



625 Burnell Street
Napa, CA 94559

Agenda - Final

**Wednesday, June 3, 2020
2:00 PM**

MEETING LOCATION: REFER TO COVID-19 SPECIAL NOTICE

Independent Taxpayer Oversight Committee

******COVID-19 SPECIAL NOTICE******

PUBLIC MEETING GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO CONFERENCE

Consistent with Executive Orders No. N-25-20 and N-29-20 from the Executive Department of the State of California and Napa County's Shelter in Home Order issued March 18, 2020 and further extended, a physical location will not be provided for the Independent Taxpayer Oversight Committee (ITOC) meeting. The public is invited to participate telephonically or electronically via the methods below:

To observe the meeting by video conference, click on the link below at the noticed meeting time: <https://countyofnapa.zoom.us/j/94261992253> and use the Password 313247.

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

To observe the meeting by phone, call 1 (669) 900-6833 at the noticed meeting time, then enter Meeting ID 942 6199 2253 and use Password 313247.

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

How to Submit a Public Comment

1. Members of the public may submit a public in writing by emailing info@nvta.ca.gov by 11 a.m. on the day of the meeting with PUBLIC COMMENT identified in the subject line of the email. For comments to be read into record, emails with the equivalent of a maximum of 3 minutes shall contain in the subject line "Public Comment-Not on the Agenda" or "Public Comment-Agenda Item # (include item number)". All written comments should be 350 words or less, which corresponds to approximately 3 minutes of less of speaking time. All other written comments received will still be provided to the ITOC and be included as part of the meeting record.
2. To comment during a virtual meeting (Zoom), click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the Agenda item. You will be unmuted when it is your turn to make your comment for up to 3 minutes. After allotted time, you will 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>.

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

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 Karrie Sanderlin, ITOC Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

Translation Services: If you require a translator to facilitate testimony to the ITOC, please contact Karrie Sanderlin, ITOC Secretary, at (707) 259-8633 no later than 48 hours in advance of the scheduled meeting.

This Agenda may also be viewed online by visiting the NVTA website <https://legistar.com/Calendar.aspx>.

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 NVTA 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 NVTA 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 NVTA Board. 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 inyong kahilingan.

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

6. PRESENTATIONS

6.1 Project Overview by Jurisdictions on Measure T Projects

Recommendation: Staff from the City of Napa will provide an overview of their Measure T Projects.

Estimated Time: 2:10 p.m.

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.

7. CONSENT AGENDA ITEMS (7.1 - 7.2)

7.1 Meeting Minutes of March 4, 2020 (Karrie Sanderlin) (Pages 9-12)

Recommendation: ITOC action will approve the meeting minutes of March 4, 2020.

Estimated Time: 2:45 p.m.

Attachments: [Draft Minutes](#)

7.2 Measure T Website Usage Analytics (Robin Craig) (Pages 13-14)

Recommendation: Staff will review the Measure T website usage data.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report](#)

8. ITOC MEMBER REQUESTED ITEMS

8.1 Measure T Projects: Maintenance of Effort (MOE) Certification Template (Alberto Esqueda) (Pages 15-16)

Recommendation: Information only. The ITOC will have an opportunity to discuss the development of a standardized template for MOE Certification reporting.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report](#)

9. REGULAR AGENDA ITEMS

9.1 Executive Director's Report (Kate Miller) (Pages 17-21)

Recommendation: Information only

Estimated Time: 3:00 p.m.

Attachments: [Staff Report](#)

9.2 Measure T Project Progress Reports: July 1, 2019 - December 31, 2109 (Alberto Esqueda) (Pages 22-30)

Recommendation: Information only. The ITOC review the semi-annual Measure T Progress Reports.

Estimated Time: 3:10 p.m.

Attachments: [Staff Report](#)

**9.3 Measure T Revenue Projections and Projects At-Risk Due to COVID-19 Related Economic Circumstances(Danielle Schmitz)
(Pages 31-34)**

Recommendation: Information only. The ITOC will receive an updated on Measure T revenue projections and a summary of Measure T projects that are at-risk due to the reduction of sales tax revenues caused by the COVID-19 economic circumstances.

Estimated Time: 3:20 p.m.

Attachments: [Staff Report](#)

9.4 Measure T Compliance and Performance Audit Work Plan for the City of Napa and the Town of Yountville (Antonio Onorato) (Pages 35-38)

Recommendation: That the ITOC will discuss the audit work plan for any compliance or performance audits that is commissioned for the audit review period and recommend an approach to NVTA staff.

Estimated Time: 3:30 p.m.

Attachments: [Staff Report](#)

9.5 Measure T Sales and Use Tax Revenues (Antonio Onorato/Tracy Schulze) (Pages 39-41)

Recommendation: That the ITOC accept and file the most recent Measure T sales tax revenue update provided by the Auditor-Controller.

Estimated Time: 3:45 p.m.

Attachments: [Staff Report](#)

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

**11.1 Approval of Next Regular Meeting of Date of September 2, 2020 at
2:00 p.m. and Adjournment**

Estimated Time: 4:00 p.m.

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTAs Offices, 625 Burnell Street, Napa, CA by 5:00 p.m. on Friday, May 29, 2020.

Karalyn E. Sanderlin (e-sign) May 28, 2020

Karalyn E. Sanderlin, NVTAs-TAs Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	GGRF	Greenhouse Gas Reduction Fund
ABAG	Association of Bay Area Governments	GTFS	General Transit Feed Specification
ADA	American with Disabilities Act	HBP	Highway Bridge Program
ATAC	Active Transportation Advisory Committee	HBRR	Highway Bridge Replacement and Rehabilitation Program
ATP	Active Transportation Program	HIP	Housing Incentive Program
BAAQMD	Bay Area Air Quality Management District	HOT	High Occupancy Toll
BART	Bay Area Rapid Transit District	HOV	High Occupancy Vehicle
BATA	Bay Area Toll Authority	HR3	High Risk Rural Roads
BRT	Bus Rapid Transit	HSIP	Highway Safety Improvement Program
BUILD	Better Utilizing Investments to Leverage Development	HTF	Highway Trust Fund
CAC	Citizen Advisory Committee	HUTA	Highway Users Tax Account
CAP	Climate Action Plan	IFB	Invitation for Bid
Caltrans	California Department of Transportation	ITIP	State Interregional Transportation Improvement Program
CASA	Committee to House the Bay Area	ITOC	Independent Taxpayer Oversight Committee
CEQA	California Environmental Quality Act	IS/MND	Initial Study/Mitigated Negative Declaration
CIP	Capital Investment Program	JARC	Job Access and Reverse Commute
CMA	Congestion Management Agency	LCTOP	Low Carbon Transit Operations Program
CMAQ	Congestion Mitigation and Air Quality Improvement Program	LIFT	Low-Income Flexible Transportation
CMP	Congestion Management Program	LOS	Level of Service
CalSTA	California State Transportation Agency	LS&R	Local Streets & Roads
CTP	Countywide Transportation Plan	MaaS	Mobility as a Service
COC	Communities of Concern	MAP 21	Moving Ahead for Progress in the 21 st Century Act
CTC	California Transportation Commission	MPO	Metropolitan Planning Organization
DAA	Design Alternative Analyst	MTC	Metropolitan Transportation Commission
DBB	Design-Bid-Build	MTS	Metropolitan Transportation System
DBF	Design-Build-Finance	ND	Negative Declaration
DBFOM	Design-Build-Finance-Operate-Maintain	NEPA	National Environmental Policy Act
DED	Draft Environmental Document	NOAH	Natural Occurring Affordable Housing
EIR	Environmental Impact Report	NOC	Notice of Completion
EJ	Environmental Justice	NOD	Notice of Determination
FAS	Federal Aid Secondary	NOP	Notice of Preparation
FAST	Fixing America's Surface Transportation Act	NVTA	Napa Valley Transportation Authority
FHWA	Federal Highway Administration	NVTA-TA	Napa Valley Transportation Authority-Tax Agency
FTA	Federal Transit Administration	OBAG	One Bay Area Grant
FY	Fiscal Year	PA&ED	Project Approval Environmental Document
GHG	Greenhouse Gas		

Glossary of Acronyms

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
PIR	Project Initiation Report	TAC	Technical Advisory Committee
PMS	Pavement Management System	TCM	Transportation Control Measure
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TCRCP	Traffic Congestion Relief Program
PSE	Plans, Specifications and Estimates	TDA	Transportation Development Act
PSR	Project Study Report	TDM	Transportation Demand Management Transportation Demand Model
PTA	Public Transportation Account	TE	Transportation Enhancement
RACC	Regional Agency Coordinating Committee	TEA	Transportation Enhancement Activities
RFP	Request for Proposal	TEA 21	Transportation Equity Act for the 21 st Century
RFQ	Request for Qualifications	TFCA	Transportation Fund for Clean Air
RHNA	Regional Housing Needs Allocation	TIGER	Transportation Investments Generation Economic Recovery
RM2	Regional Measure 2 (Bridge Toll)	TIP	Transportation Improvement Program
RM3	Regional Measure 3	TIRCP	Transit and Intercity Rail Capital Program
RMRP	Road Maintenance and Rehabilitation Program	TLC	Transportation for Livable Communities
ROW	Right of Way	TLU	Transportation and Land Use
RTEP	Regional Transit Expansion Program	TMP	Traffic Management Plan
RTIP	Regional Transportation Improvement Program	TMS	Transportation Management System
RTP	Regional Transportation Plan	TNC	Transportation Network Companies
SAFE	Service Authority for Freeways and Expressways	TOAH	Transit Oriented Affordable Housing
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOD	Transit-Oriented Development
SB 375	Sustainable Communities and Climate Protection Act 2008	TOS	Transportation Operations Systems
SB 1	The Road Repair and Accountability Act of 2017	TPA	Transit Priority Area
SCS	Sustainable Community Strategy	TPI	Transit Performance Initiative
SHA	State Highway Account	TPP	Transit Priority Project Areas
SHOPP	State Highway Operation and Protection Program	VHD	Vehicle Hours of Delay
SNTDM	Solano Napa Travel Demand Model	VMT	Vehicle Miles Traveled
SR	State Route		
SRTS	Safe Routes to School		

**Napa Valley Transportation
Authority
Meeting Minutes - Draft
Independent Taxpayer Oversight
Committee**

June 3, 2020
ITOC Agenda Item 7.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, March 4, 2020

2:00 PM

JoAnn Busenbark Board Room

1. Call To Order

Chair Kindig called the meeting to order at 2:00 p.m.

