> Replace lavatory. <input type="checkbox"/> Remove or alter cabinetry to provide space underneath. <input type="checkbox"/> Make sure hot pipes are covered. <input type="checkbox"/> Move a partition or wall.
 Is the lavatory rim no higher than 34 inches? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <div style="text-align: center; font-size: small;">height</div>		<input type="checkbox"/> Adjust or replace lavatory.
 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <div style="text-align: center; font-size: small;">height</div>		<input type="checkbox"/> Adjust or replace lavatory.
Can the faucet be operated with one closed fist? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div>		<input type="checkbox"/> Replace with paddle handles.
Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div>		<input type="checkbox"/> Lower dispensers. <input type="checkbox"/> Replace with or provide additional accessible dispensers.
 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <div style="text-align: center; font-size: small;">height</div>		<input type="checkbox"/> Lower or tilt down the mirror. <input type="checkbox"/> Add a larger mirror anywhere in the room.
Priority 4 Additional Access <i>Note that this priority is for items not required for basic access in the first three priorities.</i> When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.		
Drinking Fountains (ADAAG 4.15)  Is there at least one fountain with clear floor space of at least 30 by 48 inches in front? <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <div style="text-align: center; font-size: small;">clear space</div>		<input type="checkbox"/> Clear more room by rearranging or removing furnishings.

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QUESTIONS		POSSIBLE SOLUTIONS	
Drinking Fountains, continued  Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?		Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> height	<input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high. <input type="checkbox"/> Provide accessible cooler. <input type="checkbox"/> Replace the controls.
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Place a planter or other cane-detectable barrier on each side at floor level.
 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> height / protrusion	
Telephones (ADAAG 4.31)  If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> clear space	<input type="checkbox"/> Move furnishings. <input type="checkbox"/> Replace booth with open station.
 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> height	<input type="checkbox"/> Lower telephone.
 Does the phone protrude no more than 4 inches into the circulation space?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> protrusion	<input type="checkbox"/> Place a cane-detectable barrier on each side at floor level.
Does the phone have push-button controls?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Contact phone company to install push-buttons.
Is the phone hearing-aid compatible?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Have phone replaced with a hearing-aid compatible one.
Is the phone adapted with volume control?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Have volume control added.
Is the phone with volume control identified with appropriate signage?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Add signage.
If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Install a text telephone. <input type="checkbox"/> Have a portable TT available. <input type="checkbox"/> Provide a shelf and outlet next to phone.
Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Add signage.

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Appendix F: Excerpts NVTa Policies and Procedures Manual Chapter 4: Standards of Conduct



NVTa POLICIES, PRACTICES AND PROCEDURES MANUAL

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CHAPTER 4 STANDARDS OF CONDUCTS

Section 4.1. Equal Employment Opportunity

4.1.1 Statement of Policy

The Napa Valley Transportation Authority is an equal opportunity employer. The Agency does not discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on an applicant's or employee's race, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, marital status, domestic partner status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity), age (over 40), sexual orientation, political affiliation, veteran's status, or any other characteristic protected by federal, state or local law.

The Agency subscribes to all federal and state laws that are intended to protect the right and opportunity of all persons to seek, obtain and hold employment without discrimination or abridgment because of the foregoing characteristics.

4.1.2 Employee, Supervisor and Management Responsibilities

All employees are charged with the responsibility of furthering equal employment opportunity by identifying and reporting incidents of discrimination. Agency managers and supervisors are further required to ensure that principles of equal employment opportunity and non-discrimination are followed with regard to recruitment, hiring, placement, promotion, transfer, demotion, layoff, termination, pay and other forms of compensation, training and general treatment of employees during employment.

In any instance where an employee believes that this policy has been violated, that employee is encouraged to consult with the Agency's Executive Director. If the alleged violator is the Executive Director, contact Human Resources to direct you to consult with the Chair of the Board with the assurance that no reprisals (retaliation) or otherwise adverse action will be taken against the employee.

Section 4.2. Anti-Harassment/Discrimination Policy

4.2.1 Statement of Policy

The Agency is committed to providing a work environment free from harassment and discrimination as defined by this policy. Agency policy prohibits discrimination, sexual harassment and harassment because of race, color, national origin, ancestry, religion, physical disability, mental disability, medical condition, marital status, domestic partner status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity), age (over 40), sexual orientation, political affiliation, veteran's status, or any other characteristic protected by federal and state law. All such harassment and discrimination is prohibited. Persons protected from harassment and discrimination under this policy includes job applicants, employees and independent contractors. Applicants, employees or independent contractors are protected from harassment that is perpetrated by Agency officials, managers, supervisors, employees, and by

non-employees when the harassment occurs in the course of Agency work. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

4.2.2 Definitions

A. “Discrimination”

For purposes of this policy, discrimination may occur by either:

1. Treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon race, age, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, gender or self-identified gender.
 - a) “Sex” is defined as including, but not limited to pregnancy, childbirth, or medical conditions related to such pregnancy, as well as one’s gender (see California Government Code, section 12926(p)).
 - b) “Gender” is defined as including a person’s sex, gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth (see California Penal Code, section 422.56).
2. Having a policy or practice that has a disproportionately adverse impact on protect class members.

B. “Harassment”

Conduct which constitutes harassment in violation of this policy includes, but is not limited to:

1. Making or using derogatory comments, slurs, jokes or epithets which are related to an individual’s race, religion, gender, self-identified gender, sex, or is of a sexual nature, or are based on any other identified protected category, as set forth in section 4.2.2.A.1. above, or are otherwise deemed inappropriate.
2. Assaulting, touching, impeding or blocking movement, making derogatory gestures, or any physical interference with normal work movement which is motivated or related to an individual’s protected status as set forth in section 4.2.2.A.1, above.
3. Displaying derogatory posters, letters, poems, graffiti, cartoons or drawings that involve or relate to an individual’s protected status as set forth in section 4.2.2.A.1, above.
4. Sexual harassment as defined in section 4.2.2.C, below.
5. Retaliation against an employee, or person who provides services to NVTa pursuant to a contract or other covered individual who:

- a) Files or responds to a bona fide complaint of harassment or discrimination; or
- b) Acts as a witness or otherwise cooperates in the investigation of a harassment or discrimination complaint; or
- c) Serves as an investigator in processing complaints of harassment or discrimination.

C. Sexual Harassment”

1. For purpose of this policy, sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:
 - a) Submission to, or rejection of, such conduct is used as the basis for employment decisions that influence or affect an individual’s career (such as promotions, salary, employment conditions or other aspects of a career development); or
 - b) Such conduct unreasonably interferes with an individual’s job performance;
 - c) Creates an intimidating, hostile or offensive work environment.
2. All of the conduct described in 4.2.2.B. (1)-(3), above, when it is of a sexual nature; or
3. Deliberate, repeated or unwelcome sexual advances, offering employment benefits in exchange for sexual favors or making or threatening reprisals after a negative response to sexual advances.

Sexual harassment can occur between employees of the opposite or same sex. It is prohibited for males to sexually harass females or other males, and for females to sexually harass males or other females.

4.2.3 Zero Tolerance

The Agency maintains a zero tolerance stance regarding violations of this policy. This means that serious cases of employee harassment, discrimination or retaliation related to a complaint made pursuant to this policy will lead to recommendations for immediate dismissal by the Executive Director.

Conduct of the nature prohibited by this policy will be considered misconduct and will subject an offending employee to disciplinary action even if the conduct does not rise to the level of legally actionable harassment, discrimination or retaliation.

4.2.4 Complaint and Investigation Procedure

Employees and contractors should not wait until a situation becomes severe or pervasive or impairs their work performance before reporting harassment or discrimination. The Agency’s goal is to prevent harassment and, if it does occur, to stop it at the earliest opportunity.

