

Napa Valley Transportation Authority-Tax Agency

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, October 3, 2018
2:00 PM

NVTA Conference Room

Independent Taxpayer Oversight Committee

All materials relating to an agenda item for an open session of a regular meeting of the Independent Taxpayer Oversight Committee (ITOC) are posted on our website at <https://nctpa.legistar.com/Calendar.aspx> at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the ITOC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for NVTA holidays. Materials distributed to the present members of the ITOC at the meeting will be available for public inspection at the public meeting if prepared by the members of the ITOC or staff and after the public meeting if prepared by some other person. 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.

Members of the public may speak to the ITOC on any item at the time the ITOC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the ITOC Secretary. Also, members of the public are invited to address the ITOC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

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) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

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

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

5. PRESENTATIONS

5.1 Road Maintenance Treatments (Eric Whan, City of Napa)

Recommendation: Information only. The ITOC will receive a presentation on road maintenance treatments.

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.

6. CONSENT AGENDA ITEMS (6.1 - 6.2)

6.1 Meeting Minutes of July 11, 2018 (Karrie Sanderlin) (Pages 5-8)

Recommendation: ITOC action will approve the meeting minutes of July 11, 2018.

Estimated Time: 2:30 p.m.

Attachments: [Draft Minutes](#)

6.2 Independent Taxpayer Oversight Committee Meeting Schedule for Calendar Year (CY) 2019 (Karrie Sanderlin) (Pages 9-11)

Recommendation: The ITOC will approve the meeting schedule for CY 2019.

Estimated Time: 2:30 p.m.

Attachments: [Staff Report](#)

7. REGULAR AGENDA ITEMS

7.1 Measure T Project Update (Alberto Esqueda) (Pages 12-18)

Recommendation: Information only. The ITOC will receive the report and provide feedback on Measure T eligibility and utility upgrades and modifications associated with street maintenance.

Estimated Time: 2:30 p.m.

Attachments: [Staff Report](#)

7.2 Revised County of Napa Five-Year Projects List (Alberto Esqueda) (Pages 19-28)

Recommendation: The ITOC will review the County of Napa's revised projects list, make a finding that the County of Napa's revised projects list is consistent with the intent of the measure, and make a recommendation that the NVTATA approved the revised list.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report](#)

7.3 City of American Canyon Five-Year Documents for Maintenance of Effort (MOE) Figure (Alberto Esqueda) (Pages 29-35)

Recommendation: Information only. The ITOC will have the opportunity to review the City of American Canyon's MOE amount.

Estimated Time: 3:00 p.m.

Attachments: [Staff Report](#)

7.4 Selection of Brown Armstrong Certified Public Accountants (CPA's) for Professional Audit Services for the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) (Antonio Onorato) (Pages 36-38)

Recommendation: ITOC action will recommend Brown Armstrong CPA's for award to provide professional audit services for the NVTA-TA for the fiscal years ending June 30, 2019 to 2024.

Estimated Time: 3:15 p.m.

Attachments: [Staff Report](#)

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

9.1 Approval of Next Regular Meeting of Date of December 5, 2018 at 2:00 p.m. and Adjournment

Estimated Time: 3:30 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 NVTA Offices, 625 Burnell Street, Napa, CA by 5:00 p.m. on Friday, September 28, 2018.

Karalyn E. Sanderlin (e-sign) September 28, 2018

Karalyn E. Sanderlin, NVTA-TA Board Secretary

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

625 Burnell Street
Napa, CA 94559

Wednesday, July 11, 2018

2:00 PM

NVTA Conference 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
Mandy Le

Non-Voting: 3 - Kate Miller
Peter White
Tracy Schulze

Absent: 1 - Nathan Steele

3. Public Comment

None

4. Committee Member and Staff Comments

Member Comments:

Chair Kindig asked when the Road Maintenance Treatment presentation by the City of Napa will be presented. Kate Miller, NVTA-TA Executive Director responded that do to a family illness, the presentation was postponed until the October 3, 2018 meeting.

Staff Comments:

Kate Miller, NVTA-TA Executive Director
Intorduced the Metropolitan Transportation Commission (MTC) Summer Internship Interns, Hari Ambu and Hibah Shafi.

5. CONSENT AGENDA ITEMS (5.1)

Motion **MOVED** by **RODENO**, **SECONDED** by **PETERSON** to **APPROVE** Consent Item 5.1. Motion carried by the following vote:

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

5.1 Meeting Minutes of April 4, 2018 (Karrie Sanderlin) (Pages 7-11)

Attachments: [Draft Minutes](#)

ITOC action approved the meeting minutes of April 4, 2018.

6. REGULAR AGENDA ITEMS

6.1 Request for Proposals (RFP) 2018-01 Professional Audit Services (Antonio Onorato) (Pages 12-61)

Attachments: [Staff Report](#)

Staff reviewed the revisions to the RFP for auditing services.

Motion **MOVED** by BRAUNING, **SECONDED** by MCMINN to **APPROVE** the Request for Proposals for professional audit services Scope of Services for its release to the public. Motion carried by the following vote:

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

6.2 Measure T Accounting Plan (Antonio Onorato/Tracy Schulze) (Pages 62-70)

Attachments: [Staff Report](#)

Tracy Schulze, Napa County Auditor-Controller, reviewed the revised final Measure T Accounting Plan as provided in the meeting handout packet.

Motion **MOVED** by PETERSON, **SECONDED** by RODENO to **APPROVE** the endorsement of the Measure T Accounting Plan with the understanding that the Auditor-Controller will update such plan if necessary, reporting back to the ITOC at the next available meeting. Motion carried by the following vote:

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

6.3 Measure T Marketing Plan (Alberto Esqueda) (Pages 71-73)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff provided an update on the Measure T marketing efforts to date.

6.4 Stipends Subject to Withholdings (Antonio Onorato) (Pages 74-85)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Measure T provides public members of the ITOC to receive a stipend of \$250 per quarterly meeting attended which will increase by \$50 every five (5) years. The Internal Revenue Service has made a determination that stipends are considered taxable income and subject to federal and state withholdings. To remedy the situation, ITOC members will be paid through the payroll system and subject to federal and state withholdings. ITOC members who have elected to receive a stipend must fill out the following forms: W-4, DE 4, Direct Deposit, and an NVTA-TA Employment Form to receive their quarterly stipends from the Tax Agency. In addition to these forms, committee members may be required to fill out the USCIS Form I-9 Employment Eligibility Verification.

6.5 City of American Canyon Maintenance of Effort (MOE) Overview (Alberto Esqueda) (Page 86)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC reviewed the City of American Canyon's Maintenance of Effort amount.

6.6 Measure T 6.67% Equivalent Funds Eligible Revenues (Kate Miller) (Pages 87-92)

Attachments: [Staff Report](#)

Information Only / No Action Taken

In order for jurisdictions to receive Measure T revenues, jurisdictions collectively must demonstrate that at least 6.67% of the amount of Measure T revenues received each year is being committed to Class I facilities identified in the adopted Countywide Bicycle Plan/Active Transportation Plan, using funds not derived from the Measure T Ordinance. ITOC members received a comprehensive list of fund sources the NVTA staff deem qualified to meet the 6.67% Equivalent requirement in the Measure T Ordinance.

7. FUTURE AGENDA ITEMS

Road Maintenance Treatments Presentation

8. ADJOURNMENT

8.1 Approval of Next Regular Meeting of Date of October 3, 2018 at 2:00 p.m. and Adjournment

The next regular meeting will be held on Wednesday, October 3, 2018 at 2:00 p.m.

The meeting was adjourned by Chair Kindig at 3:32 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: Karrie Sanderlin, Program Manager-Administration and Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov
SUBJECT: Meeting Schedule of the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Independent Taxpayer Oversight Committee (ITOC) for Calendar Year (CY) 2019

RECOMMENDATION

That the ITOC approve recommending that the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) approve the meeting schedule for Independent Taxpayer Oversight Committee (ITOC) for Calendar Year (CY) 2019 as provided in Attachment 1.

EXECUTIVE SUMMARY

The ITOC meetings fall under the requirements of the State of California Brown Act, and therefore must establish a regular meeting date, time, and place, and publish notice of each meeting.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The ITOC meetings fall under the requirements of the State of California Brown Act, and therefore must establish a regular meeting date, time, and place, and publish notice of each meeting. The regular meeting place will be the Soscol Gateway Transit Center Board Room (NVTA Board Room) at 625 Burnell Street, Napa, CA, the regular meeting time for the Independent Taxpayer Oversight Committee (ITOC) will be 2:00 p.m., and the recommended regular meeting schedule for CY 2019 is as follows:

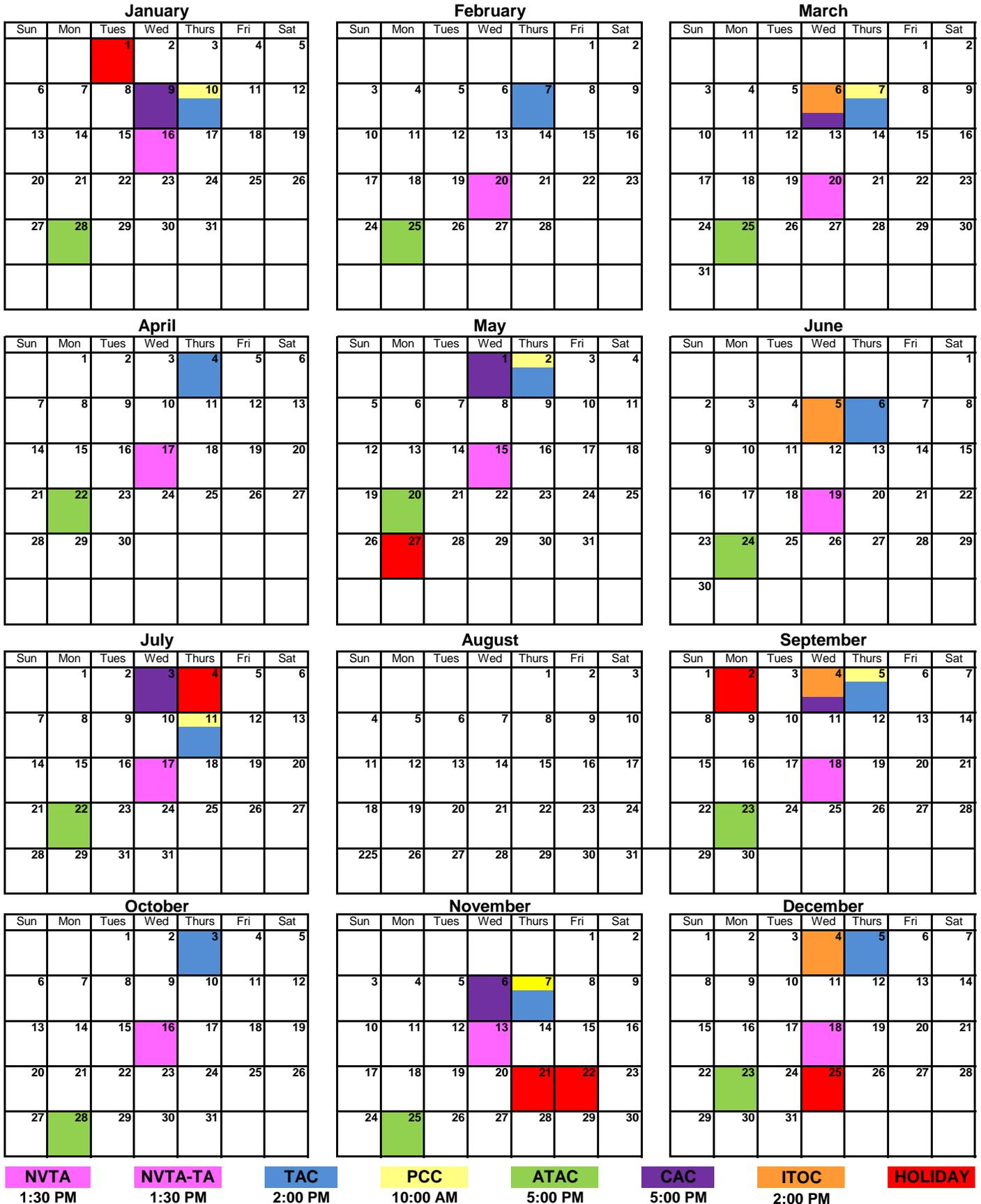
Wednesday, March 6
Wednesday, June 5
Wednesday, September 4
Wednesday, December 4

SUPPORTING DOCUMENTS

Attachment: (1) Draft 2019 NVTA/NVTA-TA & Committee Meeting Schedule

2019

Draft NVTA/NVTA-TA Board of Directors and Committee Meeting Schedule





NAPA VALLEY TRANSPORTATION AUTHORITY
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 Update

RECOMMENDATION

That the ITOC receive the report and provide feedback on Measure T eligibility and utility upgrades and modifications associated with street maintenance.

EXECUTIVE SUMMARY

Measure T is a ½ cent sales tax approved by Napa County voters in 2012 to fund local streets and road rehabilitation. Measure T Ordinance mandates that the ITOC review each jurisdiction's minimum maintenance of effort, and Five-year project list. The Five-year Project List were approved by the NVTA-TA Board in April 2018. While the first disbursement of Measure T will not be until early 2019, three projects are already under construction by the City of Napa. NVTA will provide a brief update on those projects. Staff will also provide an update on the Measure T webpage.

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 beginning July 1, 2018. Measure T is to be used for the rehabilitation of local streets and roads.

Measure T Webpage

In order to inform the public of the progress of Measure T, NVTA developed a marketing plan. A key tool of the marketing effort is the Measure T webpage on the NVTA website. NVTA envisioned a simple, intuitive and user-friendly web tool to disseminate project

information. NVTA contracted with FluidNRG to develop a webpage that will provide project information to the public such as location, cost and estimated completion date. While currently only three projects are in construction, the ITOC will receive an overview of the elements included in the website. The webpage is live and can be visited at <http://www.nvta.ca.gov/measure-t>.

Measure T Eligibility and Utility Upgrades/Alterations Associated with Street Maintenance
Several jurisdictions have recently inquired about whether “raising the irons” is an eligible expense. “Raising the irons” involves making modifications to utilities in order to accommodate additional road height resulting from certain street maintenance treatments.

NVTA staff have thoroughly reviewed the Measure T Ordinance and does not believe that modifications or adjustments to utilities are an eligible expense. Section 2 – Expenditure Plan Purpose states; “this funding program will ensure improved maintenance of currently under-funded local community streets and supporting infrastructure (e.g. sidewalks, gutters, curbs) within the public right of way.” The utilities are not considered supporting infrastructure for the road rehabilitation and repair. Under Section 27, Definitions, Paragraph G Maintenance, the ordinance states “[m]aintenance means repair, reconstruction or rehabilitation, and/or replacement of streets, roadways, and other infrastructure [again, “supporting infrastructure”] within the public right-of-way.” Under Section 27, Paragraph J, the ordinance defines reconstruction or rehabilitation as “. . . any overlay, including the placement or replacement of base materials and any sub-grade work or widening of the roadway, if the widening is necessary to bring the roadway width to the desirable minimum width consistent with the geometric design criteria of the state or 3R (reconstruction, resurfacing, and rehabilitation).” Under Section 27, Paragraph L, the ordinance defines local streets and roads as “. . . the pavement facilities and supporting infrastructure within the street, road, or highway right-of-way.”

Per state statute, jurisdictions who wish to fund “raising the irons” as part of road rehabilitation costs can use gas tax and Senate Bill 1 revenues for this purpose.

The Technical Advisory Committee (TAC) has requested NVTA’s legal counsel to assess this matter from a legal perspective. NVTA will also be developing additional Measure T Policy Guidelines to clarify the process of submitting project lists, MOE figures, project expenditures, audit information and resolution of differences in projects and accounting.

SUPPORTING DOCUMENTS

Attachment: (1) Measure T Strategic Marketing Plan

MEASURE T

STRATEGIC MARKETING PLAN



Napa Valley Transportation Authority
Soscol Gateway Transit Center
625 Burnell Street
Napa, CA 94559



CONTENTS

1. Introduction to Measure T
2. Objectives
3. Brand & Identity
4. Internal Communication
5. Marketing & Advertising Campaigns
6. Public Relations & External Communication



SECTION 1 INTRODUCTION TO MEASURE T



In 2012, Napa County voters passed Measure T, which will generate almost \$500 million over 25 years to pay for maintenance, reconstruction, and rehabilitation of local streets, roads, and sidewalks countywide. Measure T went into effect July 1, 2018 and redirects the existing half-cent sales tax from supporting the flood control project, which has been completed, over to supporting street maintenance in Napa County. The purpose of the Measure T Marketing Plan is to outline actions that will be taken to achieve the overall plan goals.

SECTION 2 GOALS & OBJECTIVES

- ***Increase Transportation Funding Awareness and Education***

Measure T has limited public awareness across the county and the overall region. In order to create awareness, the marketing plan will assist in the strategic planning and promotion of Measure T to the public. It is equally important that the NVTA inform the public on how transportation dollars are distributed and encourage more active engagement in the legislative process for future projects.

- ***Communicate Clearly and Often***

Local agencies struggle to communicate complex, technical process of government administration with the public. Public marketing for Measure T projects will focus on the real-world impacts and benefits of Measure funded projects. Communication regarding projects will be consistent and frequent.

- ***Identify New Projects and Track Project Status***

With the pervasive use of the internet, it has been necessary for NVTA to remain nimble with communications. The NVTA must be able to quickly adapt to the changing media landscape and embrace a new ways to deliver messaging and communicate with the public. This holds true for the way information is disseminated on the status of current and upcoming Measure T projects.

- ***Increase Transparency and Improve Public Trust***

Governments cannot be effective if constituents do not trust that public officials are acting in their best interest. NVTA will continue to be open, engaged and responsive to the public, and committed to transparency in all aspects of its operations.

SECTION 3 BRANDING & IDENTITY

General guidance from the Executive Director, the Communications and Marketing officer, and staff planners will ensure all public messaging from the agency regarding Measure T is clear and consistent.

The Communications and Marketing officer has the primary role in producing and editing messaging intended for the general public, and a secondary role in producing and editing technical and specialized documents to ensure clarity and brand consistency across all mediums.



Functions could include, but are not limited to:

- Press Releases
- Social Media posts
- Signage Creation
- Report generation
- Newsletters
- Webpage updates
- Public Service Announcements
- Advertisements
- Print and web collateral
- Promotional items

The Communications and Marketing officer will maintain and update the strategic marketing plan and promotional items.

SECTION 4 INTERNAL COMMUNICATION

Since Measure T will encompass several jurisdictions across the region, NVTA staff will collaborate with the individual jurisdictions on the branding and signage, closely following branding guidelines established by the NVTA. Promotional item re-stocking and project status updates will also be part of the ongoing collaborations between individual jurisdictions and the NVTA staff.

SECTION 5 MARKETING & ADVERTISING CAMPAIGNS

Campaign strategy will be based on a six-step communication process:

1. Define goals and objectives of the Measure T marketing campaign
2. Identify desired audience for campaign
3. Develop campaign outreach materials collaboratively with NVTA staff
4. Identify best communication channels for campaign
5. Analyze campaign with performance measures; was it successful?
6. Refine strategy moving forward

Advertising

NVTA will focus primarily on web and print ads in local newspapers, cable television, local and regional magazines.

Shifting the majority of advertising spending to Facebook, Google and Instagram, which offers lower cost-per-click (CPC) and cost-per-impressions (CPM) than traditional mediums, NVTA can capitalize on its marketing resources; advertising, promotional signage and promotional items. Consistent and constant advertising is necessary to ensure that the public is aware of Measure T and how it funds vital roadway and trail projects in our communities.



Napa Mayor, Jill Techel and NVTA Executive Director, Kate Miller pose for a Facebook photo commemorating the first Measure T project sign to be erected in the City of Napa.

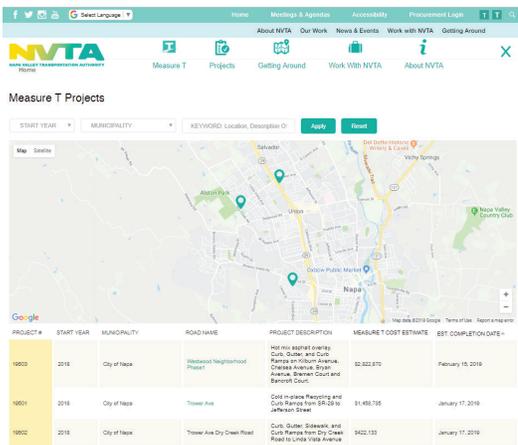


PUBLIC RELATIONS & EXTERNAL COMMUNICATIONS

NVTA will utilize its established relations with its media partners, including the local Napa Valley Register, as well as other local jurisdictions and elected officials.