2. Roll Call

Present: 6 - Pamela Kindig
Robert Peterson
Leon Brauning
Chuck McMinn
Gregory Rodeno
Kevin Alfaro

Non-Voting: 4 - Kate Miller
Tracy Schulze
Chris Canning
Juan Arias

Absent: 1 - Mandy Le

3. Introductions

None

4. Public Comment

None

5. Committee Member and Staff Comments

None

6. PRESENTATIONS

6.1 Project Overview by Jurisdictions on Measure T Projects

Staff from the Cities of St. Helena and Calistoga, and the Town of Yountville provided an overview of their Measure T projects.

7. CONSENT AGENDA (7.1)

Motion **MOVED** by RODENO, **SECONDED** by BRAUNING to **APPROVE** Consent Item 7.1. Motion carried by the following vote:

Aye: 6 - Kindig, Peterson, Brauning, McMinn, Rodeno and Alfaro

Absent: 1 - Le

7.1 Meeting Minutes of December 4, 2019 (Karrie Sanderlin) (Pages 9-12)

Attachments: [Draft Minutes](#)

This Action Item was approved.

8. ITOC MEMBER REQUESTED ITEMS

8.1 ITOC Member Terms of Office (Karrie Sanderlin) (Page 13)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC reviewed committee member terms of office. Chuck McMinn and Leon Brauning terms of office expire April 4, 2020, they both requested to be reappointed to the committee for a four (4) year term.

Term dates for ITOC members Robert Peterson and Gregory Rodeno were corrected to April 4, 2022 from April 4, 2021.

8.2 Measure T Website Usage Analytics (Christina Lee) (Pages 14-15)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff reviewed the Measure T website usage data for the period of December 2018 - December 2019.

The ITOC requested that this date be included as a standing consent item on all future agendas.

9. REGULAR AGENDA ITEMS

9.1 Executive Director's Report (Kate Miller) (Pages 16-17)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff provided an update on NVTA's current programs and projects..

9.2 Measure T Maintenance of Effort (MOE) Certification for Fiscal Year (FY) 2018-19 (Alberto Esqueda) (Pages 18-43)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Each jurisdiction's Maintenance of Effort Certification for FY 2018-19 was provided to the ITOC for review.

ITOC requested that there be more consistency in the reporting documents and how the information is presented. ITOC suggested using the City of Napa's format. Staff will work with the jurisdictions to create a template.

9.3 Measure T Five-Year Project Lists and Measure T Equivalent Fund Projects (Danielle Schmitz) (Pages 44-79)

Attachments: [Staff Report](#)

The ITOC reviewed each jurisdiction's five-year project lists and Measure T Five-Year Equivalent fund projects.

ITOC requested that there be more consistency in the reporting documents and suggested that staff to work with the Technical Advisory Committee (TAC) to develop a template for the jurisdictions to use.

Motion MOVED by MCMINN, SECONDED by RODENO to APPROVE finding that the projects lists are consistent with the intent of the Measure [T] and refer the project lists to the Authority [NVRTA-TA] Board for approval. Motion carried by the following vote:

Aye: 6 - Kindig, Peterson, Brauning, McMinn, Rodeno and Alfaro

Absent: 1 - Le

9.4 Annual Financial Statement with Independent Auditor's Report for the Year Ending June 30, 2019 (Antonio Onorato) (Pages 80-93)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff reviewed the annual financial audit for year ending June 30, 2019. The audit did not identify any deficiencies in internal controls and no findings or recommendations were noted.

9.5 Measure T Sales and Use Tax Revenues (Antonio Onorato/Tracy Schulze)
(Pages 94-95)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC received a report on Measure T sales tax revenues provided by the Napa County Auditor-Controller.

10. FUTURE AGENDA ITEMS

- Measure T project overview presentation by the City of Napa
- New format of Maintenance of Effort and Five-year project lists
- Website analytics [on consent]
- Bi-annual jurisdictions report
- Audit work plan/performance/compliance

11. ADJOURNMENT

11.1 Approval of Next Regular Meeting of Date of June 3, 2020 at 2:00 p.m. and Adjournment

The next regular meeting is scheduled for Wednesday, June 3, 2020 at 2:00 p.m.

Chair Kindig adjourned the meeting at 3:50 p.m.

Karalyn E. Sanderlin, NVTA-TA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY ITOC Agenda Letter

TO: Independent Taxpayer Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Robin Crain, Communications Officer
(707) 259-863253-4599 / Email: rcraig@nvta.ca.gov
SUBJECT: Measure T Website Usage Analytics

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

Measure T website usage data is provided on Attachment 1.

FISCAL IMPACT

Is there a Fiscal Impact? No

SUPPORTING DOCUMENTS

Attachment: (1) Measure T Website Analytics

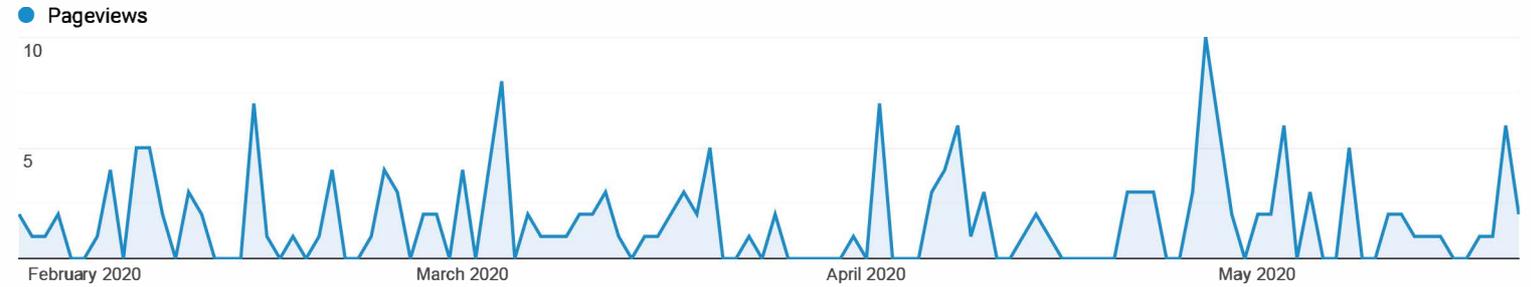
Measure T Report 2

Jan 27, 2020 - May 21, 2020

All Users
1.54% Pageviews

[Go to report](#)

Report Tab



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	194 % of Total: 1.54% (12,635)	128 % of Total: 1.26% (10,153)	00:00:59 Avg for View: 00:01:44 (-43.43%)	43 % of Total: 0.71% (6,074)	44.19% Avg for View: 58.40% (-24.34%)	25.77% Avg for View: 48.07% (-46.39%)	\$0.00 % of Total: 0.00% (\$0.00)
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Rows 1 - 1 of 1

DEFINITIONS

PAGEVIEWS: A view of a page on your site that is being tracked by the Analytics tracking code. If a user clicks reload after reaching the page, this is counted as an additional pageview.

UNIQUE PAGEVIEWS: A unique pageview represents the number of sessions during which that page was viewed one or more times.

AVERAGE TIME ON PAGE: Average time on page is simply the average amount of time all users spend on a single page.

ENTRANCES: Entrances means the total number of visitors who entered your website on a specific page.

BOUNCE RATE: Bounce rate is the percentage of single page visits (or web sessions). It is the percentage of visits in which a person leaves your website from the landing page without browsing any further.

% EXIT: The Exit Pages section of Google Analytics allows you to see which pages people most frequently end their sessions on or leave the site after viewing.

PAGE VALUE: Page Value is the average value for a page that a user visited before landing on the goal page or completing an Ecommerce transaction (or both). This value is intended to give you an idea of which page in your site contributed more to your site's revenue.



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY ITOC Agenda Letter

TO: Independent Taxpayer Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Alberto Esqueda, Senior Program Planner/Administrator
(707) 259-5976 / Email: aesqueda@nvta.ca.gov
SUBJECT: Measure T Project: Maintenance of Effort Certification Template

RECOMMENDATION

Information only. The ITOC will have the opportunity to discuss the development of a standardized template for Maintenance of Effort (MOE) Certification reporting.