If the employee believes that he/she has been harassed or discriminated under this policy, or if the employee believes he/she has witnessed harassment or discrimination, the employee should inform his/her supervisor, Human Resources, or the Executive Director of the Agency as soon as possible after the incident. The complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors or management employees who are aware or have been notified of any alleged incident of harassment or discrimination must immediately refer all such complaints or reports to Human Resources and to the Executive Director.

If the Executive Director is the harasser, the employee can report the harassment/discrimination to the chairman of the Board of Directors.

If the employee does not feel comfortable reporting the incident to his/her supervisor, Human Resources or the Executive Director, he/she may report the incident to any other supervisory or management employee, or the chair of the Board of Directors.

Whenever the Agency is made aware of a complaint or report of harassment/discrimination under this policy, the Agency will conduct an immediate, thorough and objective investigation of the situation. Cooperation with such investigations is required of all employees.

If the Agency determines that harassment/discrimination prohibited by this policy has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Agency to have engaged in prohibited harassment/discrimination will be subject to appropriate disciplinary action, up to and including termination.

In addition to the foregoing methods of complaint, an applicant, employee or contractor may choose to file a harassment/discrimination complaint with the California Department of Fair Employment and Housing at <http://www.dfeh.ca.gov> or the federal Equal Employment Opportunity Commission at <http://www.eeoc.gov/>.

4.2.5 Prohibition on Retaliation

The Agency strictly prohibits retaliation against any applicant, employee or contractor who complains of harassment or discrimination or participates in any manner in an investigation into workplace harassment/discrimination. Examples of retaliation prohibited by this policy include the following:

- Disciplining a complainant or rejecting a complainant for employment because it is believed the allegation of harassment is untrue or the allegation of harassment/discrimination is not supported by subsequent findings of an investigation;
- Subjecting complainants or witnesses to materially adverse employment decisions because of their participation in a workplace harassment/discrimination complaint or investigation;

- Ostracizing or demonstrating hostility to a complainant or witnesses because of their participation in a workplace harassment/discrimination complaint or investigation.

If the Agency finds that any employee, including a supervisor or manager, has engaged in retaliation, he or she shall be subject to disciplinary action, up to and including discharge.

4.2.6 Prevention

Prevention is the best method for avoiding harassment, discrimination and retaliation. Supervisory and managerial employees are charged with the responsibility of taking steps to prevent harassment/discrimination and retaliation from occurring in the workplace. Failure to take appropriate action to prevent and/or correct harassment/discrimination or retaliation shall be deemed a violation of this policy and shall subject the offender to disciplinary action up to and including discharge. If the Executive Director is the harasser, the employee can report the harassment/discrimination to the Chair of the Board of Directors who will investigate the complaint in the same manner that the Executive Director would investigate complaints filed by other employees. If the employee does not feel comfortable reporting the incident to his/her supervisor, or the Executive Director, he/she may report the incident to any other supervisory, management employee or Human Resources.

Section 4.3. Mutual Respect and Courtesy Rule

It is the Agency's philosophy and practice to treat one another with respect and courtesy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Section 4.4. Reasonable Accommodation

4.4.1 Statement of Policy

In furtherance of the Agency's policy to provide equal employment opportunity, the Agency will provide reasonable accommodation to allow people with physical or mental disabilities to apply for employment and perform their jobs.

4.4.2 Conditions Covered By This Policy

A. Disability

The term "disability" means:

1. A physical or mental disorder or condition that limits one or more of the major life activities of such individual; or
2. A record of disorder or condition; or
3. Being regarded as having such a disorder or condition.

B. Conditions Excluded

Individuals who currently use drugs illegally are not protected by the disability laws and do not have rights to reasonable accommodation. This includes people who

use prescription drugs illegally. However, persons who no longer use drugs illegally and have either successfully completed a supervised drug rehabilitation program, or are currently participating in a supervised rehabilitation program, or desire to voluntarily enter and participate in such a program do have protection as provided under applicable disability laws.

4.4.3 Examples of Reasonable Accommodation

Each request for an accommodation will be evaluated on a case-by-case basis. Reasonable accommodation may include:

- Making existing facilities used by employees readily accessible to and usable by individuals with disabilities;
- Job restructuring or modified work schedules;
- Acquisition or modification of equipment or devices;
- The provision of qualified readers or interpreters;
- Appropriate adjustment or modifications of examinations, training materials or policies; and/or
- Reassignment to a vacant position.

4.4.4 Requests for Reasonable Accommodation

To request reasonable accommodation under this policy, an applicant or employee must submit a written statement to the Human Resource Department which indicates the general nature of the physical or mental disability and identifies his or her abilities and functional limitations with respect to the job limitations of the disability. The statement should also request reasonable accommodation because of the limitation(s) caused by the disability. The applicant or employee shall assist the Agency in determining if and what reasonable accommodation might be provided by identifying:

1. Any special methods, skills or procedures which would enable him or her to perform tasks or functions that he or she otherwise might not be able to perform because of his or her disability;
2. The potential accommodations the Agency might make that would enable him or her to perform the essential functions of the job, properly and safely, including special equipment, changes in the physical layout of the job or other accommodation; and
3. Any equipment aids or services that the applicant or employee is willing to provide and utilize that the Agency is not required to provide.

If the applicant or employee requires secretarial or other assistance in preparing the request due to his or her disability, such assistance will be provided upon request.

4.4.5 Medical Information

An applicant or employee who identifies himself or herself as having a disability and who requests reasonable accommodation will be required to provide documentation, including medical documentation, sufficient to establish the existence of the physical or mental disorder or condition, the limitations caused by the condition, and the need for accommodation.

Any information obtained regarding the medical condition of the applicant or employee will be collected and maintained on separate forms, in separate medical files, and treated as a confidential record. Such confidential information may be released as follows:

1. To inform the supervisors and managers of the disabled employee regarding any restrictions on the work or duties of the employee or accommodations necessary;
2. To inform first aid and safety personnel, when appropriate, if the disability may require emergency treatment;
3. To respond to requests from governmental officials investigating compliance with the disability laws; and
4. To workers' compensation offices and second injury funds as required by law or for insurance purposes under certain conditions for those who establish, sponsor or administer health or life insurance benefit plans.

4.4.6 The Interactive Process

The Interactive Process can begin in a number of ways. However, unless the disability or the need for accommodation is obvious, it is the responsibility of the employee to inform the supervisor or the Human Resource Department that an accommodation is needed in order to perform the essential job functions. However, the duty to provide a reasonable accommodation may arise even when no request is made, e.g., when the supervisor, Executive Director, or Human Resources becomes aware of the disability, whether or not there is a request by the employee for a reasonable accommodation. Once the need for reasonable accommodation is known, the Agency, by and through the employee's supervisor, or Executive Director, and Human Resources department, will engage in the Interactive Process, which includes, but is not limited to:

1. Review of the essential functions of the position;
2. Engagement in an interactive dialogue with the employee to ascertain the precise job related limitations imposed by the employee's disability and how those limitation would be overcome with reasonable accommodation;
3. In consultation with the employee, identification of the potential reasonable accommodations and assess the effectiveness each would have in enabling the employee to perform the essential functions of the position;

4. Consideration of the preference of the employee to be accommodated regarding an alternative employment reassignment; and
5. Selection and implementation of the reasonable accommodation most appropriate for the Agency in collaboration with the employee's input.

4.4.7 Miscellaneous Guidelines

1. Reasonable accommodation does not negate requirements for good job performance, successful completion of assigned training, adherence to generally accepted standards of behavior and adherence to supervisory instructions.
2. An employee with a disability who is reassigned to a vacant, lower classified position as an accommodation will receive the lower salary of that position.
3. If the essential job functions and/or duties of a position occupied by an employee with a disability are expanded, revised or modified, the conditions and procedures stated shall apply to any evaluation of the employee's ability to perform the essential functions of the changed, revised or modified position and the Agency's determination whether reasonable accommodation can be provided.
4. An employee who has a question regarding the application of the policy and procedure should contact the Executive Director.