Webpage

The NVTA has created a web project portal to keep constituents informed and engaged about ongoing Measure T projects in the region. The webpage will contain a project locations map, current project photos, project costs and a timeline to project completion. Visitors to the site have the ability to inquire on projects funded by Measure T in any jurisdiction within Napa County. The external facing site can be found here <http://www.nvta.ca.gov/measure-t>



Front End (public) view of Measure T webpage.

The webpage project updates will be a collaborative effort between the NVTA and the individual jurisdictions within Napa County. Each Jurisdiction will be given a backend log-in to the project site. This backend portal will allow jurisdictions to actively update their projects as necessary and on a regular basis.

Signage

The NVTA, in cooperation with the public works departments of the individual jurisdictions, will erect adequate signage at each project site that adheres to the branding guidelines for Measure T representation.



Measure T project signage example.

Promotional items

Promotional items which display the Measure T logo and or tag line “Your Tax Dollars, Your Roads” should be useful items to the public that carry a dual purpose of functionality and extended advertising and promotion of Measure T. These promotional items will be provided to members of the public at events where promotional items distribution is warranted.

FOLLOW US!





NAPA VALLEY TRANSPORTATION AUTHORITY
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: Revised County of Napa Five-Year Project List

RECOMMENDATION

That the ITOC make a finding that the projects lists are consistent with the intent of the measure and make a recommendation on which of the items on those project lists should be approved to the Authority.

EXECUTIVE SUMMARY

The Independent Taxpayer Oversight Committee (ITOC) is required by Measure T to review the minimum maintenance of effort, and the 5-year project lists developed by NVTA in coordination with the jurisdictions. The ITOC previously approved the County of Napa's Five-year Project list; however since then County staff recommended adding funding for the paving work on the County roads in the area north of Imola Avenue, east of Soscol Avenue, south of Kansas Avenue, and west of Penny Lane; reducing the funding for the Storm Damage Repair Project at mile post mark 4.75 on Mt. Veeder Road; and adding Senate Bill 1 Projects to the five-year project list. Once reviewed by the ITOC the project list will go before the NVTA-TA Board for approval.

County of Napa staff will be present to answer any questions the ITOC may have about their project list.

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 beginning July 1, 2018, when the Measure A

Flood Tax expires. The revenues allocated to each Agency under the Measure T Ordinance must be used for maintenance, reconstruction or rehabilitation of local streets, roads, and infrastructure within the public right-of-way. NVTa in coordination with the six (6) jurisdictions eligible to receive Measure T funds developed a list of eligible project categories.

The Independent Taxpayer Oversight Committee (ITOC) is required by Measure T to review the 5-year projects lists for each jurisdiction. The 5-year project lists will include proposed projects for each jurisdiction funded by Measure T. Specifically, the measure states:

SECTION 7. PROJECT PROGRAMMING APPROVAL: Prior to the operative date of the tax, and biennially thereafter, the Authority shall approve a five-year list of projects eligible to be funded with the revenues made available under Section 3 herein, provided that the submittal meets all of the requirements of this Ordinance and funding is, or is estimated to be, available. Prior to Authority approval, the Independent Taxpayer Oversight Committee shall consider each Agency's biennial five-year list of projects and make a finding that such projects are consistent with the intent of the measure, and make a recommendation on which of the items on those project lists should be approved to the Authority.

On April 4, 2018 the ITOC reviewed the County of Napa's Five year list; since then, Napa Sanitation District (NSD) staff and County staff have partnered on a shared project to rehabilitate the sewers and pave the County roads in the neighborhood north of Imola Avenue, east of Soscol Avenue, south of Kansas Avenue and west of Penny Lane. Three of the streets were already included in the previously approved Measure T plan, but additional streets are being added to cover the whole of the NSD project area. By cooperating on one project that will be administered by NSD, there will be less disruption to the neighborhood and reduced costs for each agency. In order to stay within the range of expected Measure T revenue during the 5 years, County staff has proposed to reduce the funding for the storm damage repair on Mt. Veeder Road at mile post marker 4.75 and increase the funding for the Imola Paving and Ramps Project.

The County also included all of the SB 1 projects on the Measure T list. This provides the County flexibility in case an SB 1 project needs additional funding since SB 1 funding is coming in very slowly, and also provides similar flexibility in case SB 1 were to be repealed.

County Staff also included a small amount of planning money for Imola Avenue. Imola Avenue is in need of rehabilitation, but this process will involve the County, City of Napa, Caltrans, and the State Hospital. A corridor makeover, including addition of pedestrian and bicycle facilities, is being considered as part of a Caltrans Sustainable Transportation Planning Grant. This requested addition will make the project eligible for future Measure T funding.

Finally, the Sunnyhill Drive and the Ridgecrest Drive storm repairs were moved to Fiscal Year 2018-19 from Fiscal Year 2019-2020 and the Dry Creek Road and Mt. Veeder Road - MPM 5.2 and MPM 4.0 were moved from Fiscal Year 2018-19 to 2019-20.

SUPPORTING DOCUMENTS

- Attachments: (1) Revised County of Napa Five-Year Project List
(2) Resolution of the Napa County Board of Supervisors Revising
Projects under the Measure T Program

Measure T Napa Countywide Road Maintenance Act Five-Year List of Projects
Project Submittal Form

Jurisdiction Name:	Napa County		
Primary Contract #1	Juan Arias	Email: juan.arias@countyofnapa.org	Phone: (707) 259-8374
Secondary Contract #2	Steve Lederer	Email: steven.lederer@countyofnapa.org	Phone: (707) 259-8228
Staff Member Completing LS&R State Controller Report:	Maiko Klieman	Email: maiko.klieman@countyofnapa.org	Phone: (707) 259-8382

Maintenance of Effort (MOE)

Please provide the certified MOE amount of the jurisdiction: **\$1,257,107**

Note: Revised by Graham Wadsworth on 8/27/18

Please note: Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way-including, but not limited to pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for the purpose of storm damage repair as verified by an independent auditor. One time allocations that have been expended for local streets and road maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual maintenance of effort.

Planned Measure T Expenditures

Please provide 5 year planned streets and road maintenance projects beginning in FY 2018-19 (add more lines as needed). Per the Measure T Expenditure Plan, a *Project* is a single effort with a beginning and an end that would cause the construction or maintenance or reconstruction of some tangible portion of a transportation asset owned or operated by public agency that has independent utility. A *project* is not repeated on an annual basis, it does not appear without a detailed description as to cost and location in a local agency budget, and it must appear in a capital budget. Project numbers will be assigned by NVT-A.