EXECUTIVE SUMMARY

At the March 4, 2020 meeting staff presented MOE certification documentation submitted by the jurisdictions. The ITOC requested a uniform MOE certification template for every jurisdiction to use. While jurisdictions use the same Generally Accepted Accounting Principles (GAAP), jurisdictions use different accounting methodologies in how they track their revenues and expenditures. In addition to different accounting, all jurisdictions have different accounting software that produces different reports therefore having the same report from each jurisdiction is complicated and requires additional work which is not required by the Ordinance. NVTA has requested that staff from every jurisdiction attend this meeting and be available to answer question from ITOC members about the challenges of a uniform MOE form.

It should be noted that the ITOC may use compliance audits as a means to validate that a jurisdiction has satisfied the MOE certification requirements.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

Jurisdictions eligible to receive Measure T revenues are subject to the Maintenance of Effort (MOE) provision in the ordinance. This provision establishes a minimum general

funds expenditure threshold equal to the average amount a jurisdiction expended in Fiscal Years (FY) 2007-08, 2008-09, 2009-10 on local streets and roads maintenance and supporting infrastructure within the public right-of-way. All jurisdictions submitted their maintenance of effort amount and supporting documentation for FY 2007-08, 2008-09, 2009-10 to demonstrate MOE for those three fiscal years before receiving Measure T revenues.

The Ordinance states that each jurisdiction must self-certify annually to NVTA-TA that it met its MOE expenditures the previous fiscal year by adopting a Resolution of compliance. By January 1 each calendar year, jurisdictions submit to NVTA staff an electronic copy of a Resolution approved by the jurisdiction's governing body stating that the jurisdiction met its established MOE. The copy of the Resolution includes supporting documentation showing that the jurisdiction met its MOE target the prior fiscal year.

At its March 4, 2020 meeting, the ITOC requested a uniform submittal template from all jurisdictions. NVTA staff acted on this request only to find that varying accounting systems made a single uniform approach not practical.

SUPPORTING DOCUMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY ITOC Agenda Letter

TO: Independent Taxpayer Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nvta.ca.gov
SUBJECT: Executive Director's Report

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

This report will brief the ITOC about NVTA's staffing changes and project and program updates and to brief Committee about the economic effects associated with the COVID-19 stay at home order on NVTA's operations. A more specific item regarding how current economic conditions will effect Measure T revenues and projects are provided under Item 9.3.

FISCAL IMPACT

Is there a fiscal impact? Not for this report.

BACKGROUND AND DISCUSSION

New NVTA Staff

Prior to the economic onslaught caused by the pandemic, NVTA had four open staff positions. All four positions are essential to the operations of the agency, nevertheless, only three of the positions are being filled at this time pending information about how severely the agency's revenues will be affected by the economic downturn.

- NVTA Transit Manager. NVTA's Transit Manager oversees the day-to-day operations, long, and short term planning of the Vine system. This includes fixed route services, express bus services, shuttle services, and Americans with Disability (ADA) Services. Alan Budde has a Master's Degree in City and Regional

Planning and has over 10 years in public sector transportation/transit experience. Most recently, Alan was employed by Yolo County Transportation District as a senior planner where he led various efforts including overseeing the comprehensive operational analysis and a microtransit pilot program among other things. Alan is fluent in both Spanish and Portuguese. He currently lives in Davis but is planning to relocate to Napa. Alan replaces Mathew Wilcox who left NVTA in January to work for Santa Rosa City Bus.

- **Financial Analyst** – this position is responsible for the agency’s budget and overseeing the general ledger. In addition, the position provides financial analysis that helps managers make decisions on projects, programs, and agency management. Roxanna Moradi recently moved to Napa from San Jose. Roxanna received her degree in Economics and International Relations from UC Davis and her Master’s degree in Public Administration from San José State University. Roxanna has 10 years of financial/budget management and analysis experience. Most recently, as a Budget Planning and Financial Management Officer for San José State University. Roxanna has also worked as an Analyst for the City of San José, in both the Finance department and the City Manager’s Budget Office. Roxanna replaces Justin Paniagua who left in December to pursue a career as a Napa Police Officer.
- **Communications Officer** – this position is responsible for overseeing the marketing of NVTA’s projects and programs and NVTA’s websites and social media. Robin Craig received her Associate of Arts degree in Business Administration from Baltimore County Community College and her Bachelors of Arts degree in Communication Studies from University of Maryland, University College. Robin has 12 years of marketing and communications experience in both the public and private sectors. Most recently, Robin served as a Communication Consultant to the City of American Canyon where she developed a communication strategy, social media schedule, marketing collateral, and staff procedures for the Parks and Recreation Department. Robin lives in American Canyon with her husband and two children. Robin replaces Christina Lee who left NVTA in March to work for the City of Vallejo as their PIO.

Project/Program Update

- **Soscol Junction:** The Metropolitan Transportation Commission has selected Soscol Junction as its rural project priority for the Senate Bill 1 Solutions for Congested Corridor (SCC) Grant Program. This allows NVTA to apply for SB 1 SCC grant funds from the California Transportation Commission for this project. NVTA is applying to three different grant programs to backfill the \$35 million shortfall needed to complete this project. NVTA also awarded the design contract to GHD and Caltrans (structures) in March.
- **Vine Maintenance Facility:** NVTA had been banking Transportation Development Act revenues to help fund the critically needed Vine Maintenance Facility. Some

of these revenues are now needed to buttress the agency's fiscal revenue shortfall. Staff had also been working on ways to finance the facility but the economic downturn will significantly limit NVTA's ability to fund debt in the near future which limits the agency's borrowing capacity. NVTA staff have applied for Federal Transit Administration Section 5339 funds and identifying other ways to fund the project. Staff is also evaluating potential financing options in light of recent economic shifts. The project is 100% designed.

- Imola Park and Ride: This project will upgrade the existing park and ride at Imola and Golden Gate adjacent to SR 29. The project will also improve passenger facilities on the highway ramps and add pedestrian facilities connecting the north bound and southbound ramps on the south side of Imola. NVTA has applied for \$300,000 in MTC's Housing Incentive Program. If approved, this will complete the funding package for this project. The project will be 100% designed this summer and break ground as early as this fall.
- Vine Transit – Vine ridership is down 63% on services in the City of Napa and regional service Routes 10 and 11, 46% down on the express bus services, and 89% down on ADA services. In response to the drop in ridership and to address anticipated revenue shortfalls, the Vine Transit fixed route system in the City of Napa transitioned to stop to stop on demand service on April 27th. Riders can request a ride by using the Ride the Vine application or by calling dispatch. Hours of operation on all services have been reduced, including the Vine Express Bus, shuttle services, services in the City of Napa, and ADA services. The Vine has also been directed by the County's Emergency Operation Center to move homeless people to hotel sheltering and delivering food twice daily. Drivers have also volunteered to transport potentially infected people to centers for testing. All riders and drivers are required to wear masks. Vehicles are disinfected every night as part of the Vine's routine cleaning.

NVTA Finances

Roughly 65% of NVTA's revenues are made up of sales tax. Projections on sales tax are grim and range from a 14 to 27 percent reduction from prior year levels. With the exception of some block grants for planning, all of NVTA's revenues are going to be significantly down. The NVTA board approved a two-year budget at its meeting in May. The budget projected a \$2.9 million shortfall combined for the FYs 2020-21 and 2021-22. The budget proposed backfilling the shortfall with reserves and cutting transit operations and staffing.

The budget factors in \$2.7 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Bay Area received roughly \$1.3 billion from the \$25 billion directed to transit from the federal CARES stimulus bill. The revenues will be distributed by MTC in two tranches. The \$2.7 million that NVTA has received to date is from the first tranche. The second tranche will be distributed based on future need and will be determined by a Blue Ribbon Committee appointed by MTC.

Representatives from the North Bay include Supervisor and MTC Vice Chair and Sonoma County Supervisor and Commissioner David Rabbitt,

NVTA Revenues Sources

The Vine Transit system is funded through multiple fund sources, however, the majority of funds come from two sources, of which only the Federal Transit Administration funds are anticipated to remain stable.

The largest single fund source that NVTA receives is Transportation Development Act (TDA) funds. The agency receives these funds for operating the Vine collective system and Congestion Management Agency planning. These funds are based on ¼ percent of Napa County's sales tax revenues. TDA makes up roughly 55% of the Transit revenues.

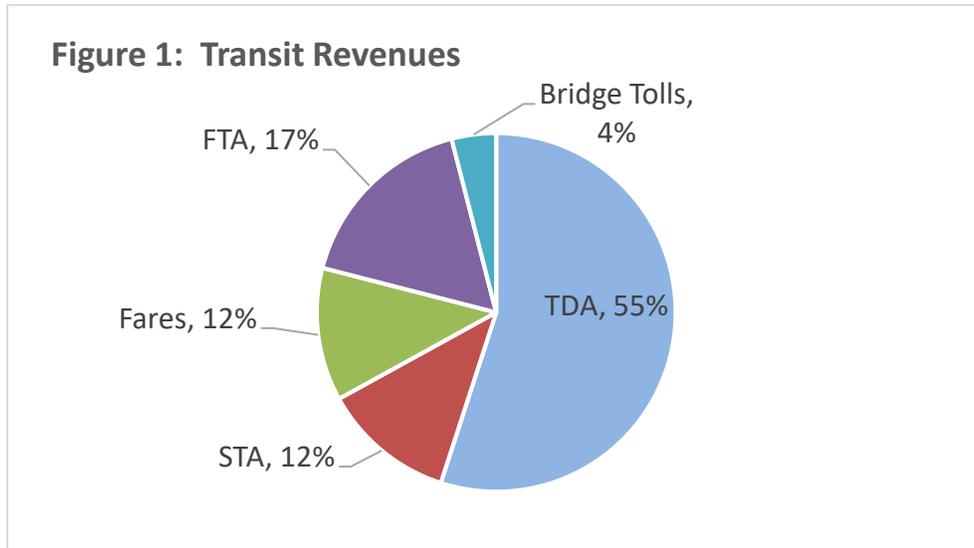
Federal Transit Administration (FTA) Section 5307 small urbanized area formula funds are appropriated annually based on the Fixing America's Surface Transportation (FAST) Act authorization levels on a formula linked to Napa urbanized area population, with a smaller subset of funds awarded on strong operational performance metrics. NVTA also receives FTA Section 5311 Non Urbanized Area funds based on population figures in the rural areas of the county. The FAST Act is funded through federal fuel tax. Roughly 17% of Vine Transit revenues come from FTA combined fund sources. There is no reason to expect significant changes in FTA revenues, and in fact, these funds make up the largest share of the federal CARES stimulus package.