Section 4.5. Appearance, Conduct and Hygiene

4.5.1 Statement of Policy

Agency employees often come into contact with the public, which judges the quality of the Agency service by the appearance and behavior of its employees and has the right to expect appropriate clothing, neat appearance, good manners, and service. Therefore, Agency employees will be expected to adhere to the following guidelines.

4.5.2 Guidelines on Appearance, Conduct and Hygiene

1. All employees are expected to exercise good hygiene and be well groomed.
2. All employees having long hair or wearing a moustache or beard must keep them clean, trimmed, combed, and otherwise groomed so as not to interfere with worker safety. Those employees who normally do not wear a beard or moustache and who normally shave must keep themselves clean shaven.
3. Employees must dress in a manner that is professional, functional, and affords them safety from unnecessary risk of injury. Office employees should not wear shorts, sweat pants, tank tops, shabby denims, or suggestive or inappropriate clothing.

4. When, on occasion, employees have to deal with discourteous persons, it is especially important for them to maintain their friendly attitude. Continuing courtesy on the part of employees will do much to promote an excellent relationship between the Agency and the community.

Section 4.6. Attendance and Punctuality

4.6.1 Statement of Policy

In order to offer high quality service, the Agency's operations must be appropriately staffed. Absenteeism and tardiness cause undue burdens on co-workers and impede the service the Agency provides to the community. Therefore, regular attendance and punctuality are job requirements for all employees of the Agency.

4.6.2 Reporting Requirements

1. Employees are expected to report to work on time and ready for duty at the time prescribed.
2. Employees may not leave work without prior supervisory approval during working hours or prior to the end of a scheduled work time.
3. Employees who foresee the need to be absent, tardy or leave early from work should notify their supervisor/Department Head, Human Resources, the Administrative Assistant and the Executive Director of the anticipated absence as far in advance as practicable and obtain approval for such absence.
4. An employee who will be absent or late to work must notify their supervisor/Department Head, Human Resources, the Administrative Assistant and Executive Director prior to the start of the employee's shift. This process must be repeated daily unless the employee is on an approved leave of absence. An employee must keep their supervisor/Department Head, Human Resources, and Executive Director informed of when he or she plans to return to work. An employee who does not return to work from a leave of absence on the approved date shall be deemed absent without leave (AWOL) and shall be subject to automatic resignation.
5. An employee who is physically unable to provide notice of an absence prior to the start of the employee's work day must provide notice as soon as practicably possible.
6. Absences, including tardiness, must be accurately reported on time sheets in 15 minute increments. Employees who are tardy will not be paid for the time they are absent.

4.6.3 Discipline

Failure to provide a supervisor with advance notice of an absence or late arrival for work, frequent or prolonged absenteeism or tardiness, or falsification of time records may result in disciplinary action up to and including discharge.

Employee absences which are protected by law (e.g., military leave, workers compensation leave, family medical leave, “kin care” leave, pregnancy disability and other approved disability leaves, witness or jury duty leave, voting leave, court appearances for crime victims, and leave for certain school activities) will not be counted in determining whether the employee is meeting job requirements for attendance.

Section 4.7. Secondary Employment

4.7.1 Statement of Policy

The Agency expects its employees to devote full attention to their Agency responsibilities during regularly scheduled work hours. The Agency will not tolerate any secondary employment, which interferes in any way with the performance of duties for the Agency including, but not limited to, the following:

1. Actual conflict in hours of employment;
2. Being tired or unfit for duty because of outside employment;
3. Where the secondary employment creates an actual or apparent conflict of interest in regard to Agency employment.

4.7.2 Notification and Approval

Employees must notify the Agency of all secondary employment. Any employee who engages in after or before hours work at a secondary job must accomplish the following:

1. Receive the written permission of the Executive Director prior to accepting secondary employment. In the case of the Executive Director, he/she must receive authorization from the Board of Directors;
2. When requested by the Executive Director, obtain from the secondary employer a waiver of liability for the Agency;
3. It is incumbent on the employee to make it clear to the secondary employer that he, the employee, is not performing any duties as a representative of NVTA;
4. Once approval is granted by the Executive Director, immediately notify the ED if the secondary employment poses an actual or potential conflict with regards to the employee’s Agency employment.

Section 4.8. Causes for Discipline

4.8.1 Statement of Policy

The purpose of this policy is to establish standards of conduct and work performance for employees that are consistent with the efficient and effective delivery of public services. When conduct or job performance does not meet these standards, the Agency will endeavor to provide employees with a reasonable opportunity to correct the deficiency in the Agency’s sole judgment.

4.8.2 Standards of Conduct

The standards set forth below are intended to provide employees with notice of what is expected of them and provide examples that may lead to disciplinary action, up to and including discharge. This list is not meant to be exhaustive or all inclusive, but rather it is a set of examples of unacceptable behavior for which disciplinary action could result

1. Poor performance; unsatisfactory work quality or quantity;
2. Neglect of duty, including sleeping on the job;
3. Insubordination;
4. Excessive absenteeism or tardiness;
5. Unexcused absences, failing to properly report absences, or leaving work early without permission;
6. Failure to keep supervisor aware of employee's whereabouts during duty time when availability may be required;
7. Misuse of or damage to Agency tools, vehicles, equipment or other property;
8. Moving violations or accidents in an Agency vehicle;
9. Violation of safety rules or practices;
10. Falsifying, altering or making a material omission on employment, medical, financial, payroll, timekeeping, or other Agency records;
11. Performing non-Agency work during work hours;
12. Dishonesty;
13. Special treatment or favoritism of one customer over another;
14. Use, possession, sale or being under the influence of alcoholic beverages or illegal drugs during work hours or on Agency premises (including vehicles) or other violation of the drug and alcohol policy;
15. Violation of the anti-harassment or discrimination policies;
16. Fighting, engaging in violent or threatening behavior or other conduct in violation of the Agency's workplace violence policy;
17. Discourteous treatment of the public or other employees, as defined by the Mutual Respect and Courtesy Rule (Section 4.3);
18. Conviction of a crime that reflects unfitness for the employee's position or unfitness to work around the Agency's employees, property or the public;
19. Other failure of good behavior during or outside of duty hours which is of such a nature that it causes discredit to the Agency and his or her employment; and

20. Other violation of Agency policies or rules.

Section 4.9. Discipline

4.9.1 Statement of Policy

The purpose of this policy is to establish procedures for the discipline of employees; *except Section 4.8 shall not apply to At Will or temporary employees*. When the job performance or the conduct of a probationary or permanent employee falls below standards set by the Agency, including the Standards of Conduct set forth in Section 4.7, then depending on the severity of the misconduct or performance problem, the Agency may take disciplinary action, up to and including discharge.

4.9.2 Progressive Discipline

The Agency will endeavor to afford the employee with an opportunity to improve when dealing with performance or conduct problems. Different types of discipline may be utilized as determined appropriate in the sole discretion of the Agency and discipline need not adhere to a sequential order of progressive discipline. Types of discipline may include: verbal or written warnings, written reprimands, suspension without pay, demotion and discharge.

A. Suspension without Pay

For more severe violations or continued, uncorrected performance or misconduct problems, an employee may be suspended without pay. Where suspension without pay is recommended for a permanent employee, the employee will have the right to a Skelly meeting and a post-disciplinary appeal.

B. Demotion

The Agency may impose a demotion to a position having a lower salary range for disciplinary purposes. A disciplinary demotion may be utilized for continued, uncorrected performance deficiencies. Where demotion is recommended for a permanent employee, the employee will have the right to a Skelly meeting and a post-disciplinary appeal.

C. Discharge

Discharge will be considered for severe violations, failure to respond appropriately to prior performance improvement plans, and/or multiple disciplinary infractions in a short period of time. Where misconduct is severe and egregious, immediate discharge may be imposed. Where discharge has been recommended for a permanent employee, the employee will have the right to a Skelly meeting and a post-disciplinary appeal. The discharge will be documented in the personnel file.