Program	Project Description	Fiscal Year	Total Project Cost	Measure T	Other Funds	Location (intersection, mile marker, length of alignment)	Notes
Repair	Road Storm Repair	2018-19	\$1,200,000.00	\$960,000.00	\$240,000.00	Sunnyhill Drive	Moved from FY 2019-20 to FY 2018-19
Repair	Road Storm Repair	2018-19	\$665,000.00	\$374,700.00	\$290,300.00	Ridgecrest Dr. (Circle Oaks) MPM 0.40	Moved from FY 2019-20 to FY 2018-19
Replacement	Bridge Replacement	2018-19	\$6,300,000.00	\$730,000.00	\$5,570,000.00	Chiles Pope Valley Rd - Chiles Crk *	
Replacement	Bridge Replacement	2018-19	\$6,700,000.00	\$145,000.00	\$6,555,000.00	Dry Creek Road - Dry Creek	
Replacement	Bridge Replacement	2018-19	\$6,500,000.00	\$145,000.00	\$6,355,000.00	Greenwood Avenue - Garnett Creek	
Reconstruction	Road Reconstruction	2018-19	\$64,058.80	\$64,058.80	\$0.00	Coronado Ave - CityLimit	NSD Project Area - revised amount
Reconstruction	Road Reconstruction	2018-19	\$268,035.52	\$268,035.52	\$0.00	London Way - Coronado Ave to City limit	NSD Project Area - revised amount
Reconstruction	Road Reconstruction	2018-19	\$80,916.38	\$80,916.38	\$0.00	Republic Avenue - Coronado Ave	NSD Project Area - revised amount
Reconstruction	Road Reconstruction	2018-19	\$104,517.00	\$104,517.00	\$0.00	Holmes Avenue - 1124 to Shetler	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$89,345.17	\$89,345.17	\$0.00	Shetler Avenue - 1082 through 1090	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$141,603.67	\$141,603.67	\$0.00	Shetler Avenue - 1138 through 1161	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$111,260.03	\$111,260.03	\$0.00	Whitney Avenue - Coronado to Marshall	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$91,030.93	\$91,030.93	\$0.00	Marshall Avenue - 2172 to Imola	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$178,690.35	\$178,690.35	\$0.00	Parrish Road - Shetler to Imola	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$148,346.70	\$148,346.70	\$0.00	Mayfair Drive - London to Shetler	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$84,287.90	\$84,287.90	\$0.00	Tejas Avenue - 2196 to Imola	NSD Project Area
Reconstruction	Road Reconstruction	2018-19	\$327,037.05	\$327,037.05	\$0.00	Penny Lane - Imola to end	NSD Project Area
Overlay	Road Overlay	2018-19	\$150,000.00	\$150,000.00	If SB 1 repealed	Soda Canyon Road Rehab *	If SB 1 Repealed
Overlay	Road Overlay	2018-19	\$900,000.00	\$900,000.00	If SB 1 repealed	Zinfandel Lane / Stice Subdivision	If SB 1 Repealed
Overlay	Road Overlay	2018-19	\$800,000.00	\$800,000.00	If SB 1 repealed	Silverado Trail Phase I	If SB 1 Repealed
Overlay	Road Overlay	2018-19	\$1,500,000.00	\$1,500,000.00	If SB 1 repealed	Silverado Trail Phase J	If SB 1 Repealed
Reconstruction	Road Reconstruction	2018-19	\$340,000.00	\$340,000.00	If SB 1 repealed	Milton Road Rehab	If SB 1 Repealed
Reconstruction	Road Reconstruction	2018-19	\$150,000.00	\$150,000.00	If SB 1 repealed	Partrick Road Rehab *	If SB 1 Repealed
Repair	Road Storm Repair	2019-20	\$315,000.00	\$315,000.00	\$0.00	Dry Creek Road - Mile Post Marker 10.75	Moved from FY 2018-19 to FY 2019-20
Repair	Road Storm Repair	2019-20	\$1,415,000.00	\$1,415,000.00	\$0.00	Mt. Veeder Road - MPM 5.2	Moved from FY 2018-19 to FY 2019-20
Repair	Road Storm Repair	2019-20	\$1,000,000.00	\$1,000,000.00	\$0.00	Mt. Veeder Road - MPM 4.0	Moved from FY 2018-19 to FY 2019-20
Reconstruction	Road Reconstruction	2019-20	\$50,000.00	\$50,000.00	\$0.00	Imola Avenue - County portions near Marshall and Tejas	
Repair	Road Storm Repair	2019-20	\$77,000.00	\$77,000.00	\$0.00	Redwood Rd MPM 1.75	
Repair	Road Storm Repair	2019-20	\$833,000.00	\$833,000.00	\$0.00	Dry Creek Rd MPM 10.5	
Repair	Road Storm Repair	2019-20	\$833,000.00	\$833,000.00	\$0.00	Dry Creek Road MPM 7.75	
Repair	Road Storm Repair	2019-20	\$924,000.00	\$924,000.00	\$0.00	Diamond Mtn Rd MPM 1.1	
Repair	Road Storm Repair	2019-20	\$50,000.00	\$50,000.00	\$0.00	Mt. Veeder Rd MPM 4.75	Reduce by \$2,000,000
Repair	Road Storm Repair	2019-20	\$1,050,000.00	\$1,050,000.00	\$0.00	Dry Creek Rd MPM 7.51	
Overlay	Road Overlay	2019-20	\$150,000.00	\$150,000.00	If SB 1 repealed	Mt. Veeder Rd and Dry Creek Road Rehab	If SB 1 Repealed
Overlay	Road Seal	2019-20	\$900,000.00	\$900,000.00	If SB1 repealed	Berryessa Estates	If SB 1 Repealed
Repair	Bridge Repair	2019-20	\$800,000.00	\$800,000.00	If SB1 repealed	Buhman Road Bridge	If SB 1 Repealed
Repair	Road Storm Repair	2020-21	\$1,050,000.00	\$1,050,000.00	\$0.00	Berryessa/Knoxville Rd MPM 20.50 to 22.00	
Repair	Road Storm Repair	2020-21	\$700,000.00	\$700,000.00	\$0.00	Mt. Veeder Rd MPM 1.85	
Repair	Road Storm Repair	2020-21	\$700,000.00	\$700,000.00	\$0.00	Redwood Rd MPM 5.76	
Repair	Road Storm Repair	2020-21	\$700,000.00	\$700,000.00	\$0.00	Dry Creek Rd MPM 9.75	
Repair	Road Storm Repair	2020-21	\$98,000.00	\$98,000.00	\$0.00	Berryessa/Knoxville Rd MPM 22.1	
Repair	Road Storm Repair	2020-21	\$122,000.00	\$122,000.00	\$0.00	Dry Creek Rd MPM 4.50	
Repair	Road Storm Repair	2020-21	\$350,000.00	\$350,000.00	\$0.00	Redwood Rd MPM 2.50	
Repair	Road Storm Repair	2020-21	\$1,400,000.00	\$1,400,000.00	\$0.00	Redwood Rd MPM 3.50	
Overlay	Road Overlay	2020-21	\$2,281,397.00	\$1,592,397.00	\$689,000.00	Silverado Trail L - Oak Knoll Avenue to Hardman Avenue	
Surface	Road Seal	2020-21	\$5,355.00	\$5,355.00	\$0.00	Bay Street - Newton to Manzanita	
Surface	Road Seal	2020-21	\$53,050.00	\$53,050.00	\$0.00	Brookside Dr - Howell Mtn to Wht Cottage	
Surface	Road Seal	2020-21	\$26,880.00	\$26,880.00	\$0.00	Clark Way - Howell Mtn to Eastern	
Surface	Road Seal	2020-21	\$12,902.00	\$12,902.00	\$0.00	Clark Way - Eastern to College	
Surface	Road Seal	2020-21	\$8,616.00	\$8,616.00	\$0.00	Diogenes Drive - Brookside to Washburn	
Surface	Road Seal	2020-21	\$6,720.00	\$6,720.00	\$0.00	Eastern Ave - Clark to Manzanita	
Surface	Road Seal	2020-21	\$2,426.00	\$2,426.00	\$0.00	Edgewood Place - Clark to end	
Surface	Road Seal	2020-21	\$8,282.00	\$8,282.00	\$0.00	Keyes Avenue - Wht Cottage	
Surface	Road Seal	2020-21	\$12,204.00	\$12,204.00	\$0.00	Liparita Avenue - Wht Cottage to end	
Surface	Road Seal	2020-21	\$6,268.00	\$6,268.00	\$0.00	Mariposa Drive - Sky Oaks to end	

Program	Project Description	Fiscal Year	Total Project Cost	Measure T	Other Funds	Location (intersection, mile marker, length of alignment)	Notes
Surface	Road Seal	2020-21	\$8,610.00	\$8,610.00	\$0.00	Manzanita Drive - Bay to Eastern	
Surface	Road Seal	2020-21	\$1,245.00	\$1,245.00	\$0.00	McReynolds Ct - McReynolds Dr to end	
Surface	Road Seal	2020-21	\$13,376.00	\$13,376.00	\$0.00	McReynolds Dr - N end to S end	
Surface	Road Seal	2020-21	\$13,195.00	\$13,195.00	\$0.00	Newton Way - Eastern to Toyon	
Surface	Road Seal	2020-21	\$4,901.00	\$4,901.00	\$0.00	Olive Avenue - Keyes to end	
Surface	Road Seal	2020-21	\$20,073.00	\$20,073.00	\$0.00	Sky Oaks Drive - Wht Cottage to College	
Surface	Road Seal	2020-21	\$8,043.00	\$8,043.00	\$0.00	Smith Way Clark to McReynolds	
Surface	Road Seal	2020-21	\$19,996.00	\$19,996.00	\$0.00	Sunset Drive - Howell Mtn to Wht Cottage	
Surface	Road Seal	2020-21	\$9,720.00	\$9,720.00	\$0.00	Tobin Ave - Keyes to end	
Surface	Road Seal	2020-21	\$10,740.00	\$10,740.00	\$0.00	Toyon Street - Wht Cottage to Newton	
Surface	Road Seal	2020-21	\$4,182.00	\$4,182.00	\$0.00	Washburn Street - Diogenes to Sky Oaks	
Surface	Road Seal	2020-21	\$35,733.00	\$35,733.00	\$0.00	Crystal Springs - Silverado Trail to Creek	
Surface	Road Seal	2020-21	\$40,514.00	\$40,514.00	\$0.00	Crystal Springs - Sanitarium to Creek	
Surface	Road Seal	2020-21	\$37,904.00	\$37,904.00	\$0.00	Glass Mountain Road - Silverado Trail to Sanitarium	
Surface	Road Seal	2020-21	\$19,000.00	\$19,000.00	\$0.00	Meadowood Lane - Howell Mtn to Meadowood Rd	
Surface	Road Seal	2020-21	\$11,444.00	\$11,444.00	\$0.00	Meadowood Road - Silverado Trail to Meadowood Ln	
Surface	Road Seal	2020-21	\$23,484.00	\$23,484.00	\$0.00	North Fork Crystal Springs - Crystal Springs to end	
Surface	Road Seal	2020-21	\$2,287.00	\$2,287.00	\$0.00	Rosehaven Lane - Sanitarium to end	
Surface	Road Seal	2020-21	\$72,605.00	\$72,605.00	\$0.00	Hillcrest Drive - Atlas Peak to Westgate	
Surface	Road Seal	2020-21	\$4,903.00	\$4,903.00	\$0.00	Inverness Drive - St. Andrews to Hillcrest	
Surface	Road Seal	2020-21	\$1,750.00	\$1,750.00	\$0.00	Prestwick Drive - St. Andrews to Hillcrest	
Surface	Road Seal	2020-21	\$71,105.00	\$71,105.00	\$0.00	Westgate Drive - Hillcrest to Atlas Peak	
Surface	Road Seal	2020-21	\$14,453.00	\$14,453.00	\$0.00	Westgate Drive - loop to end	
Surface	Road Seal	2020-21	\$6,120.00	\$6,120.00	\$0.00	Westgate Drive - Hillcrest to loop	
Overlay	Road Overlay	2020-21	\$126,232.00	\$126,232.00	\$0.00	Petrified Forest Road - Franz Valley Rd to Calistoga	
Safety	Road Guardrail	2020-21	\$95,000.00	\$95,000.00	\$0.00	Petrified Forest Road - Sonoma County to Calistoga	
Reconstruction	Road Reconstruction	2020-21	\$106,311.00	\$106,311.00	\$0.00	Falls Road - Howell Mtn	
Reconstruction	Road Reconstruction	2020-21	\$50,000.00	\$50,000.00	\$0.00	Cook Road - Yount Mill Rd to end	
Reconstruction	Road Reconstruction	2020-21	\$93,781.00	\$93,781.00	\$0.00	Kirkland Ave - East Third Ave to end	
Overlay	Road Overlay	2020-21	\$600,000.00	\$600,000.00	If SB1 repealed	Soda Canyon Road *	If SB 1 Repealed
Overlay	Road Overlay	2020-21	\$3,700,000.00	\$3,700,000.00	If SB1 repealed	Silverado Trail Phase K *	If SB 1 Repealed
Overlay	Road Overlay	2020-21	\$1,060,146.00	\$1,060,146.00	\$0.00	Silverado Trail M - Hardman to Trancas	
Overlay	Road Overlay	2021-22	\$1,824,000.00	\$1,824,000.00	\$0.00	Airport Blvd - SR 29 to end	
Overlay	Road Overlay	2021-22	\$804,099.00	\$804,099.00	\$0.00	White Cottage Road - Deer Park to Brookside	
Overlay	Road Overlay	2021-22	\$421,976.00	\$421,976.00	\$0.00	White Cottage Road - Brookside to College	
Overlay	Road Overlay	2021-22	\$536,698.00	\$536,698.00	\$0.00	White Cottage Road - College to Howell Mtn	
Overlay	Road Overlay	2021-22	\$448,747.00	\$448,747.00	\$0.00	Sanitarium Road - Deer Park N to Sunnyside	
Overlay	Road Overlay	2021-22	\$464,613.00	\$464,613.00	\$0.00	Sanitarium Road - Sunnyside to Deer Park S	
Overlay	Road Overlay	2021-22	\$228,660.00	\$228,660.00	\$0.00	Bayview Lane - Las Amigas to end	
Surface	Road Seal	2021-22	\$26,075.00	\$26,075.00	\$0.00	Buchli Station Road - Las Amigas to end	
Surface	Road Seal	2021-22	\$46,120.00	\$46,120.00	\$0.00	Congress Valley Road - Old Sonoma to Buhman	
Overlay	Road Overlay	2021-22	\$400,882.00	\$400,882.00	\$0.00	Cuttings Wharf Road - SR 121 to Middle	
Overlay	Road Overlay	2021-22	\$891,147.00	\$891,147.00	\$0.00	Cuttings Wharf Road - Middle to end	
Surface	Road Seal	2021-22	\$51,306.00	\$51,306.00	\$0.00	Dealy Lane - Old Sonoma to Henry	
Surface	Road Seal	2021-22	\$56,500.00	\$56,500.00	\$0.00	Duhig Road - Las Amigas to Sonoma Co.	
Overlay	Road Overlay	2021-22	\$359,333.00	\$359,333.00	\$0.00	Foster Road - Napa City limits to Golden Gate	
Surface	Road Seal	2021-22	\$95,922.00	\$95,922.00	\$0.00	Golden Gate Drive - Napa City limits to end	
Surface	Road Seal	2021-22	\$35,519.00	\$35,519.00	\$0.00	Henry Road - Buhman to Dealy	
Surface	Road Seal	2021-22	\$32,631.00	\$32,631.00	\$0.00	McKinnon Road - Los Carneros to end	
Surface	Road Seal	2021-22	\$10,301.00	\$10,301.00	\$0.00	Old Sonoma Road - SR 121 to Old Sonoma	
Surface	Road Seal	2021-22	\$10,938.00	\$10,938.00	\$0.00	Sunset Road - Congress Valley to End	
Surface	Road Seal	2021-22	\$60,560.00	\$60,560.00	\$0.00	Thompson Ave - Napa City Limits to Congress Valley	
Overlay	Road Overlay	2021-22	\$321,206.00	\$321,206.00	\$0.00	Silverado Trail (G2) - SR 29 to Calistoga City limit	
Overlay	Road Overlay	2021-22	\$900,000.00	\$900,000.00	If SB1 repealed	Berryessa Highlands *	If SB 1 Repealed
Overlay	Road Overlay	2022-23	\$381,419.00	\$381,419.00	\$0.00	Pope Canyon Road -Chiles Pope to Pope Valley XR	
Overlay	Road Overlay	2022-23	\$740,444.00	\$740,444.00	\$0.00	Pope Canyon Road - Pope Valley X to East Pope Valley X	
Overlay	Road Overlay	2022-23	\$796,073.00	\$796,073.00	\$0.00	Pope Canyon Road - Pope Valley Cross Rd to Pope Ck	
Overlay	Road Overlay	2022-23	\$223,721.00	\$223,721.00	\$0.00	El Centro Ave - Big Ranch to Napa City limit	
Overlay	Road Overlay	2022-23	\$458,578.00	\$458,578.00	\$0.00	Wooden Valley Crossroad - Wooden Valley to Gordon Valley	
Overlay	Road Overlay	2022-23	\$214,186.00	\$214,186.00	\$0.00	Salvador Ave - Big Ranch to Napa City limit	
Overlay	Road Overlay	2022-23	\$131,414.00	\$131,414.00	\$0.00	Big Tree Road - SR 128 to end	
Overlay	Road Overlay	2022-23	\$502,357.33	\$502,357.33	\$0.00	Franz Valley Road - Sonoma Co to N/PFR	
Overlay	Road Overlay	2022-23	\$229,974.00	\$229,974.00	\$0.00	Franz Valley Road - N/PFR to Petrified Forest	
Overlay	Road Overlay	2022-23	\$260,400.00	\$260,400.00	\$0.00	Lodi Lane - SR 128 to Silverado Trail	