State Transit Assistance (STA) is part of the TDA act but is generated from sales tax on diesel fuel. STA makes up roughly 12% of NVTA's Transit revenues. Gasoline sales have gone down roughly 50% during the SIP Order and NVTA staff thinks that diesel is likely to be about the same. Fuels tend to be more inelastic than other taxable goods so these revenues are likely to rebound more quickly than other tax-based revenues.

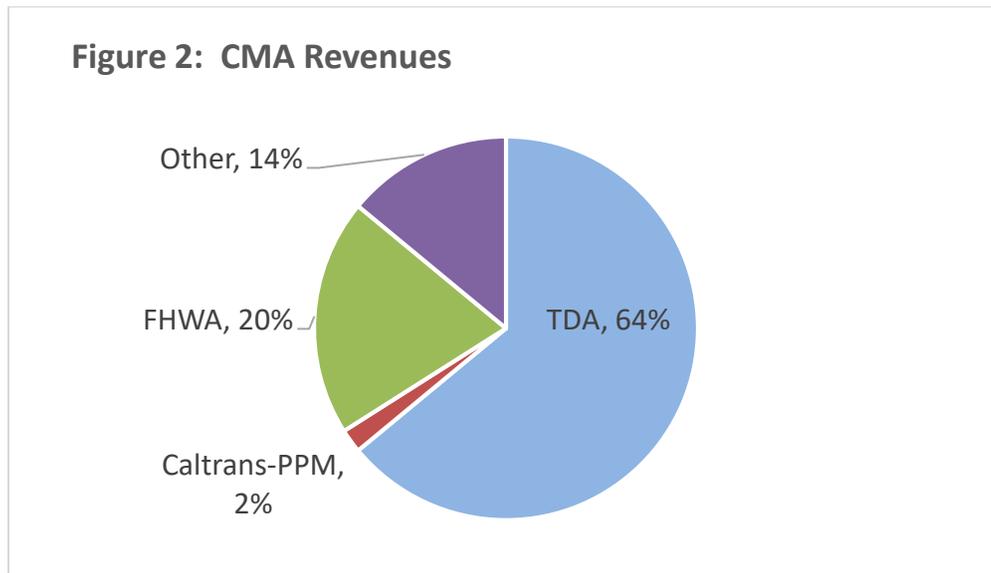
NVTA collects fares from its riders. Fares are 12% of NVTA's Transit revenues. Under the SIP, the agency is no longer collecting fares. NVTA anticipates that fare revenues will likely rebound faster than other revenues because of the high unemployment rate that is likely to result from a post SIP order recession. However, ridership is likely to be affected near term because of the potential of transmitting the virus in closed areas such as a transit vehicle.

NVTA also receives Regional Measure 2 bridge tolls for operating Vine Express Bus Route 29. These make up 4% of Vine Transit revenues. The Bay Area Toll Authority has indicated that bridge toll revenues are down 50%. Bridge tolls are likely to rebound fairly quickly – probably not to the pre-SIP order levels. Staff anticipates there may be meaningful near term cuts in how these revenues are distributed.

Figure 1 shows the percentage of each revenue source in context of the Vine Transit's total budget.



The Congestion Management Agency (CMA) also relies heavily on TDA funds. Roughly 64% of revenues are TDA with the balance of funds being federal and state highway planning funds. Like FTA funds, the funds that come from federal and state highway programs are based on federal and state gas tax and, therefore, these sources are more stable than sales tax revenues. Figure 2 below reflects the mix of revenues for the CMA.



SUPPORTING DOCUMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY ITOC Agenda Letter

TO: Independent Taxpayer Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Alberto Esqueda, Senior Program Planner/Administrator
(707) 259-5976 / Email: aesqueda@nvta.ca.gov
SUBJECT: Measure T Project Progress Reports: July 1, 2019 – December 31, 2019

RECOMMENDATION

That the ITOC review the semi-annual Measure T Progress Reports included as (Attachment 1).

EXECUTIVE SUMMARY

Staff has compiled the first semi-annual Measure T Progress Reports provided by the jurisdictions. This reporting period extends from July 1, 2019 through December 31, 2019.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

On November 6, 2012, the voters in Napa County approved Measure T, the Napa Countywide Road Maintenance Act. Measure T is a ½% sales tax expected to generate over \$400 million over a 25-year period which began on July 1, 2018. Measure T is to be used for the rehabilitation of local streets and roads.

Under the Master Agreement, jurisdictions are required to submit semi-annual Progress Reports to demonstrate advances in their projects. The current report was due on March 31, 2020 and covers the period July 1 to December 31, 2019. The next report is due on September 30, 2020 and covers the second half of the fiscal year from January 1 through June 30, 2020.

The Measure T Master Agreement requires that each progress report provide a summary listing consisting of the following:

- Project Name
- Approved Budget
- Amount spent-to-date
- Remaining Balance
- Percentage of Completion
- Date Completed or Estimated Completion Date

To ensure compliance with the 6.67% Equivalent Funds Class 1 path requirement, each member agency are required to track all revenues and expenditures related to these projects and include the information on their progress reports.

SUPPORTING DOCUMENTS

Attachment: (1) Jurisdictions Measure T Project Progress Reports

Jurisdiction: City of American Canyon
Time: July 1, 2019 to December 31, 2019
Amount of funds in Special Measure T Revenue Fund:

Measure T Project No.	Project Name	Location	Segment Length	Sidewalk Length	Program	Approved Budget	Measure T Funds	Other Funds	Amount Spent To-Date	Amount Remaining	Project Status (% Complete)	Project Construction Start Date	Estimated Construction Completion Date
19520	AmCan Rd East - SR29 to Bridge	AmCan	900	-	overlay	\$ 148,842.00	\$ 148,842.00	\$ -	\$ -	\$ 148,842	Awarded	June-19	October-19
19521	AmCan Rd East - Bridge to Flosden Intx	AmCan	2600	-	overlay	\$ 427,918.00	\$ 427,918.00	\$ -	\$ -	\$ 427,918	Awarded	June-19	October-19
1952	AmCan Rd East - Flosden Intx	AmCan	250	-	overlay	\$ 43,412.00	\$ 43,412.00	\$ -	\$ -	\$ 43,412	Awarded	June-19	October-19
19524	Chaucer Lane - W Amcan to Benton	AmCan	1500	-	overlay	\$ 190,094.00	\$ -	\$ 190,094.00	\$ -	\$ 190,094	Awarded	June-19	October-19
19525	Kensington Way - E end to Chaucer	AmCan	792	-	overlay	\$ 57,234.00	\$ -	\$ 57,234.00	\$ -	\$ 57,234	Awarded	June-19	October-19
19523	Arden Court	AmCan	264	-	overlay	\$ 17,864.00	\$ 17,864.00	\$ -	\$ -	\$ 17,864	0	April-20	April-20
19526	Knightsbridge Way - Elliott to Danrose	AmCan	1294	-	overlay	\$ 99,638.00	\$ 99,638.00	\$ -	\$ -	\$ 99,638	0	April-20	June-20
19527	Lansford Court	AmCan	317	-	overlay	\$ 21,450.00	\$ 21,450.00	\$ -	\$ -	\$ 21,450	0	April-20	June-20
19528	Linwood Lane	AmCan	264	-	overlay	\$ 17,864.00	\$ 17,864.00	\$ -	\$ -	\$ 17,864	0	April-20	June-20
19528	Northampton Drive - Elliott to Danrose	AmCan	1745	-	overlay	\$ 134,365.00	\$ 134,365.00	\$ -	\$ -	\$ 134,365	0	April-20	June-20
19530	Park Lane	AmCan	264	-	overlay	\$ 17,864.00	\$ 17,864.00	\$ -	\$ -	\$ 17,864	0	April-20	June-20
19531	Regent Court	AmCan	316	-	overlay	\$ 21,383.00	\$ 21,383.00	\$ -	\$ -	\$ 21,383	0	April-20	June-20
19532	Strand Court	AmCan	264	-	overlay	\$ 17,864.00	\$ 17,864.00	\$ -	\$ -	\$ 17,864	0	April-20	June-20
21501	James Road - Crawford to Donaldson	AmCan	894	894	reconstruction	\$ 492,054	\$ 492,054	\$ -	\$ -	\$ 492,054	5% PSE	September-20	November-20
21502	James Road - W AmCan to Crawford	AmCan	903	903	reconstruction	\$ 497,008	\$ 497,008	\$ -	\$ -	\$ 497,008	5% PSE	September-20	November-20
TOTALS						\$2,204,854	\$1,957,526	\$247,328					

Class I Facility Tracking						
Project Name	Project Description	Location	Total Cost	Funding Source	Start Date	Estimated Completion Date

"Recipients must demonstrate that 6.67% equivalent to Measure T funds received has been committed to Class 1 Bike facilities.