4.9.3 Administrative Leave

In cases involving alleged severe employee misconduct, or where the presence of the employee may interfere with the investigation into the employee's alleged misconduct, or where the interests of public or workplace health and safety or the Agency's business operations may be jeopardized by the employee's presence, the Executive Director may place the employee on paid administrative leave

pending an investigation into the circumstances. During such administrative leave, the employee will be required to be available by telephone to the Agency during regular business hours and to promptly respond to requests for information by the Agency. The employee should not enter Agency premises during administrative leave without permission by the Executive Director.

4.9.4 Procedures for Disciplinary Action of a Permanent Employee

Where discipline of a permanent employee involves disciplinary actions that result in loss of salary or change in employment status (such as suspension without pay or demotion or discharge), the following provisions shall apply:

A. Notice of Proposed Discipline

The employee's supervisor shall inform the employee in writing of the proposed disciplinary action, which shall not be effective until at least five days from the date the notice of proposed action is served on the employee. This notice shall include a copy of the charges and the reasons for the proposed disciplinary action. This notice shall also include a copy of all relevant documents upon which the proposed disciplinary action is based. The notice shall advise the employee of his/her right to respond to the proposed action either in writing or to hold a meeting to respond (Skelly meeting). Notice may be served on the employee by either U.S. mail or personal delivery. Notice by U.S. mail shall be deemed served five days after deposit with the U.S. postal service.

B. Skelly Meeting

The employee may request a meeting to respond to the proposed disciplinary action. The meeting shall be held with the appropriate manager. Following the meeting or employee's written response, the ED or manager shall determine whether to proceed, modify, or set aside the proposed disciplinary action.

C. Notice of Discipline

The employee shall be informed in writing of the final disciplinary action. A copy of the Notice of Discipline shall be placed in the employee's personnel file. This notice shall include a copy of the charges, the reasons for disciplinary action, and provide the effective date of the action. This notice shall also include a copy of all relevant documents upon which the disciplinary action is based. The notice shall advise the employee of his/her right to appeal the disciplinary action. Notice may be served on the employee by either U.S. mail or personal delivery. Notice by U.S. mail shall be deemed served five days after the date of deposit with the U.S. postal service.

D. Right to Appeal

Within five days of service of the Notice of Disciplinary Action, a permanent employee may request to appeal the disciplinary action in writing to the ED. An employee may only appeal a disciplinary action that results in loss of salary or change in employment status. The ED, or ED's designee, shall serve as the hearing officer for the disciplinary appeal. The hearing officer shall make findings based upon the written statement of the charges and upon information presented

at the hearing, both oral and in writing. The hearing officer shall determine whether there is just cause for the discipline and whether the discipline is appropriate. The hearing officer may approve, modify, or withdraw the disciplinary action. The hearing officer shall notify the manager of his/her determination in writing. The hearing officer's decision is final and binding.



NAPA VALLEY TRANSPORTATION AUTHORITY

CAC Agenda Letter

TO: Citizen Advisory Committee (CAC)
FROM: Kate Miller, Executive Director
REPORT BY: Dexter Cypress, Assistant Transportation Planner
(707) 259-8635 / Email: dcypress@nvta.ca.gov
SUBJECT: Vine Transit Update

RECOMMENDATION

Information only. This report provides an update on the operational performance for Vine Transit services.

BACKGROUND

August 13 Service Changes

The most recent schedule changes commenced on Sunday, August 13th to correspond with the start of the school year. As previously presented, the service changes included:

- City of Napa – Renamed all the local routes and added two new ones while reducing the on-demand service area
- Route 10 – Added four additional weekday round trips, bringing the headways down to 30-minutes during peak times, and stopping on the Yountville Veteran's Home property on select trips
- Route 11 – Minor changes to the timetable
- Route 29 – Minor changes to the timetable
- Reinstating the St. Helena and American Canyon School Trippers

This means that the data for this quarter is split between two schedules with one schedule running from July 1, 2023 to August 12, 2023 and the new schedule running from August 13, 2023 to September 30, 2023.

Vine Transit Performance

The first four tables compare ridership across different services in the first quarter of Fiscal Year 2023-2024 (July to September) to the first quarter of Fiscal Year 2018-2019, which was the last first quarter of a fiscal year that was unaffected by the COVID-19 pandemic. This allows us to present ridership today compared to pre-COVID levels.

Table 1 shows that the eight fixed routes in the City of Napa in the fourth quarter of FY 2018-19 carried 94,940 riders compared to the 31,064 riders on the four to six fixed routes available in FY 2023-24, a decrease of 69.76%. The on-demand service operating in the City of Napa served 2,358 riders during the first quarter of FY 2023-24 so the overall decrease in ridership in the City of Napa was 67.28%. The changes implemented on August 13, 2023, increased the number of fixed routes in Napa in an effort to increase the City of Napa ridership significantly.

Table 1: City of Napa - Comparing Q1 of FY19 & Q4 of FY24

	FY 18/19	FY 23/24	% Difference	Numerical Difference
Napa Local On-Demand	0	2,358	N/A	2,358
Fixed Route	94,940	28,706	-69.76%	-66,234
Total	94,940	31,064	-67.28%	-63,876

Overall, Table 2 shows that the regional routes have recovered faster than the local City of Napa routes. There was a 38.32% decrease in ridership on the regional routes from FY 19 to FY 24. The Route 10 is performing the best at 29.68% below pre-pandemic ridership levels. The August 13th changes brought the Route 10 service hours in line with pre-pandemic levels and aim to make Route 10 ridership rise even further. Regional routes' revenue hours and the type of service have remained relatively unchanged over the last three years, which has helped these routes recover ridership more quickly.

Table 2: Routes 10, 11, 11X, 21 and 29 Ridership – Comparing Q1 of FY19 & Q1 of FY24

	FY 18/19	FY 23/24	% Difference	Numerical Difference
Route 10	57,066	40,127	-29.68%	-16,939
Route 11	63,648	33,738	-46.99%	-29,910
Route 11X	0	944	N/A	944
Route 21	5,323	4,053	-23.86%	-1,270
Route 29	16,815	9,254	-44.97%	-7,561
Total	142,852	88,116	-38.32%	-54,736

Table 3 on the next page indicates that ridership recovery on the community shuttle varies greatly by community. The City of American Canyon is performing basically at pre pandemic ridership levels with a difference of only 14 riders. Meanwhile the Yountville Bee is performing at 62.75% below pre pandemic levels.

Table 3: Community Shuttles– Comparing Q1 of FY19 & Q1 of FY24

	FY 18/19	FY 23/24	% Difference	Numerical Difference
Calistoga Shuttle	7,049	4,525	-35.81%	-2,524
St. Helena Shuttle	3,615	1,463	-59.53%	-2,152
Yountville Bee	3,611	1,345	-62.75%	-2,266
American Canyon Transit	5,181	5,167	-0.27%	-14
Total	19,456	12,500	-35.75%	-6,956

VineGo Ridership, as shown in Table 4, also remains low compared (-34.56%) to pre-pandemic levels. It makes sense that VineGo ridership has been slow to return given those eligible for VineGo tend to be the most vulnerable to COVID-19.

Table 4: VineGo Ridership – Comparing Q1 of FY19 & Q1 FY24

	FY 18/19	FY 23/24	% Difference	Numerical Difference
VineGo	6,002	3,928	-34.56%	-2,074

While Vine ridership has not rebounded to pre-pandemic levels, there is still a reason to be optimistic as the system is showing year-over-year system ridership gains since the 4th quarter of FY 2019-20. Ridership gains, however, have not been consistent among all routes.

Tables 5- 7, compare the fourth quarter of FY 2022-23 (April 2023 – June 2023) to the first quarter of FY 2023-24 (July 1, 2023 to September 30, 2023) to provide recent ridership trends. City of Napa ridership showed a promising increase over the latter half of the first quarter which resulted in an additional 7,658 riders in the City of Napa.

