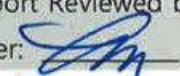


Agenda Report Reviewed by:  
 City Manager: 

**CITY OF SEBASTOPOL  
 CITY COUNCIL  
 AGENDA ITEM**

**Meeting Date:** June 20, 2023  
**To:** Honorable Mayor and City Councilmembers  
**From:** Kari Svanstrom, Planning Director  
**Subject:** Approval of Consultant for Vehicle Miles Traveled (SB743) Assessment  
**Recommendation:** Approve the Consultant and Authorize the City Manager or his designee to execute an Agreement  
**Funding:** Currently Budgeted:  Yes  No  N/A  
 Net General Fund Cost: \$0  
 Total Cost: \$29,085  
 Supplemental Planning Grants (247): \$29,085

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

**INTRODUCTION/PURPOSE:**

The item is to request Council approve the Consultant, Fehr and Peer, Inc, and authorize the City Manager or his designee to execute an Agreement with the firm to develop Vehicle Miles Traveled (VMT) standards for the City consistent with SB743.

**BACKGROUND:**

The State of California adopted SB743, effective 2020, which shifts transportation impact metrics for the California Environmental Quality Act (CEQA) from vehicle level of service (LOS), a measure of roadway capacity that assigns a letter grade to roadway performance, to vehicle miles traveled (VMT), a metric that accounts for the number of vehicle trips generated and the length or distance of those trips. For transportation impact analysis, VMT is generally expressed as VMT per capita for a typical weekday.

Under SB 743, the City must decide what level of VMT change caused by a project would constitute a significant transportation impact when a project undergoes CEQA analysis. Currently, VMT needs to be done individually on each project subject to CEQA review under overall State guidelines. Additionally, the City has not identified mitigations that would be appropriate to reduce VMT.

This project would develop VMT metrics/thresholds for the City to adopt, and also provide guidance on potential mitigations that could be applied to projects.

**DISCUSSION:**

City staff solicited proposals from consultants on the ABAG (Association of Bay Area Government) Planning Bench for these particular planning grants. These firms went through an RFP process at the ABAG level. Staff is recommending Fehr and Peers. Fehr and Peers has done a significant amount of work for the Sonoma County Transportation Authority (SCTA), including travel modeling that included the City of Sebastopol and surrounding areas. They have also developed "SB743" screening maps for SCTA which includes VMT tools and screening maps.

Working with Fehr and Peers will save money as they have already developed background information on VMT within the County and Sebastopol, including VMT mapping tools (the contract scope reflects this savings already).

**GOALS:**

This action supports the following City Council Goals:

Goal 7 - Provide and Develop a Plan for the Future for the City of Sebastopol with the Implementation of the new General Plan

The following General Plan Actions:

***Goal CIR 5: Reduce Vehicle Miles Traveled (VMT) in Order to Reduce Congestion and Help Achieve Regional Efforts to Reduce Greenhouse Gas (GHG) Emissions***

Policy CIR 5-1: Actively support the Regional Climate Protection Authority (RCPA) in its efforts to reduce GHG emissions and strive to meet its regional goals.

Policy CIR 5-2: Ensure that the City's Trip Reduction Program (Municipal Code Section 8.16) is implemented. The purpose of the City's Trip Reduction ordinance is to reduce traffic and improve air quality within the City of Sebastopol by promoting the development of Trip Reduction Programs (also referred to as Transportation Demand Management Programs, or TDM) at existing and future work sites. Examples of TDM programs may include (but are not limited to) subsidized transit passes, guaranteed ride home, carpool matching, telecommuting, alternative work schedules, car sharing, employer-sponsored vanpools, priced workplace parking, preferential parking for carpools and/or low-emission vehicles, and shower facilities at workplaces to support bike riding.