Program	Project Description	Fiscal Year	Total Project Cost	Measure T	Other Funds	Location (intersection, mile marker, length of alignment)	Notes
Overlay	Road Overlay	2022-23	\$732,917.00	\$732,917.00	\$0.00	Tubbs Lane - SR 128 to SR 29	
Surface	Road Seal	2022-23	\$11,540.00	\$11,540.00	\$0.00	Azalea Springs Way - SR 128	
Surface	Road Seal	2022-23	\$35,152.00	\$35,152.00	\$0.00	Bale Lane - SR 128 to Silverado Trail	
Surface	Road Seal	2022-23	\$106,250.00	\$106,250.00	\$0.00	Dunaweal Lane - SR 128 to Silverado Trail	
Surface	Road Seal	2022-23	\$19,502.00	\$19,502.00	\$0.00	Evey Road - Bennett to end	
Surface	Road Seal	2022-23	\$26,094.00	\$26,094.00	\$0.00	Greenwood Ave - Grant to SR 29	
Surface	Road Seal	2022-23	\$119,600.00	\$119,600.00	\$0.00	Kortum Canyon Road - SR 128 to end	
Surface	Road Seal	2022-23	\$62,504.00	\$62,504.00	\$0.00	Larkmead Lane - SR 128 to Silverado Trail	
Surface	Road Seal	2022-23	\$17,465.00	\$17,465.00	\$0.00	Lommel Extension - Silverado Trail to end	
Surface	Road Seal	2022-23	\$24,915.00	\$24,915.00	\$0.00	Lommel Road - Silverado Trail	
Surface	Road Seal	2022-23	\$5,377.00	\$5,377.00	\$0.00	Maple Lane - SR 128 to end	
Surface	Road Seal	2022-23	\$12,697.00	\$12,697.00	\$0.00	Pachateau Road - Diamond Mtn to end	
Surface	Road Seal	2022-23	\$11,897.00	\$11,897.00	\$0.00	Palisades Road - SR 29 to end	
Surface	Road Seal	2022-23	\$17,824.00	\$17,824.00	\$0.00	Peterson Road - SR 128 to end	
Surface	Road Seal	2022-23	\$36,359.00	\$36,359.00	\$0.00	Pickett Road - Silverado Trail to end	
Surface	Road Seal	2022-23	\$25,333.00	\$25,333.00	\$0.00	Rosedale Road - Silverado Trail to Pickett	
Surface	Road Seal	2022-23	\$6,542.00	\$6,542.00	\$0.00	Scott Way - end to end	
Surface	Road Seal	2022-23	\$6,922.00	\$6,922.00	\$0.00	Shaw Williams Court - Franz Valley to end	
Surface	Road Seal	2022-23	\$5,733.33	\$5,733.33	\$0.00	Tucker Road - SR 128 to Peterson	
Surface	Road Seal	2022-23	\$11,759.00	\$11,759.00	\$0.00	Airpark Road - Technology to Airport	
Surface	Road Seal	2022-23	\$54,075.00	\$54,075.00	\$0.00	Airpark Road - Airport to Skyway	
Surface	Road Seal	2022-23	\$7,600.00	\$7,600.00	\$0.00	Airpark Road - Skyway to Devlin	
Surface	Road Seal	2022-23	\$5,163.00	\$5,163.00	\$0.00	Alexis Court - Technology to end	
Surface	Road Seal	2022-23	\$4,191.00	\$4,191.00	\$0.00	Aviation Way - Airport to end	
Surface	Road Seal	2022-23	\$5,227.00	\$5,227.00	\$0.00	Café Court - S Kelly to end	
Surface	Road Seal	2022-23	\$29,480.00	\$29,480.00	\$0.00	Camino Dorado - N Kelly to end	
Surface	Road Seal	2022-23	\$12,511.00	\$12,511.00	\$0.00	Camino Oruga - Camindo Dorado to end	
Surface	Road Seal	2022-23	\$7,518.00	\$7,518.00	\$0.00	Executive Court - Executive Way to end	
Surface	Road Seal	2022-23	\$15,001.00	\$15,001.00	\$0.00	Executive Way - N. Kelly to end	
Surface	Road Seal	2022-23	\$13,200.00	\$13,200.00	\$0.00	Gateway Drive - Airport to Technology	
Surface	Road Seal	2022-23	\$15,246.00	\$15,246.00	\$0.00	Gateway East - Devlin to end	
Surface	Road Seal	2022-23	\$9,339.00	\$9,339.00	\$0.00	Gateway West - Devlin to 303 Gateway	
Surface	Road Seal	2022-23	\$9,867.00	\$9,867.00	\$0.00	Gateway West - 303 Gateway to Technology	
Surface	Road Seal	2022-23	\$66,441.00	\$66,441.00	\$0.00	Green Island Road - ACCL to end	
Surface	Road Seal	2022-23	\$23,807.00	\$23,807.00	\$0.00	Greenwood Road - S Kelly to S Kelly	
Surface	Road Seal	2022-23	\$5,115.00	\$5,115.00	\$0.00	Harlow Court - Airpark to end	
Surface	Road Seal	2022-23	\$8,689.00	\$8,689.00	\$0.00	Morris Court - Technology to end	
Surface	Road Seal	2022-23	\$11,007.00	\$11,007.00	\$0.00	Sheehy Court - Devlin to end	
Surface	Road Seal	2022-23	\$7,774.67	\$7,774.67	\$0.00	Skyway Court - Airpark to end	
Surface	Road Seal	2022-23	\$5,948.00	\$5,948.00	\$0.00	Technology Court - Technology to end	
Surface	Road Seal	2022-23	\$22,460.00	\$22,460.00	\$0.00	Technology Way - Gateway West to Airpark	
Surface	Road Seal	2022-23	\$17,194.00	\$17,194.00	\$0.00	Technology Way - W Gateway W to Gateway W	
Surface	Road Seal	2022-23	\$18,805.00	\$18,805.00	\$0.00	Technology Way - Airpark to W/Gateway W	
Surface	Road Seal	2022-23	\$12,130.00	\$12,130.00	\$0.00	Watson Lane - ACCL to end	
Overlay	Road Overlay	2022-23	\$992,539.00	\$992,539.00	\$0.00	Yountville Crossroad - YV TL to Silverado Trail	
Overlay	Road Overlay	2022-23	\$340,000.00	\$340,000.00	\$0.00	Dry Creek Road - 4500 ft N of bridge	
Overlay	Road Overlay	2022-23	\$625,000.00	\$625,000.00	\$0.00	Mt. Veeder Road - 7000 ft N	
Overlay	Road Overlay	2023-24	\$1,479,069.00	\$1,479,069.00	\$0.00	Steele Canyon Road - SR 128 to N/SR 128	
Overlay	Road Overlay	2023-24	\$1,336,932.00	\$1,336,932.00	\$0.00	Steele Canyon Road - N/SR 128 to Steele Park	
Overlay	Road Overlay	2023-24	\$425,643.00	\$425,643.00	\$0.00	Deer Park Road - SR 128 to Silverado Trail	
Overlay	Road Overlay	2023-24	\$621,450.67	\$621,450.67	\$0.00	Deer Park Road - Silverado Trail to Mund	
Overlay	Road Overlay	2023-24	\$848,821.00	\$848,821.00	\$0.00	Deer Park Road - Mund to Sanitarium N	
Overlay	Road Overlay	2023-24	\$941,528.00	\$941,528.00	\$0.00	Deer Park Road - Sanitarium N to White Cottage	
Overlay	Road Overlay	2023-24	\$697,288.00	\$697,288.00	\$0.00	Howell Mountain Road - Deer Park to Cold Springs	
Overlay	Road Overlay	2023-24	\$462,774.00	\$462,774.00	\$0.00	Howell Mountain Road - Cold Springs to Clark	
Overlay	Road Overlay	2023-24	\$700,236.00	\$700,236.00	\$0.00	Howell Mountain Road - Clark to Wht Cottage	
Overlay	Road Overlay	2023-24	\$1,651,426.00	\$1,651,426.00	\$0.00	Soda Canyon Road - Loma Vista to end	
Repair	Bridge Repair	2023-24	\$2,750,000.00	\$2,750,000.00	If SB1 repealed	Mt. Veeder Road Bridge *	If SB 1 Repealed
Surface	Road Seal	2024-25	\$336,000.00	\$336,000.00	\$0.00	Third Ave - North Ave to N/North Ave	
Surface	Road Seal	2024-25	\$374,827.00	\$374,827.00	\$0.00	Third Ave - N/North Ave to Hagen Rd	
Overlay	Road Overlay	2024-25	\$577,762.00	\$577,762.00	\$0.00	Gordon Valley Road - Solano Co to N/Solano Co	
Overlay	Road Overlay	2024-25	\$483,012.00	\$483,012.00	\$0.00	Gordon Valley Road - N/Solano Co. to end	
Overlay	Road Overlay	2024-25	\$695,784.00	\$695,784.00	\$0.00	Oakville Crossroad - SR 29 to Money Ln	
Overlay	Road Overlay	2024-25	\$718,693.00	\$718,693.00	\$0.00	Oakville Crossroad - Money Ln to Silverado Trail	