Measure T: Progress Report

Due March 31st and September 30th

Jurisdiction: City of Calistoga

Period: July 1, 2019 - December 31, 2019

Amount of funds in Special Measure T Revenue Fund:

Measure T Project No.	Project Name	Location	Road Segment Length	Sidewalk Length	Number of Curb ramps installed or replaced	Program	Approved Budget	Measure T Funds	Other Funds	Measure T Amount Spent	Measure T Amount Remaining	Project Status (% Complete)	Project Start Date	Estimated Completion Date	Notes
19519	FY 19/20 Design	Design for Cedar Street Spring Street to Lincoln, Washington Street Berry to Lincoln and Grant Street Garnett Creek Court to Greenwood Avenue	5,003'	3,829'	21	reconstruction	N/A	\$82,973	\$63,186	\$82,973	\$0	N/A	N/A	N/A	
19583	Spring Street Road Rehabilitation	Cedar Street to end	390'	50'	4	reconstruction	N/A	\$203,819	\$40,294	\$203,819	\$0	100%	10/18/2018	6/8/2019	Final Payment on 08/21/19
						surface treatment									
						surface treatment									
						surface treatment									
						surface treatment									
						surface treatment									
						surface treatment									
TOTALS								\$0	\$286,792	\$103,480	\$286,792				

Class I Facility (Equivalent Fund) Tracking									
Project Number	Project Name	Location	Segment Length	Project Description	Funding Source	Total Cost	Start Date	Estimated Completion Date	Notes

"Recipients must demonstrate that 6.67% equivalent to Measure T funds received has been committed to Class 1 Bike facilities.

The allocated Measure T funding for Bike Facility will be used for constructing a Bike Facility in FY 21/22. The City is currently in the design phase for a Class I Bike Facility which will be constructed in FY21/22. The City is electing a 5 year budget plan to construct Calss I Bike facilities.

Jurisdiction: Napa County
Reporting Period: July 1, 2019- December 31, 2019
Amount of funds in Special Measure T Revenue Fund: See attachment

Measure T Project No.	Project Name	Location	Road Segment Length	Sidewalk Length	Number of Curb ramps installed or replaced	Program	Approved Budget	Measure T Funds	Other Funds	Measure T Amount Spent 7/1/18-6/30/19	Measure T Amount Spent 7/1/19-12/31/19	Measure T Amount Remaining	Project Status (% Complete)	Project Start Date	Estimated Completion Date
19505	Imola Area Roadway Rehabilitation Project	Coronado Ave to City Limit	400'	-	-	overlay	\$93,012	\$93,012	-	\$31,942	\$41,744	\$19,326	79%	Jul. 2018	Mar-20
19506	Imola Area Roadway Rehabilitation Project	London Way - Coronado Ave to City Limit	1200'	152'	2	overlay	\$395,299	\$395,299	-	\$135,751	\$177,409	\$82,139	79%	Jul. 2018	Mar-20
19507	Imola Area Roadway Rehabilitation Project	Republic Ave. - Coronado Ave. to City Limit	424'	110'	2	overlay	\$116,265	\$116,265	-	\$39,927	\$52,179	\$24,159	79%	Jul. 2018	Mar-20
19508	Imola Area Roadway Rehabilitation Project	Holmes Ave. Shelter Ave. to City Limit	564'	66'	1	overlay	\$162,770	\$162,770	-	\$55,897	\$73,051	\$33,822	79%	Jul. 2018	Mar-20
19509	Imola Area Roadway Rehabilitation Project	Shetler Ave. - 1082 through 1090	293'	39'	1	overlay	\$139,517	\$139,517	-	\$47,912	\$62,615	\$28,990	79%	Jul. 2018	Mar-20
19510	Imola Area Roadway Rehabilitation Project	Shetler Ave. - 1138 through 1161	475'	124'	2	overlay	\$209,276	\$209,276	-	\$71,868	\$93,923	\$43,485	79%	Jul. 2018	Mar-20
19511	Imola Area Roadway Rehabilitation Project	Whitney Ave. - Coronado Ave to Marshall Ave.	467'	32'	4	overlay	\$162,770	\$162,770	-	\$55,897	\$73,051	\$33,822	79%	Jul. 2018	Mar-20
19512	Imola Area Roadway Rehabilitation Project	Marshall Ave. - Imola Ave. to City Limit	426'	-	2	overlay	\$139,517	\$139,517	-	\$47,912	\$62,615	\$28,990	79%	Jul. 2018	Mar-20
19513	Imola Area Roadway Rehabilitation Project	Parish Rd. - Imola Ave. to Shetler Ave.	939'	-	2	overlay	\$232,529	\$232,529	-	\$79,853	\$104,358	\$48,318	79%	Jul. 2018	Mar-20
19514	Imola Area Roadway Rehabilitation Project	Maryfair Dr. - Shelter Ave. to London Way	518'	50'	4	overlay	\$209,276	\$209,276	-	\$71,868	\$93,923	\$43,485	79%	Jul. 2018	Mar-20
19515	Imola Area Roadway Rehabilitation Project	Perry Ln. - Imola Ave. to City Limit. City Limit to end	963'	-	-	overlay	\$465,058	\$465,058	-	\$159,707	\$208,717	\$96,634	100%	Jul. 2018	Dec-20
19518	Ridgecrest Drive Storm Damage Repair	Circle Oaks Subdivision	425'	N/A	N/A	reconstruction	\$1,271,803	\$1,017,657	\$254,146	\$187,718	\$253,336	\$576,603	100%	7/10/2018	Jul-19
19519	Sunnyhill Drive Storm Damage Repair	Circle Oaks Subdivision	350'	N/A	N/A	reconstruction	\$1,101,743	\$778,150	\$323,593	\$0	\$311,907	\$466,243	100%	7/10/2018	Sep-19
19575	Beryessa/Knowville Rd MPM 20.5-22 Storm Damage Repair	Northeast Napa County	25' Span-Bridge	N/A	N/A	reconstruction	\$201,314	\$130,700	\$70,614	\$10,273	\$24,281	\$96,147	Design 100% Constr. 0%	2/26/2019	Dec-20
19576	Dry Creek Rd MPM 7.75 Storm Damage Repair	Southwest Napa County	197'	N/A	N/A	reconstruction	\$141,665	\$100,550	\$41,115	\$8,356	\$17,691	\$74,504	Design 100% Constr. 0%	2/26/2019	Oct-20
19577	Dry Creek Rd MPM 10.5 Storm Damage Repair	Southwest Napa County	255'	N/A	N/A	reconstruction	\$139,952	\$98,250	\$41,702	\$6,426	\$19,268	\$72,559	Design 100% Constr. 0%	2/26/2019	Oct-20
19578	Dry Creek Rd MPM 10.75 Storm Damage Repair	Southwest Napa County	173'	N/A	N/A	reconstruction	\$111,147	\$59,803	\$51,344	\$0	\$2,748	\$57,055	Design 65% Constr. 0%	2/26/2019	Oct-21
19579	Mt. Veeder Rd MPM 4.75 Storm Damage Repair	Southwest Napa County	262'	N/A	N/A	reconstruction	\$182,517	\$129,300	\$53,217	\$6,122	\$23,785	\$99,394	Design 100% Constr. 0%	2/26/2019	Oct-20
19581	Dry Creek Rd MPM 7.51 Storm Damage Repair	Southwest Napa County	280'	N/A	N/A	reconstruction	\$159,231	\$116,300	\$42,931	\$4,558	\$22,813	\$88,929	Design 100% Constr. 0%	2/26/2019	Oct-20
19581	Mt. Veeder Rd MPM 4.0 Storm Damage Repair	Southwest Napa County	225'	N/A	N/A	reconstruction	\$154,363	\$133,150	\$21,213	\$13,399	\$4,990	\$114,761	Design 65% Constr. 0%	2/26/2019	Oct-21
19582	Mt. Veeder Rd MPM 5.1 Storm Damage Repair	Southwest Napa County	255'	N/A	N/A	reconstruction	\$156,641	\$134,300	\$22,341	\$12,242	\$5,119	\$116,938	Design 65% Constr. 0%	2/26/2019	Oct-21
20509	Airport Blvd.						\$150,000	\$150,000	\$0	\$0	\$2,545	\$147,455	0%	12/17/2019	Oct-20
20510	Salvador Avenue						\$50,000	\$50,000	\$0	\$0	\$1,137	\$48,863		1/15/2020	Oct-20
20511	Ei Centro Avenue						\$50,000	\$50,000	\$0	\$0	\$522	\$49,478		1/15/2020	Oct-20
20512	Milton Road Phase 2						\$50,000	\$50,000	\$0	\$0	\$89	\$49,911		1/15/2020	Oct-20
TOTALS							\$6,245,665	\$5,323,449	\$922,216	\$1,047,626	\$1,733,813	\$2,542,010			

Note: Utilizing Measure T funding to cover the total costs to deliver the storm damage repair projects and FEMA reimbursement is anticipated within 3 years. When the County receives the reimbursement, those funds will be returned to Measure T.