***Policy CIR 5-3: Support the establishment and expansion of a regional network of electric vehicle charging stations and encourage the expanded use of electric vehicles.***

*Actions in Support of Goal CIR 5*

Action CIR 5a: Supply transportation data to the RCPA as requested to assist in the assessment of GHG reduction efforts.

Action CIR 5b: Establish specific TDM requirements that is consistent with the City's Trip Reduction Program for projects and consider making requirements sector-based (e.g., residential, commercial, industrial).

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

**FISCAL IMPACT:**

Planning staff submitted and received State Planning Grant funding for this project (LEAP, Local Early Action Grant), so there would be no cost to the General Fund. This is a reimbursement basis type grant which the City Council approved. Costs associated with the project, until reimbursement occurs (based on grant milestone or quarterly) would be loaned from the General Plan Update Fund (Fund 208) and then reimbursed once grant funding is invoiced/received. This project would close out the currently awarded Supplemental Planning Grant (Fund 247) grants.

**RECOMMENDATION:**

Approve the Consultant and Authorize the City Manager or his designee to execute an Agreement with Feh & Peers for VMT analysis and threshold project.

**Attachments:**

Proposed Scope and fees

Qualifications

Other Links: <https://www.fehrandpeers.com/vmt-impacts/>



## City of Sebastopol SB 743/VMT Support Scope of Work

Fehr & Peers will support the City of Sebastopol in addressing SB 743 and the transition of CEQA Transportation analysis from congestion-based metrics (such as Level of Service) to the State-mandated metric of vehicle-miles traveled (VMT). The switch to the VMT metric enables the City to more closely align CEQA Transportation section analysis with goals and policies related to sustainability and climate; however, the VMT analysis methods and thresholds present unique challenges for agencies on the periphery of an MPO that are served by limited/infrequent transit services and/or that have a high driving mode share.

### **Task 1 – Kickoff Meeting**

Fehr & Peers will participate in a (virtual) kickoff meeting with City staff to discuss the desired goals and outcomes of the project. The scope of work will be reviewed and revised, if necessary. Communication protocols and schedule will be confirmed. Fehr & Peers will prepare meeting minutes and submit to City staff for review and confirmation.

### **Task 2 – Informational Meetings with Planning Commission and City Council**

Fehr & Peers will prepare a PowerPoint presentation outlining the background behind SB 743, changes to the CEQA Guidelines made in response to SB 743, and their effect on future land use and transportation projects in Sebastopol. The purpose of the presentation is to be informational in nature and to provide a high-level background and summary about the topic. More detailed information can be provided verbally by Fehr & Peers or City staff during the presentation or can be provided during the CEQA threshold adoption process (Task 4). The presentation will be given at one Planning Commission meeting and one City Council meeting.

### **Task 3 – SB 743 Implementation Technical Memorandum**

Fehr & Peers will prepare a brief technical memorandum summarizing implementation items (potential VMT metrics, calculation methods, screening criteria, and thresholds) for the Planning Commission and City Council's consideration for adoption. The memorandum will also summarize the actions taken by nearby agencies, and summarize other regional efforts related to implementing VMT for CEQA (i.e. work being done by SCTA on the VMT mitigation topic). Additional guidance on potential VMT mitigation strategies will be provided.

### **Task 4 – Adoption Meetings with Planning Commission and City Council**

Fehr & Peers will update the PowerPoint from Task 1 to include data from the memo in Task 2 and develop draft recommendations for adoption of VMT metrics, calculation methods, screening criteria and thresholds. Fehr & Peers will assist City staff in the preparation of staff reports for the Planning Commission and City Council meetings (up to four hours of staff report preparation time per meeting); the staff reports will also include details about potential next steps regarding mitigation methods or other means of programmatically clearing future development in the City. Fehr & Peers will present at one Planning Commission meeting and one City Council meeting.

### **Task 5 – Conference Calls**



Fehr & Peers will attend up to eight 30-minute conference calls over the course of the project. The purpose of these conference calls will be to check in on status of Fehr & Peers' work and to coordinate on the development of presentations, staff reports, and other meeting materials.