Program	Project Description	Fiscal Year	Total Project Cost	Measure T	Other Funds	Location (intersection, mile marker, length of alignment)	Notes
Overlay	Road Overlay	2024-25	\$539,675.00	\$539,675.00	\$0.00	Trancas Street - Napa City limit to SR 121	
Overlay	Road Overlay	2024-25	\$336,000.00	\$336,000.00	\$0.00	Dry Creek Road - Sonoma Co to 4500 ft N.	
Overlay	Road Overlay	2024-25	\$525,000.00	\$525,000.00	\$0.00	Mt. Veeder Road - Dry Creek to 1400 ft N.	
Overlay	Road Overlay	2024-25	\$477,866.67	\$477,866.67	\$0.00	Steele Canyon Road - Steele Park to Rimrock	
Overlay	Road Overlay	2024-25	\$652,723.00	\$652,723.00	\$0.00	Steele Canyon Road - Rimrock to end	
			\$80,497,102.19	\$61,328,102.19	\$19,169,000.00	Total	

Program Definitions:

Surface Treatment includes: slurry seal, fog seal, chip seal, microseal, etc.

Overlay - asphalt resurfacing

Reconstruction - includes in or all components associated with complete reconstruction of the roadway including road bed, widening to meet -complete streets requirements, and paving

Concrete work - includes ramps, sidewalks, curbs, gutters, and pavement

Drainage - includes any work required to address water run off and drainage including culverts, etc. associated with a roadway

Safety includes lights, signage, striping, traffic signals and pavement markings

Intelligent Traffic Systems - includes traffic signal interconnects or other systems to improve traffic management/operations and safety on roadways

Note: Final project list to be determined, depending on available revenues and when revenues become available, but distributed proportionately unless otherwise agreed to as part of a funding exchange proportionately as outlined in the Measure T Expenditure Plan. Prior to any allocation, jurisdictions will also be required to submit all of the necessary documentation requested above as well as a Resolution of support of the proposed project list. Requirements associated with the Class 1 Bike Facility expenditures to be agreed upon between the jurisdictions and memorialized in resolutions of support by affected jurisdictions.

Note: The above Program Definitions and listed project types are not all-inclusive. Other project types and/or means and methods may be included in the work plan provided the type of work is consistent with the intent of the Measure T Ordinance language.

* See comment in cell

RESOLUTION NO. 2018-123

**RESOLUTION OF THE NAPA COUNTY BOARD OF
SUPERVISORS, STATE OF CALIFORNIA, REVISING PROJECTS
UNDER THE MEASURE T PROGRAM**

WHEREAS, on November 6, 2012, the voters of Napa County passed the Napa Countywide Road Maintenance Act, also known as Measure T, which imposes a half cent transaction and use (sales) tax to provide supplemental funding for road maintenance as detailed in the Measure T Expenditure Plan; and

WHEREAS, the Napa Valley Transportation Authority – Tax Agency (NVTA-TA) is the designated agency that administers and oversees the Measure T revenues; and

WHEREAS, Napa County is an eligible recipient of Measure T funds; and

WHEREAS, the tax proceeds will be used to pay for the projects outlined in the Measure T Expenditure Plan allocated to Napa County and the cities and town within Napa County (“Local Agencies”) as set forth in Measure T; and

WHEREAS, under the Measure T Expenditure Plan, Measure T funds are provided to the Local Agencies to be used for streets and roads projects as defined in the Measure; and

WHEREAS, on February 6, 2018, the Board of Supervisors approved a five-year project list and authorized the Public Works Director to file the list with NVTA, and

WHEREAS, County staff recommend adding funding for the paving work on the County roads in the area north of Imola Avenue, east of Soscol Avenue, south of Kansas Avenue, and west of Penny Lane; reducing the funding the Mt. Veeder Road at mile post marker 4.75 Storm Damage Repair Project; and adding the Senate Bill 1 Projects to the five-year project list.

[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]

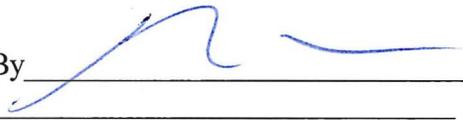
WHEREAS, like the other Measure T project(s) previously approved, this project will comply with the requirements under the California Environmental Quality Act (California Code Sections 21000 et seq.; as implemented through California Regulations Title 14, Chapter 3, Sections 15000 et seq.);

NOW, THEREFORE, BE IT RESOLVED that the Napa County Board of Supervisors hereby adopts the revised five-year project list as set forth in Exhibit "A-1," and authorizes the Public Works Director to file the revised list with NVTA.

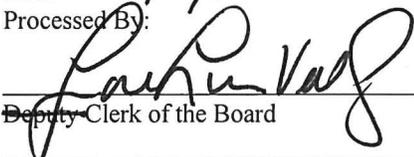
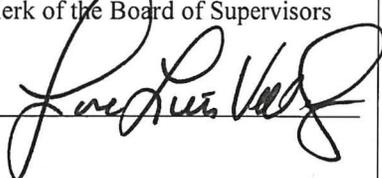
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board held on the 11th day of September, 2018, by the following vote:

AYES:	SUPERVISORS	PEDROZA, GREGORY, DILLON and RAMOS
NOES:	SUPERVISORS	NONE
ABSTAIN:	SUPERVISORS	NONE
ABSENT:	SUPERVISORS	WAGENKNECHT

NAPA COUNTY, a political subdivision of the State of California

By 

 RYAN GREGORY, Vice-Chair of the Napa County Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <i>Susan B. Altman</i>, Deputy County Counsel</p> <p>Date: August 29, 2018</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: <i>09/11/2018</i></p> <p>Processed By:  _____ Deputy Clerk of the Board</p>	<p>ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors</p> <p>By:  _____</p>
---	---	---



NAPA VALLEY TRANSPORTATION AUTHORITY
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: City of American Canyon Five-Year Documents for Maintenance of Effort (MOE) Figure

RECOMMENDATION

Information only. The ITOC will have the opportunity to review the City of American Canyon's Maintenance of Effort amount.

EXECUTIVE SUMMARY

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. When the jurisdictions presented their MOE at the April 2018 ITOC meeting, all but the City of American Canyon provided financial backup to support their MOE calculation. At that time, the ITOC requested that the City of American Canyon provide similar information. In response to that request, American Canyon provided additional information at the July 2018 meeting. Since supporting documentation was presented at the meeting, staff did not have sufficient time to analyze the information. After a thorough review of the submitted documentation by the City of American Canyon, NVRTA transmitted a letter (Attachment 3) to the City communicating that the MOE calculation methodology used by the City did not meet the intent of the Ordinance, nor was it consistent with methodologies used by the other municipalities which resulted in the City having a negative figure for FY 2008-09 therefore resulting in a lower three year average. The City of American Canyon will have updated figures by the October 3rd ITOC meeting.

FISCAL IMPACT

Is there a fiscal impact? No

SUPPORTING DOCUMENTS

- Attachment(s):
- (1) December 19, 2017 MOE Memo from the City of American
 - (2) July 11, 2018 MOE Memo from the City of American Canyon
 - (3) August 23, 2018 NVTA Response Letter to the City of American Canyon
 - (4) Additional supporting documentation will be provided at the meeting by American Canyon Staff.