Table 5: City of Napa Ridership – Comparing Q4 of FY23 & Q1 of FY24

	Q4 FY 23	Q1 FY 24	% Difference	Numerical Difference
Local/Route A On-Demand	3,979	2,358	-40.74%	-1,621
Route North	13,217	6,312	-52.24%	-6,905
Route South	3,405	1,244	-63.47%	-2,161
Route West	6,113	3,605	-41.03%	-2,508
Route East	644	1,463	127.17%	819
Route B	0	3,042	N/A	3,042

Route C	0	8,080	N/A	8,080
Route D	0	921	N/A	921
Route E	0	1,184	N/A	1,184
Route F	0	1,690	N/A	1,690
Route G	0	1,165	N/A	1,165
Total	23,379	31,064	32.87%	7,685

Ridership increased 11.7% compared to the prior quarter on almost all regional and express routes (Table 6). As previously mentioned, these trends aren't surprising given the return of school and the start of harvest.

Table 6: Routes 10, 11, 11x, 21 & 29 Ridership – Comparing Q4 of FY23 & Q1 of FY24

	Q4 FY 23	Q1 FY 24	% Difference	Numerical Difference
Route 10	36,103	40,127	11.15%	4,024
Route 11	29,405	33,738	14.74%	4,333
Route 11X	673	944	40.27%	271
Route 21	3,482	4,053	16.40%	571
Route 29	9,226	9,254	0.30%	28
Total	78,889	88,116	11.70%	9,227

Ridership increased on the community shuttles by 8.4% compared to the fourth quarter of the current fiscal year as seen in Table 7. Only the St. Helena Shuttle experienced a small ridership decrease with school out for July and part of August.

Table 7: Community Shuttles– Comparing Q4 of FY23 & Q1 of FY24

	Q4 FY 23	Q1 FY 23	% Difference	Numerical Difference
Calistoga Shuttle	3,934	4,525	15.02%	591
St. Helena Shuttle	1,588	1,463	-7.87%	-125
Yountville Bee	1,087	1,345	23.74%	258
American Canyon Transit	4,922	5,167	4.98%	245
Total	11,531	12,500	8.40%	969

VineGo ridership closely followed the prior quarter as COVID outbreaks at some adult daycare programs closed the programs for a few days in September. Ridership was slightly lower compared to the previous quarter as seen in Table 8.

Table 8: VineGo Ridership – Comparing Q4 of FY23 & Q1 of FY24

	Q4 FY 23	Q1 FY 24	% Difference	Numerical Difference
VineGo	3,934	3,928	-0.15%	-6

Table 9 shows Q1 ridership over the past five fiscal years to provide an even broader context on the fluctuations of ridership pre and post-COVID.

Table 9: Ridership – Comparing Q1 of FYs 2019-24

	Q1 FY20	Q1 FY21	Q1 FY22	Q1 FY23	Q1 FY24
Fixed Route	205,412	60,936	86,938	112,332	116,822
Demand Response	28,092	19,535	21,191	18,721	18,786
Total	233,504	80,471	108,129	131,053	135,608

Table 10 shows full fiscal year ridership over the past five years to add further context on the annual fluctuations of ridership pre and post-COVID. The data shows a significant decline in ridership in FY 21 followed by a slow, but consistent recovery.

Table 10: Overall Ridership – Comparing FYs 2019 - 24

	FY19	FY20	FY21	FY22	FY23
Fixed Route	957,403	736,341	236,775	369,444	413,166
Demand Response	103,701	88,485	78,711	71,821	74,829
Total	1,061,104	824,826	315,486	441,265	487,995

Table 11 shows the on-time performance for Vine fixed route services. NVTa's acceptable threshold for on-time performance is 90% (using the following thresholds: 1 minute early and 5 minutes late). The table only shows routes that operated over the entire quarter. Given the number of new drivers, mechanical issues and associated system challenges, most routes are showing low on-time performance. Data was not available for the local routes that started on August 13th.

Table 11: On-Time Performance for Q4 of FY23

	On-Time	Early	Late
Route 10	44.8%	16.9%	38.4%
Route 11	64.1%	9.9%	27.6%
Route 11X	47.5%	13.5%	39.0%
Route 21	42.8%	26.4%	30.8%
Route 29	49.5%	18.1%	32.4%

Finally, the Vine missed trips significantly declined from the fourth quarter of FY 2023 to the first quarter of FY 2024 as NVTa was able to hire more drivers and the number of COVID 19 infections and exposures decreased among current drivers. Mechanical issues now represent a greater percentage of missed trips as the Vine fleet ages, especially those in September.

Table 12: Missed Trips During Q1 of FY 2023 and FY 2024

	Regular Missed Trips		On-Demand Missed Trips	
	Q1 of FY 2023	Q1 of FY 2024	Q1 of FY 2023	Q1 of FY 2024
July	86	10	52	1
August	91	33	99	2
September	82	27	68	12
Total	259	70	219	16

ATTACHMENTS

None



November 1, 2023
CAC Agenda Item 7.6
Continued From: New

Action Requested: **INFORMATION**

NAPA VALLEY TRANSPORTATION AUTHORITY CAC Agenda Letter

TO: Citizen Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nvta.ca.gov
SUBJECT: 2024 Draft Federal and State Legislative Advocacy Program

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

Napa Valley Transportation Authority (NVTA) Board adopts a legislative program each year. The Legislative Agenda allows staff to establish direction and focus agency efforts to meet key agency goals and objectives. It also authorizes staff to advocate for various policies, programs, and projects. The draft 2024 Legislative Agenda can be found in Attachment 1 with changes from the 2023 Agenda marked in blue.

FISCAL IMPACT

Is there a Fiscal Impact? No

ATTACHMENT

(1) 2024 Draft Federal and State Legislative Advocacy Program

2023 Federal and State Legislative Advocacy Program and Project Priorities

Federal Legislative Advocacy Program

- Revenues
 - Support efforts to implement the Bipartisan Infrastructure Law (BIL) (also known as Infrastructure Investments and Jobs Act) and the Inflation Reduction Act of 2022.
 - Support efforts to stabilize and increase revenues that flow to the Highway Trust Fund.
 - Advocate for grant programs that fund clean fuel technologies and other emerging technologies.
 - Advocate for increased appropriations for the New Starts and Small Starts program, as well as establishing a robust set aside for Small Starts projects in rural areas.
 - Advocate for increased appropriations for the Department of Transportation's (DOT) Rebuilding American Infrastructure and Sustainability and Equity (RAISE) program (formerly BUILD and TIGER).
 - Advocate for increased appropriations for Federal Transit Administration (FTA) Bus and Bus Facilities funds and Low and No Emission Vehicle Deployment program (FTA §5339 B and C).
 - Support efforts that ensure continued protection of transportation programs subject to across-the-board cuts through budget sequestration.
 - Support efforts to address the National Environmental Policy Act (NEPA) reciprocity language to align the statute of limitation to file a claim to be consistent with the 30-day statute of limitation in the California Environmental Quality Act (CEQA), or at a minimum, to align it with existing NEPA statute of limitations for highway and transit projects which is set at 150 days.
 - Support increased funding for advanced/emerging technologies pilot and demonstration programs.
 - Streamline Federal Emergency Management Agency (FEMA) reimbursement processes.
 - Reform the Federal Aviation Administration's Fuel Tax Policy (79 Federal Register 66282) that requires sales taxes generated on aviation fuel to be spent at the airport.