**Fee Proposal for Sebastopol SB 743/VMT Implementation Support**

Tasks	Fehr & Peers				Labor Hours	Direct Costs	Total
	Associate-in-Charge <i>I. Barnes</i>	Forecasting Expert <i>M. Watten</i>	Sr. Engineer/Planner <i>A. Takushi</i>	Admin/Graphics <i>\$150</i>			
Task 1 - Kickoff Meeting	2	0	2	1	5	\$80	\$1,230
Task 2 - Informational Meetings with Planning Commission and City Council							
<i>Develop Presentation</i>	4	2	8	2	16	\$250	\$3,880
<i>Two Evening Meetings</i>	8	0	0	2	10	\$440	\$3,180
Task 3 - SB 743 Implementation Technical Memorandum							
<i>Draft Memorandum</i>	6	4	12	3	25	\$2,650	\$8,370
<i>Final Memorandum</i>	2	0	4	1	7	\$110	\$1,650
Task 4 - Adoption Meetings with Planning Commission and City Council							
<i>Update Presentation</i>	4	2	4	2	12	\$200	\$3,050
<i>Staff Report Support</i>	2	2	4	1	9	\$150	\$2,240
<i>Two Evening Meetings</i>	4	0	0	2	6	\$360	\$1,880
Task 5 - Conference Calls	4	0	0	1	5	\$100	\$1,470
<b>Total for All Tasks (Including Task 4)</b>	<b>36</b>	<b>10</b>	<b>34</b>	<b>15</b>	<b>95</b>	<b>\$4,340</b>	<b>\$26,950</b>

**Notes:**

*This fee proposal is valid for a period of 90 days from the proposal submittal date.*

*Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.*

*Rates and staff are subject to change at any time, without notice, and within the total budget shown*

### Fee Proposal for Sebastopol SB 743/VMT Implementation Support

Tasks	Fehr & Peers				Labor Hours	Direct Costs	Total
	Associate-in-Charge <i>I. Barnes</i>	Forecasting Expert <i>M. Watten</i>	Sr. Engineer/Planner <i>A. Takushi</i>	Admin/Graphics <i></i>			
	\$305	\$275	\$195	\$150			
Task 1 - Kickoff Meeting	2	0	2	1	5	\$80	\$1,230
Task 2 - Informational Meetings with Planning Commission and City Council							
<i>Develop Presentation</i>	8	2	8	2	20	\$250	\$5,100
<i>Two Evening Meetings</i>	8	0	0	2	10	\$440	\$3,180
Task 3 - SB 743 Implementation Technical Memorandum							
<i>Draft Memorandum</i>	9	4	12	3	28	\$2,650	\$9,285
<i>Final Memorandum</i>	2	0	4	1	7	\$110	\$1,650
Task 4 - Adoption Meetings with Planning Commission and City Council							
<i>Update Presentation</i>	4	2	4	2	12	\$200	\$3,050
<i>Staff Report Support</i>	2	2	4	1	9	\$150	\$2,240
<i>Two Evening Meetings</i>	4	0	0	2	6	\$360	\$1,880
Task 5 - Conference Calls	4	0	0	1	5	\$100	\$1,470
<b>Total for All Tasks (Including Task 4)</b>	<b>43</b>	<b>10</b>	<b>34</b>	<b>15</b>	<b>102</b>	<b>\$4,340</b>	<b>\$29,085</b>

**Notes:**

*This fee proposal is valid for a period of 90 days from the proposal submittal date.*

*Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.*

*Rates and staff are subject to change at any time, without notice, and within the total budget shown*