MEMO

DATE: December 19, 2017

TO: Kate Miller, Executive Officer Napa Valley Transportation Authority

FROM: Jason Holley, Interim City Manager

RE: Measure "T" - Maintenance of Effort (MOE)

A handwritten signature in black ink, appearing to be "JH", written over the "FROM" and "RE" lines of the memo header.

American Canyon's methodology for calculating Measure "T" - Maintenance of Effort (MOE) includes the following regular, reoccurring General Fund expenditures for eligible street maintenance projects:

- Salaries and benefits for all employees in the street maintenance division, their supervisors, managers, and support staff including base pay, OT, part time salaries, and all directly related employee benefits (GL Line Items 101-50-520-41110, 41120, 41140, 41210, 41230, 41240, 41250, 41260, 41270, and 41290).
- Engineering, design and similar costs outside of city staff (GL Line Item 101-50-520-41130).
- "Other services" in support of street maintenance, including but not limited to advertising, environmental review, printing, state/local permitting, speed testing, etc. (GL Line Item 101-50-520-41160).
- "Operating supplies" used in street maintenance, including, but not limited to: signs, gravel, asphalt, barricades, paint, lumber, safety fencing, hardware, etc. (GL Line Item 101-50-520-43115).
- Renting equipment, including tractors, lifts, and similar equipment (GL Line Item 101-50-520-42440).

The MOE also includes General Fund transfers to Fund 350 (Capital Projects) for capital projects involving contractors the City hires for striping, crack sealing, slurry seals, overlays, and similar treatments of roadways along with repair, maintenance and construction of bike and pedestrian facilities, landscaping and trees, traffic signals and street lights within the public ROW.

The total MOE for the following fiscal years is:

- Fiscal Year 07/08 \$99,626
- Fiscal Year 08/09 \$0
- Fiscal Year 09/10 \$9,444

Thus, the average annual MOE for these three fiscal years is **\$36,357**.



MEMO

DATE: July 11, 2018

TO: Kate Miller, Executive Officer Napa Valley Transportation Authority

FROM: Jason Holley, City Manager

RE: Measure "T" - Maintenance of Effort (MOE)

American Canyon's methodology for calculating Measure "T" - Maintenance of Effort (MOE) includes the following regular, reoccurring General Fund expenditures for eligible street maintenance projects:

- Salaries and benefits for all employees in the street maintenance division, their supervisors, managers, and support staff including base pay, OT, part time salaries, and all directly related employee benefits (GL Line Items 101-50-520-41110, 41120, 41140, 41210, 41230, 41240, 41250, 41260, 41270, and 41290).
- "Other Professional Services" in support of street maintenance, including but not limited to advertising, environmental review, printing, state/local permitting, speed testing, etc. (GL Line Item 101-50-520-41160).
- Renting equipment, including tractors, lifts, and similar equipment (GL Line Item 101-50-520-42440).
- "Operating supplies" used in street maintenance, including, but not limited to: signs, gravel, asphalt, barricades, paint, lumber, safety fencing, hardware, etc. (GL Line Item 101-50-520-43115).

The MOE also includes General Fund transfers to Fund 350 (Capital Projects) for capital projects involving contractors the City hires for striping, crack sealing, slurry seals, overlays, and similar treatments of roadways along with repair, maintenance and construction of bike and pedestrian facilities, landscaping and trees, traffic signals and streetlights within the public ROW. However, the City did not have any transfers for these fiscal years.

The total MOE for the following fiscal years is:

- Fiscal Year 07/08 \$209,371
- Fiscal Year 08/09 \$<166,943>
- Fiscal Year 09/10 \$137,803

Thus, the average annual MOE for these three fiscal years is \$60,077.

Encl: MOE Calculation Worksheet

	(1)			(2)			(1)			(2)		
	2007/2008	Adjustment	MOE	2008/2009	Adjustment	MOE	2009/2010	Adjustment	MOE	2009/2010	Adjustment	MOE
GROSS GENERAL FUND EXPENSES - 101-50-520												
total salaries per worksheet	237,132.63		237,132.63	231,844.29		231,844.29	184,519.29		184,519.29	184,519.29		184,519.29
total benefits per worksheet	94,217.81		94,217.81	92,924.43		92,924.43	78,075.68		78,075.68	78,075.68		78,075.68
42130 Engineering Contract Services	69,309.87	(69,309.87)	-	54,318.54	(54,318.54)	-	19,158.41	(19,158.41)	-	19,158.41	(19,158.41)	-
42150 Information Technology Services	-		-	2,104.00	(2,104.00)	-	1,791.84	(1,791.84)	-	1,791.84	(1,791.84)	-
42160 Other Professional Services	8,815.12		8,815.12	9,495.15		9,495.15	19,841.16		19,841.16	19,841.16		19,841.16
42180 Temp Agency Services	-		-	9,125.81	(9,125.81)	-	-		-	-		-
42190 Misc. Contractual Services	2,779.05	(2,779.05)	-	3,863.36	(3,863.36)	-	9,231.06	(9,231.06)	-	9,231.06	(9,231.06)	-
42310 General Repairs and Maintenance	80,148.21	(80,148.21)	-	76,939.39	(76,939.39)	-	25,588.35	(25,588.35)	-	25,588.35	(25,588.35)	-
42310 Street Sweeping	40,343.36	(40,343.36)	-	63,142.49	(63,142.49)	-	57,946.68	(57,946.68)	-	57,946.68	(57,946.68)	-
42425 Membership Dues	584.68	(584.68)	-	1,295.00	(1,295.00)	-	889.75	(889.75)	-	889.75	(889.75)	-
42430 Training	4,238.70	(4,238.70)	-	3,998.67	(3,998.67)	-	1,810.47	(1,810.47)	-	1,810.47	(1,810.47)	-
42440 Equipment Rental	1,107.48		1,107.48	3,820.47		3,820.47	1,361.43		1,361.43	1,361.43		1,361.43
42485 ISF: Fleet	-		-	-		-	-		-	-		-
42485 ISF: IT	-		-	-		-	-		-	-		-
42485 ISF: Building Maintenance	-		-	-		-	-		-	-		-
42490 Other Services	79.67	(79.67)	-	163.81	(163.81)	-	75.99	(75.99)	-	75.99	(75.99)	-
43110 Office Supplies	258.10	(258.10)	-	158.71	(158.71)	-	308.16	(308.16)	-	308.16	(308.16)	-
43115 Operating Supplies	95,727.85		95,727.85	159,710.00	(47,700.00)	112,010.00	71,659.95		71,659.95	71,659.95		71,659.95
43125 Small Tools & Equipment	3,374.71	(3,374.71)	-	679.61	(679.61)	-	7,742.38	(7,742.38)	-	7,742.38	(7,742.38)	-
43190 Other Supplies	4,028.08	(4,028.08)	-	3,732.47	(3,732.47)	-	1,091.79	(1,091.79)	-	1,091.79	(1,091.79)	-
43210 Electricity	99,704.86	(99,704.86)	-	102,124.48	(102,124.48)	-	105,216.70	(105,216.70)	-	105,216.70	(105,216.70)	-
43220 Telephone	2,302.57	(2,302.57)	-	3,903.40	(3,903.40)	-	1,734.65	(1,734.65)	-	1,734.65	(1,734.65)	-
46120 Major Equipment	30,649.47	(30,649.47)	-	-		-	-		-	-		-
47110 Support Services (Finance, HR, etc.)	86,600.00	(86,600.00)	-	98,780.00	(98,780.00)	-	69,200.00	(69,200.00)	-	69,200.00	(69,200.00)	-
48110 Fleet	38,100.00	(38,100.00)	-	33,940.00	(33,940.00)	-	30,900.00	(30,900.00)	-	30,900.00	(30,900.00)	-
48110 Public Works Administration	24,750.00	(24,750.00)	-	133,680.00	(133,680.00)	-	82,240.65	(82,240.65)	-	82,240.65	(82,240.65)	-
48110 Liability Insurance - streets	15,340.00	(15,340.00)	-	11,500.00	(11,500.00)	-	7,200.00	(7,200.00)	-	7,200.00	(7,200.00)	-
48120 Retiree Health	24,200.00	(24,200.00)	-	9,600.00	(9,600.00)	-	26,800.00	(26,800.00)	-	26,800.00	(26,800.00)	-
48140 Transfers to Other Funds	8,100.00	(8,100.00)	-	8,000.00	(8,000.00)	-	-		-	-		-
(3) Subtotal Expenses	1,582,565.55	(1,145,564.66)	437,000.89	1,650,242.22	(1,200,147.88)	450,094.34	1,108,073.35	(752,615.84)	355,457.51	1,108,073.35	(752,615.84)	355,457.51

LESS: REVENUES RECEIVED FROM OTHER SOURCES

	FY 2007/8	FY 2008/9	FY 2009/10
Miscellaneous Revenues	13,629.46	3,037.94	3,654.34
Prop 1B	-	400,000.00	-
Gas tax	214,000.00	214,000.00	214,000.00
(4) Subtotal Revenue	227,629.46	617,037.94	217,654.34
General Fund MOE	209,371.43	(166,943.60)	137,803.17
Average General Fund MOE	\$ 60,077		

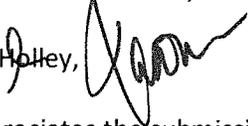


August 23, 2018

Jason Holley
City Manager
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503

RE: City of American Canyon Maintenance of Effort Calculation

Dear Mr. Holley,


NVTA appreciates the submission of documents requested by the Independent Taxpayer Oversight Committee (ITOC) for the Maintenance of Effort (MOE) calculation dated July 11, 2018. After a secondary review of the MOE amount of the City of American Canyon, NVTA staff believes the calculation methodology does not meet the intent of the Ordinance which is to supplement the local street and roads (LS&R) maintenance funding and not supplant them.

Specifically, Section 3 of the Ordinance states "... to provide revenue for such projects and to supplement, but not supplant, other revenues available for the Local Streets and Road Maintenance Program." Also, "...the maintenance of effort shall be maintained at the same level that local general fund revenues were expended on average for fiscal years 2007-08, 2008-09 and 2009-10 for Local Streets and Roads Maintenance". Accordingly, only expenses funded with general fund revenues should be used to calculate the MOE amount. Per Section 9 of the Ordinance, no special, extraordinary, project specific, one-time or miscellaneous revenues are eligible for calculation purposes.