State Legislative Advocacy Program

- Revenues

- ~~Support efforts to stimulate the economy, including aid to transportation and local government programs, and subsidies for families in response to the Coronavirus Pandemic.~~
- Work closely with state legislators and agencies to maximize AB 32 Cap and Trade revenues for transportation projects, specifically expanding eligibility to include travel demand management program and traffic congestion relief, grow the transit program, and identify measures to advance funds.
- ~~Support statewide efforts to address the “Transit Fiscal Cliff” using Cap and Trade or other revenues while preserving existing funding opportunities. Advocate for new transit operating funds, while preserving existing transit capital funding.~~
- ~~Support efforts associated with SB 125 (Ting), and the work of the Transit Transformation Task Force that supports and enhance California’s public transportation systems.~~
- Support efforts to lower the 2/3rds voting threshold for local transportation sales tax measures.
- Expand efforts that stabilize funding for transportation programs to address fleet transition from traditional fuels to cleaner fuels in response to Governor Newsom’s Executive Order N-79-20 requiring all vehicles to be zero emission by 2035.
- Support new funding innovations such as user-based fees (e.g. tolls, parking fees, and other congestion pricing mechanisms) that reduce congestion and stabilize and or generate new revenues for transportation.
- Protect transportation funds from being diverted for other purposes or conditioned for housing production.
- Advocate for formulas that maximize local and regional control of state transportation funds.
- Support efforts that encourage housing development in priority development areas and honor existing growth boundaries, preserving agriculture and open space to reduce vehicle miles traveled.
- Identify and advocate for measures that would preserve and grow local streets and road revenues.
- Sponsor and support legislation that would condition the sale of excess property in Napa County owned by the California Department of Transportation to be used for highway transportation projects in Napa County as identified by NVTAs Countywide Transportation Plan.
- Support consistent interpretation of the Transportation Development Act (TDA) which guides both TDA and State Transit Assistance (STA) specific to

- qualifying revenues and eligible recipients and support TDA reform that would eliminate farebox recovery requirements and benefit the Vine Transit system.
 - Support efforts to create new funding for Bay Area regional corridor operations, transit connectivity and transit priority on Bay Area highways.
 - Support efforts to identify new revenues to implement complete streets programs, safe routes to schools, and bicycle and pedestrian safety projects.
 - Support efforts by Caltrans to set-aside State Highway Operations and Protection Program (SHOPP) Funds for Active Transportation Projects on the State Highway System.
- Project Delivery
 - Support efforts to streamline project delivery requirements and reduce costs for delivering projects, including efforts that streamline CEQA processes.
 - Support efforts to expand local and regional authority to support innovative project contract and delivery.
- Environment and Resiliency
 - Support regulatory and legislative efforts to encourage van pools, transit use, and alternative commute options.
 - Support programs that assist employers in meeting the SB 1128 commuter-benefit requirements.
 - Support resiliency programs intended to minimize natural disasters that impact transportation infrastructure.
 - Support efforts that would maximize energy security and minimize energy disruptions in order to sustain electric vehicle fleet operations especially during disasters.
- Congestion Relief
 - Support efforts to establish and maintain HOV lanes on State Highways.
 - Support efforts that allow Express Bus and Regional Routes to operate on highway shoulders.
 - Support Caltrans efforts to expand traveler information and other solutions that reduce congestion and increase throughput.
 - Support transit priority on freeways and highways.
- Safety
 - Support State efforts to implement Vision Zero statewide.
 - Support efforts to implement automated speed enforcement.
- Statutory and Regulatory Changes
 - Support legislation and policies that would allow tolling to reduce vehicle miles traveled, encourage transit use and ridesharing.
 - Support efforts that streamline administrative oversight of grants, regulatory compliance, and reporting.

- Pursue administrative, regulatory or statutory exemption for public transit buses from truck safety inspections by California Highway Patrol or other entity while buses are in revenue service.

Regional/Local Measures/Ordinance Advocacy Programs

- Napa Countywide Transportation Sales Tax Ordinance
 - Lead efforts and advocate to modify the countywide ½ cent sales tax transportation ordinance (Measure T):
 - To seek a 30-year extension
 - To allow debt issuance to advance projects, improve pavement management scores, and provide seed funding for major in-county projects, and to make other changes that streamline and improve the Measure that enhance services to members of the community.
- Regional Transportation and Housing Measures
 - Advocate for regional transportation and housing measures and other efforts led by the Metropolitan Transportation Commission that benefit Napa County.

Project Priorities

- Improvements to State Route 29 and parallel routes, included in the Comprehensive Multimodal Corridor Plan, including improvements to key intersections such as Soscol Avenue (SR 29/SR121/SR12), Carneros (SR 221/SR 29/SR12), Airport (SR 29/SR 12), improvements on SR 29 in American Canyon between Napa Junction and American Canyon Road, and parallel routes along the corridor
- Napa Valley Forward Infrastructure and Travel Demand Management Programs
- Congestion relief projects and sea level rise mitigation on State Route 37 including Resilient SR 37 access to public lands
- Projects located in the County's Priority Development Areas, Priority Conservation Areas, and Priority Production Areas
- Technology projects that increase transit operating efficiencies and reduce emissions
- Technology projects that improve highway and local street and road operations, including autonomous vehicle infrastructure
- Projects included in the Countywide Transportation Plan and Plan Bay Area for NVRTA and Napa's jurisdictions
- Pedestrian and Bicycle Infrastructure, Wayfinding, and Safety, included in the Countywide Bicycle and Pedestrian Plans
- Improvements included in the Imola Complete Streets Corridor Plan
- Rapid Bus corridor improvements on major corridors including project in NVRTA's 2017 Express Bus Plan
- Upgrades to Soscol Gateway Transit Center and park and ride facilities
- Major Corridor Management, Operations and Control Center Projects
- Vine bus fleet electrification and regional charging network
- Countywide electric vehicle charging network
- Safe and accessible routes and infrastructure to transit and schools
- Sonoma Marin Area Rail Transit expansion to Suisun Amtrak/Capital Corridor Station and Vallejo Ferry Terminal



NAPA VALLEY TRANSPORTATION AUTHORITY Citizen Advisory Committee

TO: Citizen Advisory Committee
FROM: Kate Miller, Executive Director
REPORT: Danielle Schmitz, Director Capital Development & Planning
email: dschmitz@nvta.ca.gov (707) 259-5968
SUBJECT: Potential November 2024 Transportation Ballot Measure

RECOMMENDATION

Information Only.

EXECUTIVE SUMMARY

The purpose of this memo is to summarize a proposed structure of a new Transportation Measure that would replace Measure T on the November 2024 Ballot, the progress made to date, and the next steps. The NVRTA-TA Board has not taken any action on a new Measure and all the provisions in this staff report are proposed.

BACKGROUND AND DISCUSSION

Measure T is a ½ cent sales tax approved by the voters in 2012. The Measure became operative in 2018 and will expire in 2043. Measure T generates roughly \$25 million annually. The Measure stipulates a fixed percentage distribution to each jurisdiction for the purposes of maintaining and repairing local streets and roads, which includes maintenance and upgrades to other infrastructure within the roadway, including sidewalk, curb and gutter as well as complete street amenities, and any other statutory or policy upgrade requirements. NVRTA receives 1% to administer the Measure. An additional \$70,000 (adjusted by CPI) is reserved for the Independent Taxpayer Oversight Committee (ITOC), which is a citizen group that advises the NVRTA-TA Board on activities associated with the Measure.

Proposed Changes:

Prompted by declining Pavement Condition Index (PCI) Scores, NVRTA staff have focused recent efforts to identify proposals that would make the Measure revenues work better for

residents and visitors by improving PCI scores and reducing traffic congestion. These proposed changes include:

- Increase the number of years the Measure is in place to 30 years, beginning in 2025 until 2055.
- Allow bonding.
- Increase NVTa's Administrative Fees to 2.5% to cover consultant fees and new staffing associated with bonding and capital project oversight and include the roughly \$70,000 of Independent Taxpayer Oversight Committee's annual costs for auditing and member honoraria as part of NVTa's administrative fees.
- Replace the existing distribution to the jurisdictions with a return to source/lane mile formula which would be memorialized in the ordinance and updated periodically to reflect changes in development.
- Include a set aside for highway improvements.
- Replace the 6.67% equivalent requirement with an alternative that would improve active transportation infrastructure and that is easier to administer.
- Develop a sounder maintenance of effort (MOE) approach.