Class 1 Facility Tracking									
Equivalent Funds Project Number	Equivalent Funds Project	Project Name	Project Description	Location	Total Cost	Funding Source	Start Date	Estimated Completion Date	
20702	\$871,000	Devlin Road Segment E (RDS 11-06)	Construct a new road and bridge between Tower Road and Airport Road	Between Tower Road and Airport Road	\$1.2 million	Airport Industrial Area Traffic Mitigation Fee	4/2/2019	3/2/2020	
19706	\$ 196,000.00	Vine Trail	Funding agreement with NVTA, which included transfer of \$196K from the Napa County Roads to the Parks and Open Space District to partially fund the purchase of the Suscol Headwaters Preserve, and in exchange NVTA will reduce County's commitment to the Calistoga to St. Helena Segment of the Vine Trail. NVTA will make up the \$196K shortfall to the Vine Trail project by designating future State Transportation Improvement Program (STIP) funds of the same amount to the Vine Trail Project. Funding from Roads Ops.				5/7/2019 BOS		
19707	\$ 47,000.00	Vine Trail	Additional \$47K to meet the total County commitment of \$243K to the Calistoga to St. Helena segment of the Vine Trail. Funding from Roads Ops.				5/7/2019 BOS		
19708	\$ 324,000.00	Vine Trail	Payment to NVTA for the design and engineering of the Calistoga segment of the Vine Trail. Funding from GF to Roads Ops.				9/24/2019 BOS		
20706	\$ 126,900.00	Vine Trail	Payment to NVTA for the design and engineering of the Calistoga segment of the Vine Trail. Funding from GF to Roads Ops.				3/10/2020 BOS		

*Recipients must demonstrate that 6.67% equivalent to Measure T funds received has been committed to Class 1 Bike facilities.

Measure T: Progress Report

Due March 31st and September 30th

Jurisdiction: City of St. Helena

Reporting Period: July 1, 2019 through December 31, 2019

Amount of funds in Special Measure T Revenue Fund: \$1,002,265

Measure T Project No.	Project Name	Location	Road Segment Length	Sidewalk Length	Number of Curb ramps installed or replaced	Program	Approved Budget	Measure T Funds	Other Funds	Amount Spent To-Date	Amount Remaining	Project Status (% Complete)	Project Start Date	Estimated Completion Date	Measure T Funds Under Budget
19549	R18-81 Downtown Sidewalks Improvement	HWY29/Main Street from Mitchell Drive to Britton Way/Pine Street				concrete work	1,862,500	175,000	1,687,500	189,057	1,673,443	10%	2/19	6/30/21	N/A
19550	R19-02 Hunt Avenue Sidewalk Gap Closure	Hunt Avenue from Monte Vista to June Lane	-	1,040	7	concrete work	306,980	231,980	75,000	196,696	110,284	64%	1/19	3/3/2020	N/A
19541	R19-79 Pavement Restoration	ANDREA AV from Kearney Street to Oak Ave	410	-	4	overlay	39,141	35,942	3,199	24,644	14,497	63%	3/19	9/30/2020	N/A
19542	R19-79 Pavement Restoration	GROVE CT from Hunt Ave to End (N)	420	-	2	overlay	152,548	140,081	12,467	96,048	56,500	63%	3/19	10/30/2019	N/A
19543	R19-79 Pavement Restoration	KEARNEY ST from Hillview Pl to Madrona Street	540	-	6	overlay	51,551	47,338	4,213	32,458	19,093	63%	3/19	9/30/2020	N/A
19544	R19-79 Pavement Restoration	KEARNEY ST from Madrona Street to Pine Street	370	-	-	overlay	35,323	32,436	2,887	22,240	13,083	63%	3/19	9/30/2020	N/A
19545	R19-79 Pavement Restoration	SPRING Street from Chardonnay Way to Sylvaner Ave (E)	910	-	4	overlay	215,080	197,502	17,577	135,419	79,660	63%	3/19	10/30/2019	N/A
19546	R19-79 Pavement Restoration	SPRING ST Sylvaner Ave (E) Valley View Street	580	-	2	overlay	129,164	118,608	10,556	81,325	47,839	63%	3/19	10/30/2019	N/A
19547	R19-79 Pavement Restoration	SPRING ST from City Limits to 639' W/O SYLVANER AV	1,215	-	-	overlay	125,231	114,996	10,234	78,848	46,382	63%	3/19	10/30/2019	N/A
19548	R19-79 Pavement Restoration	MONTE VISTA from Hunt Ave to End (N)	375	-	2	overlay	158,577	145,618	12,960	99,844	58,733	63%	3/19	10/30/2019	N/A
19551	R19-79 Pavement Restoration	VOELKER CT from Crinella Drive to East End	210	-	2	overlay	20,048	18,410	1,638	12,623	7,425	63%	3/19	9/30/2020	N/A
19552	R19-79 Pavement Restoration	VORHEES CIR from Mitchell Drive (E) to Mitchell Drive (W)	915	-	-	overlay	87,351	80,212	7,139	54,998	32,353	63%	3/19	9/30/2020	N/A
19553	R19-79 Pavement Restoration	BROWN ST from Allision Ave to End (W)	490	-	-	overlay	46,779	42,956	3,823	29,453	17,326	63%	3/19	9/30/2020	N/A
19554	R19-79 Pavement Restoration	CRINELLA DR from Main Street to Park Street	340	-	4	overlay	32,459	29,806	2,653	20,437	12,022	63%	3/19	9/30/2020	N/A
19555	R19-79 Pavement Restoration	CRINELLA DR from Park Street to Pump Station	775	-	-	overlay	73,985	67,939	6,046	46,583	27,402	63%	3/19	9/30/2020	N/A
19556	R19-79 Pavement Restoration	CRINELLA DR from Pump Station to Park Street	740	-	-	overlay	70,645	64,872	5,773	44,480	26,165	63%	3/19	9/30/2020	N/A
19557	R19-79 Pavement Restoration	PARK ST from Pratt Avenue to Crinella Drive	558	-	4	overlay	53,270	48,916	4,353	33,540	19,730	63%	3/19	9/30/2020	N/A
19558	R19-79 Pavement Restoration	PARK ST from Christine Court to Crinella Drive	445	-	-	overlay	42,483	39,011	3,472	26,748	15,735	63%	3/19	9/30/2020	N/A
19559	R19-79 Pavement Restoration	CHRISTINE CT from Park Street to End (E)	210	-	2	overlay	20,048	18,410	1,638	12,623	7,425	63%	3/19	9/30/2020	N/A
19560	R19-79 Pavement Restoration	HENRY CT from Park Street to End (E)	120	-	2	overlay	11,456	10,520	936	7,213	4,243	63%	3/19	9/30/2020	N/A
19561	R19-79 Pavement Restoration	SPRING ST from Sylvaner Ave (W) to Chardonnay Way	760	-	2	overlay	162,629	149,339	13,291	102,395	60,234	63%	3/19	10/30/2019	N/A
19562	R19-79 Pavement Restoration	SPRING ST from 639' W/O SYLVANER AV to SYLVANER AV (W)	639	-	-	overlay	61,844	56,790	5,054	38,938	22,906	63%	3/19	10/30/2019	N/A
19563	R19-79 Pavement Restoration	KEARNEY ST from Pine Street to Adams Street	590	-	2	overlay	56,324	51,721	4,603	35,463	20,861	63%	3/19	9/30/2020	N/A

Measure T: Progress Report

Due March 31st and September 30th

19564	R19-79 Pavement Restoration	ARROWHEAD DR from BCR at SULPHUR SPRINGS RD to END(S)	750	-	2	overlay	79,210	72,737	6,473	49,873	29,338	63%	3/19	10/30/2019	N/A
19565	R19-79 Pavement Restoration	MCCORKLE AV from End(W) to Allison Ave	300	-	-	overlay	17,542	16,109	1,434	11,045	6,497	63%	3/19	10/30/2019	N/A
19566	R19-79 Pavement Restoration	CHURCH ST from Hunt Ave to Pope Street	650	-	-	overlay	40,322	37,027	3,295	25,388	14,934	63%	3/19	10/30/2019	N/A
19567	R19-79 Pavement Restoration	HUDSON AVE from Madrona St to Adams Street	845	-	-	overlay	58,530	53,747	4,783	36,852	21,678	63%	3/19	10/30/2019	N/A
19568	R19-79 Pavement Restoration	HUDSON AV from Adams Stt to Spring Street	870	-	-	overlay	62,308	57,216	5,092	39,231	23,077	63%	3/19	10/30/2019	N/A
19569	R19-79 Pavement Restoration	MONEY WY from Spring Street to Adams Street	820	-	-	overlay	35,081	32,214	2,867	22,088	12,993	63%	3/19	10/30/2019	N/A
19570	R19-79 Pavement Restoration	PAULSON CT from Pope Street to End (N)	415	-	-	overlay	31,070	28,531	2,539	19,563	11,508	63%	3/19	10/30/2019	N/A
TOTALS							\$4,139,480	\$2,215,983	\$1,923,497						

Class I Facility Tracking

Equivalent Funds Project Number	Project Name	Project Description	Location	Total Cost	Funding Source	Start Date	Estimated Completion Date

*Recipients must demonstrate that 6.67% equivalent to Measure T funds received has been committed to Class 1 Bike facilities.