The City's MOE calculation included Proposition 1B funds originally intended for the South Broadway Widening Project. NVTA considers Prop. 1B as one-time revenues, which would render that fund source ineligible to be included in a jurisdiction's MOE calculation. While other jurisdictions also received Prop 1B funds, no other jurisdiction included Prop. 1B funding in the calculation of their MOE.

Further, Section 9 states that "one-time allocation that been expended for Local Streets and Road Maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual maintenance of effort." To maintain consistency with the Ordinance and the MOE calculation methodology, NVTA will recalculate and remove the Prop. 1B funds and miscellaneous revenues from the MOE calculation.

On Table 2 of the next page, NVTA has suggested a revised calculation of American Canyon's MOE amount based on the information provided on the July 11, 2018 memo. It is quite possible that some of these expenses could have been paid with American Canyon's gas tax subvention funds or other eligible revenues not yet defined by the City, but given the limited information that NVTA staff has to revise the submitted MOE calculation the calculation shown on Table 2 is our best guess.

If you are in disagreement with these findings and the revised MOE calculation, we will present staff's argument at the October 3, 2018 ITOC meeting for their feedback and direction.

Do not hesitate to contact me should you have any questions.

Sincerely,

 Kate Miller
 Executive Director

Cc: Steve Hartwig, Christina Roybal, Antonio Onorato, Alberto Esqueda

Table 1: American Canyon's MOE Calculation

Fiscal Year	2007-08	2008-09	2009-10
Subtotal Expenses	437,000	450,094	355,457
Misc. Revenues	\$13,629	\$3,038	\$3,654
Prop 1B	-	\$400,000	-
Gas Tax	\$214,000	\$214,000	\$214,000
Subtotal Revenues	\$227,629	\$617,038	\$217,654
General Fund MOE	\$209,371	(\$166,944)	\$137,803

Average General Fund MOE \$60,077

Table 2: City of American Canyon's MOE revised by NVTA staff

Fiscal Year	2007-08	2008-09	2009-10
Subtotal Expenses	437,000	450,094	355,457
Misc. Revenues	-	-	-
Prop 1B	-	-	-
Gas Tax	\$214,000	\$214,000	\$214,000
Subtotal Revenues	\$214,000	\$214,000	\$214,000
General Fund MOE	\$223,000	\$236,094	\$141,457

Average General Fund MOE \$200,184



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: Selection of Brown Armstrong Certified Public Accountants (CPA's) for Professional Audit Services for the Napa Valley Transportation Authority-Tax Agency (NVTA-TA)

RECOMMENDATION

That the ITOC recommends Brown Armstrong CPA's for award to provide professional audit services for the NVTA-TA for the fiscal years ending June 30, 2019 to 2024.

EXECUTIVE SUMMARY

NVTA released a Request for Proposals (RFP) 2018-01 on July 30th, 2018 to provide Professional Audit Services for the NVTA and NVTA-TA. Seven (7) proposals were received. Based on the scores, the evaluation committee has ranked Brown Armstrong CPA's with the highest score to provide financial, compliance, and performance audit services.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

Measure T, which became effective July 1st, 2018 provides guidance for the selection of a professional audit services firm for its financial, compliance, and performance audits. With this in mind, NVTA has collaborated with the ITOC to select a highly qualified auditor to express an opinion for both the NVTA's financial statements as well as the NVTA-TA's financial statements and compliance of Measure T procedures, and any performance audits requested by the ITOC.

The RFP was published on July 30th, 2018. The procurement was posted on NVTA's website, www.publicpurchase.com, the Napa Valley Register, and NVTA's public information board. Publicpurchase.com recorded 44 qualified firms viewed the RFP, with 38 firms downloading the information. Seven (7) firms submitted proposals:

Crowe LLP;
LSL CPAs and Advisors;
Brown Armstrong CPAs;
James Marta & Company LLP;
Richardson & Company LLP;
Vasquez & Company LLP; and
Vavrinke, Trine, Day & Co, LLP.

The Procurement Officer determined that all seven (7) firms submitted responsive proposals. The proposers satisfied the prequalification criteria and entered the evaluation phase of the process. NVTA makes every attempt to ensure an award will be made based on the highest quality of service proposed that best matches NVTA's requirements using the Federal Transit Administration's (FTA) approved Third Party Contracting Guidance (FTA Circular C 4220.1F) "Best Value" methodology. Per FTA's Third Party Contracting Guidance, Best Practices Procurement Manual, "Best Value" is defined as follows:

"Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include experience of the management team, creativity of proposal, quality and comprehensiveness of required Plans. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous and of the greatest value to the NVTA."

Evaluations

The RFP provided that an Evaluation Committee assess the technical proposals. The members of the committee composed of the Director of Finance and Senior Financial/Policy Analyst from NVTA, the Auditor-Controller of the County of Napa, and two (2) members of the Independent Taxpayer Oversight Committee - Chuck McMinn and Pamela Kindig.

Each proposal was evaluated based on the following criteria:

- Technical experience (30 points available, 30% weight)
- Reasonableness of total price and competitiveness (20 points available, 20% weight)
- Demonstrated Understanding of program requirements, approach, and quality assurance (50 points available, 50% weight)

The scoring results and rankings of the CPA firms are listed in Table 1. Table 2 provides the proposed pricing matrix if all the available services were requested by the NVTA-TA.

Table 1: Scores and Ranking

PROPOSER	TOTAL SCORE	RANKING
Brown Armstrong CPAs	87	1
Richardson & Co.	83	2
Crowe LLP	76	3
VTD & Co.	72	4
Vasquez & Co.	71	5
James Marta & Co	66	6
LSL CPA's	60	7

Table 2: Pricing Matrix

	Crowe		LSL		Richardson & Co.		VTD & Co.		Vasquez & Co.		Brown Armstrong CPA's		James Marta and Co.	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Max if every comp and perf audit is done each year	\$ 240,000	\$ 240,000	\$ 140,230	\$ 140,230	\$ 87,920	\$ 87,920	\$ 129,368	\$ 129,368	\$ 92,728	\$ 92,728	\$ 35,318	\$ 35,318	\$ 157,100	\$ 157,100
NVTA-TA Financial Audit														
NVTA-TA Compliance Audit														
City of Napa	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 4,225	\$ 11,632	\$ 16,000	\$ 70,000	\$ 11,333	\$ 11,333	\$ 6,200	\$ 6,200	\$ 12,200	\$ 12,200
County of Napa	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 4,225	\$ 11,632	\$ 16,000	\$ 70,000	\$ 11,333	\$ 11,333	\$ 6,200	\$ 6,200	\$ 12,200	\$ 12,200
City of American Canyon	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 4,225	\$ 11,632	\$ 16,000	\$ 70,000	\$ 9,273	\$ 9,273	\$ 6,200	\$ 6,200	\$ 12,600	\$ 12,600
Town of Yountville	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 3,807	\$ 9,512	\$ 16,000	\$ 70,000	\$ 9,273	\$ 9,273	\$ 6,200	\$ 6,200	\$ 12,600	\$ 12,600
City of Saint Helena	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 3,807	\$ 9,512	\$ 16,000	\$ 70,000	\$ 9,273	\$ 9,273	\$ 6,200	\$ 6,200	\$ 12,600	\$ 12,600
City of Calistoga	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 3,807	\$ 9,512	\$ 16,000	\$ 70,000	\$ 9,273	\$ 9,273	\$ 6,200	\$ 6,200	\$ 13,000	\$ 13,000
NVTA	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 4,225	\$ 11,632	\$ 16,000	\$ 70,000	\$ -	\$ -	\$ 6,200	\$ 6,200	\$ 13,000	\$ 13,000
NVTA-TA	\$ 7,000	\$ 17,000	\$ 5,800	\$ 8,200	\$ 4,225	\$ 11,632	\$ 16,000	\$ 70,000	\$ -	\$ -	\$ 6,200	\$ 6,200	\$ 13,000	\$ 13,000
NVTA TA Performance Audit														
City of Napa	\$ 7,000	\$ 17,000	\$ 7,200	\$ 12,200	\$ 14,202	\$ 25,365	\$ 16,000	\$ 70,000	\$ 8,243	\$ 8,243	\$ 6,200	\$ 6,200	\$ 12,200	\$ 12,200
County of Napa	\$ 7,000	\$ 17,000	\$ 7,200	\$ 12,200	\$ 14,202	\$ 25,365	\$ 16,000	\$ 70,000	\$ 8,243	\$ 8,243	\$ 6,200	\$ 6,200	\$ 12,200	\$ 12,200
City of American Canyon	\$ 7,000	\$ 17,000	\$ 7,200	\$ 12,200	\$ 14,202	\$ 25,365	\$ 16,000	\$ 70,000	\$ 6,183	\$ 6,183	\$ 6,200	\$ 6,200	\$ 12,600	\$ 12,600
Town of Yountville	\$ 7,000	\$ 17,000	\$ 7,200	\$ 12,200	\$ 14,202	\$ 25,365	\$ 16,000	\$ 70,000	\$ 6,183	\$ 6,183	\$ 6,200	\$ 6,200	\$ 12,600	\$ 12,600
City of Saint Helena	\$ 7,000	\$ 17,000	\$ 7,200	\$ 12,200	\$ 14,202	\$ 25,365	\$ 16,000	\$ 70,000	\$ 6,183	\$ 6,183	\$ 6,200	\$ 6,200	\$ 13,000	\$ 13,000
City of Calistoga	\$ 7,000	\$ 17,000	\$ 7,200	\$ 12,200	\$ 14,202	\$ 25,365	\$ 16,000	\$ 70,000	\$ 6,183	\$ 6,183	\$ 6,200	\$ 6,200	\$ 13,000	\$ 13,000
Minor Projects														
Per Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TBD/Other													\$ 7,600	\$ 7,600
Total	\$ 338,000	\$ 478,000	\$ 229,830	\$ 279,030	\$ 205,675	\$ 326,803	\$ 353,368	\$ 1,109,368	\$ 193,708	\$ 193,708	\$ 122,118	\$ 122,118	\$ 341,500	\$ 341,500

Next Steps

The ITOC's recommendation will be forwarded to the NVTA and NVTA-TA Board of Directors for final consideration and award at its October 17, 2018 meeting.

SUPPORTING DOCUMENTS

None