Accomplishments to date:

- Polling
 - A survey was conducted on June 14-21, 2023
 - Hybrid email/web/live including 600 interviews in English and Spanish
 - Repairing local roads and reducing traffic congestion were high priorities
 - Traffic congestion was ranked as most important problem
 - 77% stated that they would support a ballot measure
- Steering Committees Formed:
 - Policy Steering Committee (PSC): Liz Alessio, Anne Cottrell, Mark Joseph, and Alfredo Pedroza,
 - Executive Steering Committee (ESC): Ryan Alsop, Anil Comelo, Jason Holley, Steve Potter, Brad Raulston, and Laura Snideman
 - Technical Steering Committee (TSC): John Ferons, Joe Leach, Steve Lederer, Julie Lucido, Derek Raynor, and Erica Ahman Smithies
- Proposed Transportation Measure Recommendations to Date:
 - Measure LSR Formula - Based on earlier iterations of the distribution proposal and discussions with the TSC, the PSC supported **Option 2** – return to source/lane mile hybrid - which would be updated every 5 years and calculated using the most recent three years to allow for planning and smoothing respectively. The committees also supported Calistoga's request to establish a floor; although 5% was suggested, the PSC supported a 3% floor with a variance cap set at 1% so that if the percentage of a jurisdiction's sales tax generations dropped, the floor would kick-in but only up to a total

of a 1% subsidy. Both the TSC and PSC supported this approach. Attachment 1 shows the two options that have been discussed.

- 6.67% Requirement - Attachment 2 includes a complete list of 6.67% alternatives that have been considered by the TSC and two additional options suggested by the PSC. Options discarded are listed separately. At its last meeting, PSC strongly recommended retaining some Active Transportation provision in the Measure but recognized the administrative and financial burden that it has put on NVTA. Based on feedback from an ad hoc meeting of some members of the TSC, the Napa Valley Vine Trail Coalition and NVTA staff, Option 4 was selected.
 - Option 4: Retain the existing structure but change the 6.67% to 7% (which is the bike mode percent in Napa County) equivalent of Measure revenues using other eligible fund sources and expand eligible expenditures to include Class 4 facilities. The requirement would be certified as being completed through a resolution provided by each jurisdiction's governing body. Jurisdictions could separately commit to this requirement, and/or work together to meet the requirement.
- Maintenance of Effort - The TSC approved the proposed MOE changes. Under Measure T, the MOE was based on a 3-year average (FY 2008-2010) of general fund expenditures. The changes would set the MOE at 20% of the eligible annual revenues a jurisdiction could receive (this would not include funds brought forward through bonding). In addition, jurisdictions would be allowed to meet this requirement using a three-year average, should a jurisdiction not be able to meet it in a single year. This last provision is consistent with Measure T.
- Bonding - NVTA staff completed modeling using NVTA's StreetSaver and a financial model developed by KNN, NVTA's financial consultant, to estimate revenues for each jurisdiction over the 30-year period and to demonstrate how bonding affects PCI scores. Attachment 3 was distributed for discussion at the TSC. The modeling shows that NVTA could take out \$80 million for regional capital improvements and the PCI scores increase significantly compared to if Measure T was continued. NVTA acknowledges the anomaly in American Canyon and is working with StreetSaver to see if there is a reason their PCI remains relatively flat.
- Apportion \$80 million in congestion relief and emergency highway operations. NVTA polled prospective voters about a number of capital

projects. The respondents overwhelmingly supported the following projects. A more detailed expenditure plan will be presented to the NVTA-TA board at its December meeting for consideration.

- SR 29/SR 12 –Intersection Improvements at SR 29 and Jameson Canyon/Airport Road and SR 12/Kelly Road
- SR 29-American Canyon – Operational Improvements on SR 29 between Napa Junction and American Canyon Road
- SR 29-SR 12/121 – Intersection Improvements at SR 29/Carneros Highway
- Emergency Evacuation Routes – Highway Emergency Operations Center and Battery Storage Facility including Changeable Messaging Signs through Napa to direct traffic in emergencies

Next Steps:

- NVTA to present to local jurisdictions' governing bodies
- NVTA-TA Board – November Update/December-January Draft Ordinance Approval

Schedule:

Measure Extension – Next Steps	Start	Stop
Polling*	4/23	6/23
Establish Steering Committee Structure	8/23	8/23
Policy Steering Committee, City Managers/CEO, Public Works Directors, and TAC Updates (monthly or as needed)	8/23	8/24
Finalize Draft Proposed Ordinance Changes	11/23	12/23
Approval of NVTA-TA Board to proceed	1/24	1/24
Attend Stakeholder Meetings (jurisdictions, Napa Bike, Napa Valley Vintners, Napa Valley Grape Growers, Visit Napa Valley, NVTA Committees	9/23	10/24
Approval of ordinance by jurisdictions	4/24	5/24
Final approval of NVTA-TA and NVTA Board Approval	5/24	6/24
Approval of ordinance by County	6/24	7/24
Ballot initiative to Registrar	May 2024	June 2024
Impartial analysis due date (General Counsel)	July 2024	August 9, 2024
Election	November 5, 2024	

*Additional polling may be requested by the Board.

ATTACHMENT(S)

- (1) Formula distribution options
- (2) 6.67% Options
- (3) Financial modeling and PCI scores

Attachment 1: Distribution Scenarios

Updated: October 6, 2023

Option 1: Return to Source all jurisdictions and 50% lane miles for County - FY 2022-23 Revenue Factors

Jurisdiction	Return to Source Amount		Lane Miles		Sub-total	Final Distribution	Measure T	2021 Measure X %
Column Number	A	B	C	D	E	F		
	Value (in 1,000s)	%	Value	%	County = (B+D)/2; Cities=B	Normalize to 100%		
American Canyon	\$ 3,728	9%	112.8	7.5%	9.5%	8.5%	7.7%	7%
City of Napa	\$ 17,829	45%	467.6	31.0%	45.3%	40.4%	40.4%	41%
Yountville	\$ 1,788	5%	16.6	1.1%	4.5%	4.1%	2.7%	3%
St. Helena	\$ 2,595	7%	51.5	3.4%	6.6%	5.9%	5.9%	7%
County of Napa	\$ 12,177	31%	828.7	55.0%	42.9%	38.3%	39.7%	39%
Calistoga	\$ 1,241	3%	30.6	2.0%	3.2%	2.8%	2.7%	3%
Total	\$ 39,358	100%	1,507.8	100.0%	112.0%	100.0%		

Option 2: Return to Source + County 50/50 Return to Source/Lane Miles Average of FY 2021, 2022, 2023 Sales Tax Generations

Jurisdiction	Return to Source Amount		Lane Miles		Sub-total	Final Distribution	3% Floor	3% Floor Difference	3% Floor with 1% Variance Cap ⁴	3% Floor with 1% Variance Difference	Measure T
Column Number	A	B	C	D	E	F					
	Value (in 1,000s)	%	Value	%	County = (B+D)/2; Cities=B	Normalize to 100%					
American Canyon	\$ 3,261	8.9%	112.8	7.5%	8.90%	8.0%	8.0%	-0.02%	8.0%	-0.08%	7.7%
City of Napa	\$ 16,493	45.0%	467.6	31.0%	45.00%	40.3%	40.2%	-0.10%	40.3%	-0.41%	40.4%
Yountville	\$ 1,401	3.8%	16.6	1.1%	3.82%	3.4%	3.4%	-0.01%	3.4%	-0.04%	2.7%
St. Helena	\$ 2,703	7.4%	51.5	3.4%	7.37%	6.6%	6.6%	-0.02%	6.6%	-0.07%	5.9%
County of Napa	\$ 11,665	31.8%	828.7	55.0%	43.39%	38.9%	38.8%	-0.09%	38.9%	-0.40%	39.7%
Calistoga	\$ 1,131	3.1%	30.6	2.0%	3.09%	2.8%	3.0%	0.23%	2.8%	1.00%	2.7%
Total	\$ 36,654	100.0%	1,507.8	100.0%	111.57%	100.0%	100.0%	0.00%	100.0%	0.00%	