Measure T: Progress Report

Due March 31st and September 30th

Jurisdiction: Town of Yountville

Reporting Period: July 1, 2019 to December 31, 2019

Amount of funds in Special Measure T Revenue Fund: 264,639.47

Measure T Project No.	Project Name	Location	Segment Length	Program	Approved Budget	Measure T Funds	Other Funds	Amount Spent To-Date	Amount Remaining	Project Status (% Complete)	Project Start Date	Estimated Completion Date
19504	Yount Street Rehabilitation Project	Yount Street- Mount to Finnell	920 linear feet	reconstruction	368,323	all	n/a	368,323	0.00	100%	April , 2019	Jun-19
19516	Yount Street Rehabilitation Project	Yount Street-Washington to Finnell	550 linear feet	overlay	85,539	all	n/a	85,539	0.00	100%	April , 2019	Jun-19
19504	Yount Street Rehabilitation Project	6654 Yount St	40 LF 12" storm drain	reconstruction	11,036	all	na	11,036	0.00	100%	Feb-19	Feb-19
20503	Microsurfacing Project-	Various		surface treatment	157,249	all	na	157,249	0.00	100%	Oct-19	Nov-19
				surface treatment								
				surface treatment								
				surface treatment								
				surface treatment								
				surface treatment								
				surface treatment								
TOTALS					\$622,147	\$0	\$0					

Class I Facility Tracking					
Project Name	Project Description	Location	Total Cost	Start Date	Estimated Completion Date
Oak Circle Multituse Path and Bridge	design and engineering	Oak Cricle to Mission	100,000 YTD	In Progress	FY2021
Vinetaril path maintainance	Remove AC and replace with Conc 8' wide	VT Path at California (300 ft north)	16,000.00	Oct-19	Oct-19

"Recipients must demonstrate that 6.67% equivalent to Measure T funds received has been committed to Class 1 Bike facilities.



NAPA VALLEY TRANSPORTATION AUTHORITY- TAX AGENCY ITOC Agenda Letter

TO: Independent Tax Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director - Capital Development and Planning
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Measure T Revenue Projections and Projects At-Risk Due to COVID-19 Related Economic Circumstances

RECOMMENDATION

Information only

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

This report is intended to provide updated Measure T revenue projections and a summary of Measure T projects that are at-risk due to the reduction of sales tax revenues caused by the COVID-19 economic circumstances.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments

FISCAL IMPACT

Is there a fiscal impact? \$9,320,100 in Measure T Revenues for FYs 2019-20, 2020-21, 2021-22.

BACKGROUND AND DISCUSSION

It is currently unclear when the COVID-19 Stay at Home Order will be lifted in Napa County. This is the cause of much uncertainty in projecting Measure T sales tax revenues.

Prior to the pandemic, NVTA projected Measure T revenues for FY 2019-20 to be \$19.8 million, FY21 \$20.1 million, and FY22 \$20.4 million. In light of the pandemic, NVTA's sales tax consultants, HdL Companies, is now projecting the FY 2019-20 to be \$17.1 million for the year, representing a 14% reduction.

As shown in Table 1, NVTA is projecting a reduction in Measure T revenues for the next three fiscal years. NVTA staff would recommend jurisdictions remain conservative in preparing bid packages for Measure T projects because the below figures are only estimates using preliminary data. If revenues come in higher than anticipated, projects could be restored to original funding amounts. Revenue projections are also likely to change when more information about economic conditions is available once the economy has reopened.

Table 1. Measure T Revenues

Fiscal Year	Original Projection	New Projection	% Decrease
2019-20	\$19,818,000	\$17,117,200	14%
2020-21	20,123,100	16,296,000	19%
2021-22	20,445,000	17,664,000	14%
Total	\$60,386,100	\$51,077,200	15%

The accumulated three-year estimated loss of Measure T revenues is \$9,320,100. Projects that may be impacted by this reduction are highlighted in Table 2.

Table 2. Measure T Projects Delayed/At Risk*

Jurisdiction	Project	Amount
American Canyon	Various Street and Road Rehab	\$717,200
County of Napa	Airport Boulevard Rehab	3,693,000
	El Centro Avenue Paving	
City of Napa	Westwood Neighborhood Phase 2 Trower Ave. Jefferson Street Rehab	3,758,300
Yountville	Washington Park Project	251,400
St. Helena	Citywide Paving, Slurry Seal and ADA Improvements	549,500
Calistoga	Lake Street Rehabilitation	251,400
Total		\$9,220,900

*Measure T funds for Admin and ITOC not included

SUPPORTING DOCUMENTS

Attachments: (1) Measure T Three Year Financial Forecast
(2) Napa Valley Measure T 3 Year Transactions and Use Tax Budget Estimate



FY 19-20	Entity	New	Difference		
	American Canyon	\$1,520,500	\$1,312,500	(\$208,000)	
	Calistoga	\$533,100	\$460,200	(\$72,900)	
	City of Napa	\$7,967,700	\$6,877,800	(\$1,089,900)	
	Napa County	\$7,829,400	\$6,758,500	(\$1,070,900)	
	St. Helena	\$1,165,000	\$1,005,700	(\$159,300)	
	Yountville	\$533,100	\$460,200	(\$72,900)	
	NVTA	\$197,450	\$170,550	(\$26,900)	
	ITOC	\$71,750	\$71,750	\$0	
		<u>\$19,818,000</u>	<u>\$17,117,200</u>	<u>(\$2,700,800)</u>	-13.6%

FY 20-21	Org	New	Difference		
	American Canyon	\$1,543,800	\$1,249,300	(\$294,500)	
	Calistoga	\$541,300	\$438,100	(\$103,200)	
	City of Napa	\$8,090,000	\$6,546,500	(\$1,543,500)	
	Napa County	\$7,949,700	\$6,433,000	(\$1,516,700)	
	St. Helena	\$1,182,900	\$957,200	(\$225,700)	
	Yountville	\$541,300	\$438,100	(\$103,200)	
	NVTA	\$200,600	\$162,050	(\$38,550)	
	ITOC	\$73,500	\$71,750	(\$1,750)	
		<u>\$20,123,100</u>	<u>\$16,296,000</u>	<u>(\$3,827,100)</u>	-19.0%

FY 21-22	Org	New	Difference		
	American Canyon	\$1,568,500	\$1,353,800	(\$214,700)	
	Calistoga	\$550,000	\$474,700	(\$75,300)	
	City of Napa	\$8,219,100	\$7,094,200	(\$1,124,900)	
	Napa County	\$8,076,600	\$6,971,200	(\$1,105,400)	
	St. Helena	\$1,201,800	\$1,037,300	(\$164,500)	
	Yountville	\$550,000	\$474,700	(\$75,300)	
	NVTA	\$204,400	\$175,850	(\$28,550)	
	ITOC	\$75,300	\$71,750	(\$3,550)	
		<u>\$20,445,700</u>	<u>\$17,653,500</u>	<u>(\$2,792,200)</u>	-13.7%

3 Year Total	Org	New	Difference		
	American Canyon	\$4,632,800	\$3,915,600	(\$717,200)	
	Calistoga	\$1,624,400	\$1,373,000	(\$251,400)	
	City of Napa	\$24,276,800	\$20,518,500	(\$3,758,300)	
	Napa County	\$23,855,700	\$20,162,700	(\$3,693,000)	
	St. Helena	\$3,549,700	\$3,000,200	(\$549,500)	
	Yountville	\$1,624,400	\$1,373,000	(\$251,400)	
	NVTA	\$602,450	\$508,450	(\$94,000)	
	ITOC	\$220,550	\$215,250	(\$5,300)	
		<u>\$60,386,800</u>	<u>\$51,066,700</u>	<u>(\$9,320,100)</u>	-15.4%



NAPA VALLEY MEASURE T

3 YEAR TRANSACTIONS AND USE TAX BUDGET ESTIMATE

Industry Group	FY 2018-19	FY 2019-20		FY 2020-21		FY 2021-22	
	Actuals	Projection	%	Projection	%	Projection	%
Autos & Transportation	2,550,814	2,018,830	-20.9%	2,022,020	0.2%	2,123,121	5.0%
Building & Construction	1,980,500	1,872,504	-5.5%	1,842,709	-1.6%	2,026,980	10.0%
Business & Industry	6,412,756	5,312,103	-17.2%	5,147,424	-3.1%	5,662,166	10.0%
Food & Drugs	914,194	966,917	5.8%	993,137	2.7%	1,013,000	2.0%
Fuel & Service Stations	1,247,722	1,057,087	-15.3%	1,011,509	-4.3%	1,062,084	5.0%
General Consumer Goods	3,214,313	3,233,684	0.6%	3,135,141	-3.0%	3,291,898	5.0%
Restaurants & Hotels	3,496,351	2,615,194	-25.2%	2,283,591	-12.7%	2,626,130	15.0%
Transfers & Unidentified	51,029	191,361	275%	8,444	-95.6%	8,444	0.0%
Total	19,867,678	17,267,681	-13.1%	16,443,975	-4.8%	17,813,823	8.3%
Administration Cost	(199,750)	(150,453)		(147,996)		(160,324)	
Total	19,667,928	17,117,229	-13.0%	16,295,979	-4.8%	17,653,499	8.3%
With Accrual	19,667,928	17,117,229	-13.0%	16,295,979	-4.8%	17,653,499	8.3%

*Estimate is on an accrual basis (allocations for sales through June)

Note: Not included in the above numbers:

We are estimating the exposure for the 90 day deferral to possibly be \$2.6 million. This is how much could move from 1Q20 into 2Q20, but still be in FY 19-20. The advances for April and May may be reduced in some form due to the delay of this amount with the August payment increased by the delayed payments.