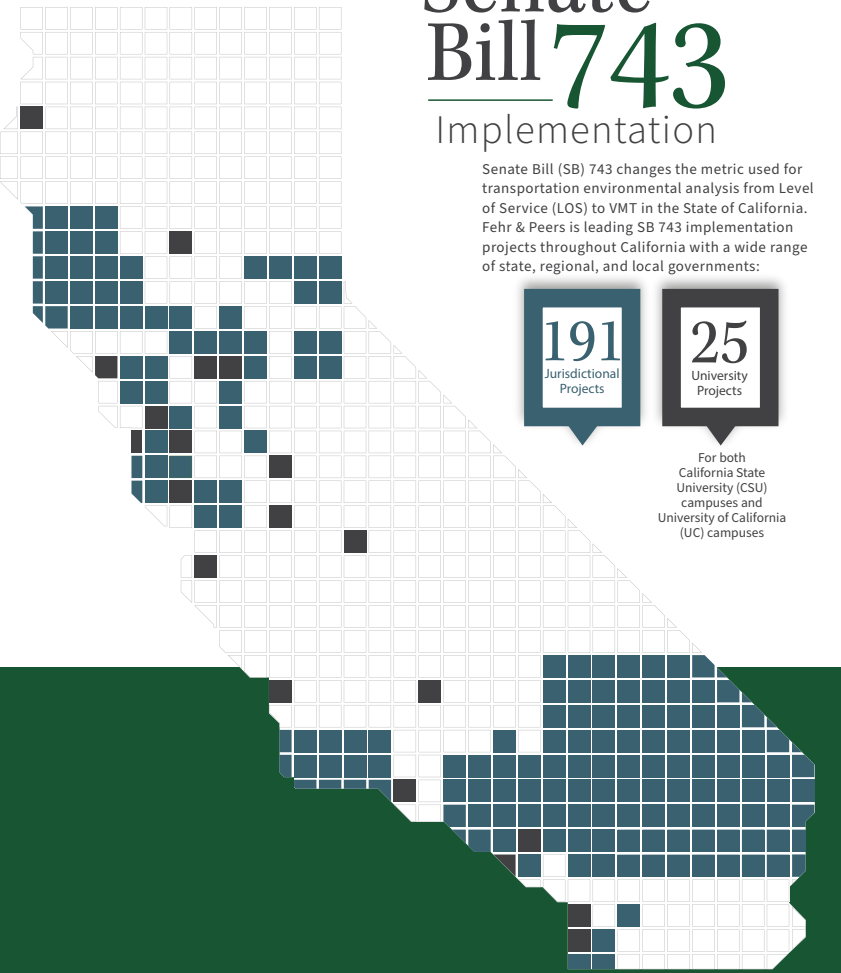


# Vehicle Miles of Travel vs. Roadway Congestion: Changing the Mobility Planning Paradigm

Fehr & Peers is a national leader in developing creative and innovative transportation solutions that improve communities, with a particular emphasis on sustainable climate, energy, and healthy lifestyles. We focus our broad range of transportation planning and engineering services on:

- **Climate** – Integrating multimodal transportation with urban development and activity patterns to reduce carbon and other emissions, and promote global climate stability.
- **Energy** – Planning and design for minimal consumption of non-renewable energy for environmental and economic sustainability.
- **Livability** – Creating living and travel environments that encourage a high quality of life, physical activity, healthy lifestyles, convenience, and safety.

The State of California is leading the way in establishing vehicle miles traveled (VMT) as a transportation environmental metric. The State has implemented several policies and bills over the last decade, the most recent is Senate Bill 743, which changes shifts the transportation environmental focus from congestion to VMT.