Notes:

1. Total Sales Tax generations used as proxy to calculate distribution %s.
2. Quarter 4 for FY 2022-23 are projections based on prior 3 quarters
3. The amended attached reflects American Canyon receiving \$1,276,561 retroactively on an appeal which was applied equally over seven quarters- Q3FY20-21 through Q1FY22-23

6.67% Equivalent Options

Options still being considered

Option 1: Option Preferred by TSC

Commit to the equivalent of 10% of each jurisdiction's annual eligible revenues generated by the Measure using *any* other fund source for Class 1, Class IV, or Complete Streets. Each jurisdiction would individually commit to the amount but with an option to use another jurisdictions' commitment if a jurisdiction is unable to meet the requirement in a given period. The minimum could be hard to meet for the Town of Yountville, for example, as their active transportation infrastructure opportunities are limited.

Option 2: Recommended by the PSC

Jurisdictions must spend 7 to 10% of funds from the Measure on complete streets and/or Class I and/or Class IV projects.

Note: TSC voiced concerns about o budgeting and overall reduction in funding of transportation infrastructure funding

Option 3: Default Suggested by NVTa Staff

If agreement cannot be reached, NVTa staff suggests that we retain the existing structure, more or less, but change the 6.67% to 7% which is the bike mode percent in Napa County and expand eligible expenditures to include Class 4 facilities. The requirement would be certified through a resolution of each jurisdiction's governing body. *County could administer; jurisdictions separately commit, jurisdictions may work together to meet the requirement.*

Other Options discussed but supported by the TSC:

% of Transportation-Related CIP Expenditures - Recommended by the PSC

Jurisdictions, as part of their MOE each year, would certify that 7% of transportation CIP expenditures are spent on complete streets and/or Class I and/or Class IV projects.

Note: This was deemed to be infeasible by the TSC

General Fund Commitment for Active Transportation

Jurisdictions commit a minimum of 2% of transportation maintenance CIP budgets on active transportation projects listed in the Countywide Plans (i.e. CTP, CBTP, Bike and Ped, LRSP's or Vision Zero)

Class I and Class 4 Facility Commitment

Jurisdictions must make General Fund and/or CIP transportation maintenance budget funding commitment towards construction or maintenance of Class I and/or Class IV facilities in their jurisdictions listed in the Countywide Bicycle Plan which would ensure continued source of funding for Class I and/or Class IV facilities through full build out.

Complete Streets – Not Supported by the Vine Trail Coalition

All projects over \$750,000 must include complete streets improvements recommended in the Countywide Transportation Plan or corresponding plans such as the Active Transportation Plan, LRSPs, or Vision Zero.

Eliminate the 6.67%

Eliminate the 6.67% from the Ordinance without other concessions.

Note: the PSC did not support eliminating an active transportation program element from the Measure.

Vine Trail Completion Commitment – Not Supported by the Vine Trail Coalition

Include funding for a segment of the Vine Trail as a project in the Ordinance Expenditure Plan.

Developer Impact Fees for Active Transportation (VMT Reduction) – Not Supported by TSC – Not All Jurisdictions have Impact Fees – Too Hard to Administer

Commit a percentage of development fees that go into jurisdiction general funds specifically for Class I, Class II buffered or Class IV projects that have potential to reduce VMT and are listed in Countywide plans.

Direct Funding of Facilities Using Measure \$s – Not Supported by TSC

Use Measure Local Streets and Roads Maintenance Funds for Class I or Class IV construction or maintenance

Napa Valley Transportation Authority- Tax Agency
Summary of Measure X Bonding Scenarios
\$80M Capital Set-Aside

	Measure X Scenario 1	Measure X Scenario 2	Measure X Scenario 3
Local Bond Approach	"Equal Issuances"	"Issuance Ramp Up"	"Issuance Ramp Down"
Regional Bonding	\$80 Million Set-Aside	\$80 Million Set-Aside	\$80 Million Set-Aside
Measure Term	FY 26 - FY 55	FY 26 - FY 55	FY 26 - FY 55
Total Sales Tax Revenues (@ 2.5% - 3.0% growth)	\$ 1,278,331,336	\$ 1,278,331,336	\$ 1,278,331,336
NVTA			
Admin \$ (@ 2.5%)	\$ 31,958,283	\$ 31,958,283	\$ 31,958,283
Regional Bond 1 Proceeds (FY 27):	40,000,000	40,000,000	40,000,000
Regional Bond 2 Proceeds (FY 30):	40,000,000	40,000,000	40,000,000
Regional Debt Service \$	\$ 132,224,750	\$ 132,224,750	\$ 132,224,750
Jurisdictions			
Local Allocation \$ (less Regional D/S)	\$ 1,114,148,302	\$ 1,114,148,302	\$ 1,114,148,302
Local Debt Service \$	445,789,000	419,081,750	480,577,500
Local Allocation/PAYGO Revenues	\$ 668,359,302	\$ 695,066,552	\$ 633,570,802
Local Bond \$			
Local Bond 1 Proceeds (FY 27):	\$72,000,000	\$20,000,000	\$120,000,000
Local Bond 2 Proceeds (FY 30):	\$72,000,000	\$65,000,000	\$95,000,000
Local Bond 3 Proceeds (FY 33):	\$72,000,000	\$85,000,000	\$65,000,000
Local Bond 4 Proceeds (FY 36):	\$72,000,000	\$110,000,000	\$20,000,000
Total Local Bond Proceeds:	\$288,000,000	\$280,000,000	\$300,000,000
Total Jurisdictional Resources Available	\$956,359,302	\$975,066,552	\$933,570,802

Proceeds- Measure X (PayGo + Bonding)

	Measure X Scenario 1 "Equal Issuance"	Measure X Scenario 2 "Ramp Up"	Measure X Scenario 3 "Ramp Down"	Current Measure T Funding
City of Napa	\$ 385,412,799	\$ 392,951,821	\$ 376,229,033	\$ 346,974,600
County of Napa	372,023,769	379,300,889	363,159,042	339,939,500
American Canyon	76,508,744	78,005,324	74,685,664	66,055,041
St. Helena	63,119,714	64,354,392	61,615,673	52,740,600
Calistoga	26,778,060	27,301,863	26,139,982	23,517,500
Yountville	32,516,216	33,152,263	31,741,407	23,517,500
Total- Jurisdictional Resources Available	\$ 956,359,302	\$ 975,066,552	\$ 933,570,802	\$ 852,744,741

PCI Scores Measure X + HUTA & RMRA

Average Score over 30 year period
General Funds are not included

	Measure X Scenario 1 "Equal Issuance"	Measure X Scenario 2 "Ramp Up"	Measure X Scenario 3 "Ramp Down"	Current Measure T Scores
City of Napa	76.1 (+16.1)	75.7 (+15.7)	76.6 (+16.6)	60
County of Napa	64.1 (+20.1)	68.3 (+24.3)	64.2 (+20.2)	44
American Canyon	57.4 (-0.6)*	57.2 (-0.8)*	57.1 (-0.9)*	58
St. Helena	75.8 (+23.8)	75.3 (+23.3)	75.8 (+23.8)	52
Calistoga	75.2 (+18.2)	71.6 (+14.6)	73.1 (+16.1)	57
Yountville	83.1 (+5.1)	81.1 (+3.1)	81.3 (+3.3)	78

*Staff is investigating the anomaly