We are estimating the worst case for the 12-month payment plan to possibly be \$1.1 million. Taxpayers can enter into an installment plan to repay the state up to \$50,000. The subsequent installment payments will be paid monthly with all deferred liabilities repaid by July 31, 2021. This is the amount that could move from FY 19-20 into FY 20-21.

The above projection assumes a recessionary impact from the Coronavirus pandemic. HdL's Consensus Forecast, released April 8, 2020, modeled the impacts. The Forecast assumes the 'shelter in place' will continue until the end of May, some form of social distancing will continue and consumers will be cautious about spending and travel for the rest of the year. Sales tax data from the State reflecting the first weeks of this crisis arrives at the end of May; data reflecting the April-June impacts will be available in August.



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY ITOC Agenda Letter

TO: Independent Taxpayer Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Director of Administration, Finance, and Policy
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Measure T Compliance and Performance Audit Work Plan for City of Napa and Town of Yountville

RECOMMENDATION

That the ITOC discuss the audit work plan for any compliance or performance audits that is commissioned for the audit review period and recommend an approach to NVTA staff.

EXECUTIVE SUMMARY

Measure T is subject to three types of audits: the annual financial audit, performance audits, and compliance audits. At the June 6, 2019 Meeting, the ITOC approved performance and compliance audits for the City of Napa and Town of Yountville for the fiscal year ending June 30, 2020. Staff will need to inform the CPA's on the number of performance and compliance audits the ITOC will want to undertake during the fiscal year in consideration of financial resources available.

FISCAL IMPACT

Is there a fiscal impact? Not for this report.

BACKGROUND AND DISCUSSION

The language in Measure T necessitates completing a financial audit and a compliance audit although the ordinance was silent on the timeframe of those reviews. At the July 11, 2019 ITOC meeting, the committee approved a rotating schedule for the compliance and performance audits.

The audit schedule is as follows:

FY 2019-20: City of Napa, Town of Yountville

FY 2020-21: County of Napa, St. Helena

FY 2021-22: American Canyon, Calistoga

Measure T auditing firm, Brown Armstrong Accountancy, has informed staff that they are planning their audit schedule and work plan for Fiscal Year 2018-19. To inform the auditor's schedule, ITOC will need to determine the number of compliance and performance audits that the auditors should perform to ensure adequate resources are available for fieldwork which will occur during the week of for the audit period of July 1, 2018 to June 30, 2020.

Projects in early stages of delivery are not likely to have many or any transactions for auditors to review. Therefore, staff is recommend that the ITOC consider a sampling of the number of projects completed or in the event that no projects have been closed out to date, a sampling of projects in advanced stages of delivery, or a combination thereof. The City of Napa has completed XXX projects to date, and XXX projects are in advanced stages of delivery. The Town of Yountville has completed XXX projects and XXX projects are in advanced stages of delivery. The ITOC should also keep in mind the limited resources to complete the audits.

The auditors will be able to plan for these audits if a schedule is known beforehand and sampling can occur prior to fieldwork time giving the financial directors of the jurisdictions notice and adequate time to prepare the documentation.

A compliance audit is a comprehensive review of an organization's adherence to ordinance and guidelines. Audit reports could evaluate a number of factors such as the strength and thoroughness of compliance preparations, security policies, user access controls and risk management procedures over the course of a compliance audit. Compliance auditors provide details to company leaders about the organization's level of compliance adherence, any violations and suggestions for improvement.

A performance audit is an assessment of an entity's operations to determine if specific programs or functions are working as intended to achieve stated goals. The audit may assess the overall jurisdictions performance or a specific project. A performance audit examines a program, function, operation or the management systems and procedures of a governmental or non-profit entity to assess whether the entity is achieving economy, efficiency and effectiveness in the employment of available resources.

Table 1 below outlines the costs for each audit type. The ITOCs budget will fund the cost of each audit that is commissioned. After other operating deductions, the ITOC currently has roughly \$120,000 banked from FY 2019 and FY 2020 combined.

Table 1: Audit Costs by Category

Audit Category	Amount
NVTA TA Financial Audit	\$ 5,460
NVTA-TA Compliance Audit	
City of Napa	\$ 3,100
County of Napa	\$ 3,100
City of American Canyon	\$ 3,100
Town of Yountville	\$ 3,100
City of Saint Helena	\$ 3,100
City of Calistoga	\$ 3,100
NVTA	\$ 3,100
NVTA-TA	\$ 3,100
NVTA TA Performance Audit	
City of Napa	\$ 3,100
County of Napa	\$ 3,100
City of American Canyon	\$ 3,100
Town of Yountville	\$ 3,100
City of Saint Helena	\$ 3,100
City of Calistoga	\$ 3,100
Minor Projects	
Per Project	\$ 3,100
TBD/Other	\$ 3,100

SUPPORTING DOCUMENTS

Attachment: (1) Measure T Project List for City of Napa and Town of Yountville

Measure T Projects

Project Number	Project Location
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Jurisdiction: City of Napa

19501	Trower Ave: Jefferson Street -29
19502	Trower Ave Dry Creek Road to Linda Vista Avenue
19503	Westwood Neighborhood Phase 1
19571	Westwood Neighborhood Phase 2A
19572	Trancas Street from Hwy 29 to Jefferson Street
19573	Trower Ave Dry Creek Road to Linda Vista; Trower Avenue from Jefferson Street to East End (City Limits)
19574	Main Street/ Lincoln Avenue Intersection
20501	ATMS- Traffic Signal Jefferson Street
20504	Soscol Avenue Rehabilitation
20505	West Lincoln Avenue
20506	Coombs Street and South Coombs
20507	Laurel Street Phase 1

Jurisdiction: Town of Yountville

19504	Yount Street- Mount to Finnel
19516	Yount St- Finnell to Washington
	Mulberry Street- Washington St
	Adams Street- Yount to Lande
	Heather Street- end to Mulberyy
	Holly Street-Larkspur to Mulberry
	Jefferson Street- Washington to Jefferson
	Lande Way- Adams to Lande
	Larkspur Way- E/S Heather - Holly St
	Mulberry Street Washington Sst to W/S Ivy Ct
	Mulberry Street-Heather ST to Holly ST
	Pedroni Street -Washington to Jefferson
20503	Stags View Lane Yville Cross to Lande



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY ITOC Agenda Letter

TO: Independent Taxpayer Oversight Committee
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Director, Administration, Finance, and Policy
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Measure T Sales and Use Tax Revenue Update

RECOMMENDATION

That the ITOC receive a report on Measure T sales tax revenues provided by the Auditor-Controller.

EXECUTIVE SUMMARY

Measure T became operative on July 1, 2018. The Auditor-Controller will provide detailed handouts at the meeting. The document will include information on actual revenues received and allocations to the member jurisdictions. The Background and Discussion section of this memo presents revenues received year-to-date compared to projections and the five (5) year revenue outlook.

BACKGROUND AND DISCUSSION

The initial Measure T financial projection developed in 2015 showed revenue estimates of \$403 million over the 25-year period. An update occurred in March 2018 increasing projections to \$578 million based upon recent sales tax collection, which is consistent with historical average.

It is currently unclear when the COVID-19 Shelter in Place (SIP) requirement will be lifted in Napa County. This is the cause of much uncertainty in projecting sales tax revenues for Measure T. Prior to COVID, NVRTA was projecting Measure T revenues for Fiscal Year (FY) 2019-20 to be \$19.8 million, FY21 \$20.1 million, and FY22 \$20.4 million. In light of the economic impacts associated with the pandemic, NVRTA's sales tax consultants, HdL Companies, is now projecting the FY 2019-20 to be \$17.1 million for the year, representing a 14% reduction.

Table 1 shows the current year projection and revised five (5) year outlook and Table 2 shows the FY19 projections compared to actuals revenues year-to-date. A long-term projection of revenues will be provided at a future meeting.

Table 1: Current and five (5) year revenue projection

Actual	Revised Projections					
2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
\$19,667,929	\$17,117,200	\$16,296,000	\$17,664,000	\$18,006,000	\$18,006,600	\$18,734,000

Table 2: FY2019-20 Projection vs. Actuals Year-To-Date

MONTH	Projection	Actual	Difference \$	Difference %
July	\$1,237,385	\$1,673,472	\$436,087	35.24%
August	1,495,722	1,792,807	297,085	19.86%
September	2,152,642	1,872,917	(279,725)	-12.99%
Quarter Total	\$4,885,750	\$5,339,196	\$453,446	8.49%
October	\$1,455,234	\$1,599,732	\$144,498	9.93%
November	1,546,796	1,665,942	119,146	7.70%
December	2,285,148	2,087,070	(198,078)	-8.67%
Quarter Total	\$5,287,179	\$5,352,744	\$65,565	1.24%
January	\$1,530,910	\$1,401,868	\$(129,042)	-8.43%
February	1,628,302	1,224,358	(403,944)	-24.81%
March	1,481,429	-	-	%
Quarter Total	\$4,640,641	\$-	\$-	%
April	1,741,055	-	-	%
May	1,863,376	-	-	%
June	1,500,000	-	-	%
Quarter Total	\$5,104,431	\$-	\$-	%
Total Revenues	\$19,918,000	\$-	\$-	%

SUPPORTING DOCUMENTS

None (handouts will provided at the meeting)