FEHR & PEERS

## Senate Bill 743

### Implementation

Senate Bill (SB) 743 changes the metric used for transportation environmental analysis from Level of Service (LOS) to VMT in the State of California. Fehr & Peers is leading SB 743 implementation projects throughout California with a wide range of state, regional, and local governments:

191  
Jurisdictional  
Projects

25  
University  
Projects

For both  
California State  
University (CSU)  
campuses and  
University of California  
(UC) campuses

#### RELEVANT EXPERIENCE

##### National Projects

- [FHWA Greenhouse Gas Handbook](#)
- US EPA National Study of Travel Benefits of Mixed-Use Development

##### State Projects

###### California

- Over 200 Senate Bill (SB) 743 Related Implementation Projects throughout the State (see map)
- Statewide Greenhouse Gas Targets and Guidelines for Regional Transportation Plans, California Air Resources Board and California Transportation Commission
- CA Attorney General On-Call VMT & Travel Demand Management Support
- [Caltrans Smart Mobility Framework](#)
- [Transportation Section of California Air Pollution Control Officers Association \(CAPCOA\) Quantifying Greenhouse Gas Emissions \(2010 version and currently updating\)](#)
- CalEEMod update (The California Emissions Estimator Model® (CalEEMod): A statewide land use emissions computer model designed to provide a uniform platform for government agencies, land use planners, and environmental professionals to quantify potential criteria pollutant and greenhouse gas (GHG) emissions associated with both construction and operations from a variety of land use projects)

###### Oregon

- Oregon DOT Statewide Transportation Strategy on Climate Change

###### Washington

- Statewide Assessment of Greenhouse Gas Analysis Tools, Washington State Department of Commerce

*continued on next page>*



## Regional and Local Agency Projects (Guidelines and Implementation)

### California

- Developed guidelines for evaluating and mitigating VMT in transportation impact studies for over 200 agencies in California to address Senate Bill 743 requirements. This includes producing VMT and travel demand management calculators (see map showing jurisdictions)
- Developed programmatic VMT reduction programs such as VMT banks and exchanges for LA Department of Transportation, San Bernardino County, and San Diego County. These programs include subsidized transit pass programs, telecommute incentive programs, land use transfer programs, etc.
- San Diego Association of Governments Guidelines for Estimating Smart Growth Trip Generations and Parking
- Climate Action Plans for over 30 California Agencies

### Oregon

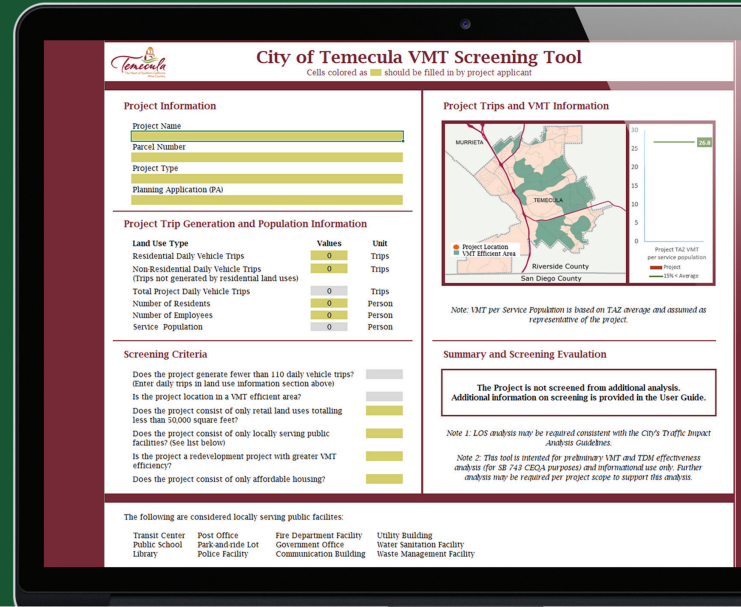
- Portland Bureau of Transportation VMT metrics and guidelines

### Maryland

- Montgomery County VMT metrics and guidelines

### Teaching

- Our staff teach courses on VMT evaluation and reduction and travel demand management through University of California Berkeley and Davis
- Staff serve as speakers for a variety of organizations to educate agencies, other consultants and the public on VMT analysis and guideline development and implementation



^City of Temecula VMT Screening Tool and Traffic Impact Analysis Guidelines

vWestern Riverside Council of Governments VMT Screening Tool

