



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
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SUBJECT: Measure T Maintenance of Effort (MOE) and Five-Year Project List
Templates

RECOMMENDATION

Information only. Provide comment and recommend a template.

EXECUTIVE SUMMARY

In order to provide a clear, concise and easily accessible template that is consistent across jurisdictions, NVRTA is requesting the jurisdictions agree on a template for submitting their five-year project lists and annual maintenance of effort (MOE) certification. The Independent Taxpayer Oversight Committee (ITOC) requested better consistency of these documents at their March 4 meeting for better public transparency and readability.

To continue to receive Measure T revenues, each jurisdiction must update its Measure T five-year project list biennially by seeking approval from its governing body, holding a public hearing and adopting a resolution with the updated list of projects. In addition to the biennial five-year list, jurisdictions must submit its annual MOE certification by January 1st of every year until the Ordinance sunsets. The MOE certification is an adopted Resolution stating that the jurisdiction met its MOE obligation the previous fiscal year by expending general funds greater or equal to the MOE amount on local streets and roads maintenance. The ITOC has also requested detailed financial backup to support jurisdictions' MOE Self Certification.

NVRTA staff has created draft templates for the five-year list and MOE. This will improve transparency on Measure T to the general public and ITOC.

Next steps:

Municipalities are being asked to submit comments on the suggested templates for the five-year list and MOE certification by April 17, 2020.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

To receive Measure T funds, the Ordinance requires each jurisdiction to submit its FY 2007-08, FY 2008-09, and FY 2009-10 3-year average MOE documentation when submitting its five-year proposed project list and related materials to validate expenditures. In 2018 all agencies submitted their maintenance of effort amount and supporting documentation for their MOE requirement. Thereafter, jurisdictions must demonstrate that they have expended at least that amount of general fund revenues on eligible expenses to receive future Measure T allocations.

The Measure T Ordinance states that each jurisdiction will biennially develop and submit to the Authority a five-year project list to be funded by Measure T revenues. The project list must be approved through resolution by each jurisdiction at a public hearing before being approved by the Authority. The five-year project lists will be updated every other year to include two additional years so there is a continuous five-year list of projects. Jurisdictions can move projects within their five-year lists but will have to bring any additions or deletions to their project lists to the ITOC for review and the Authority for approval.

The ITOC is also required by Measure T to review the five-year projects list for each jurisdiction for consistency with the Ordinance. However since all jurisdictions have different formats for their submittal, NVTa is trying to streamline the presentation of information to the ITOC and the public.

SUPPORTING DOCUMENTS

Attachment(s):

- (1) Draft Measure T Five-Year Project List Template
- (2) Draft Measure T MOE Certification Template

Measure T Napa Countywide Road Maintenance Act
Fiscal Year 2020/21 - 2024/25

Jurisdiction Name:
Primary Contract #1
Secondary Contract #2
Fiscal Years Included: FY #1 2020-21 FY #2 2021-22 FY#3 2022-23 FY#4 2023-24 FY#5 2024-25

Maintenance of Effort (MOE)

Please provide the following information to validate MOE amount:

1. Enter Established MOE Amounts: FY 2007-08 FY 2008-09 FY 2009-10
2. Enter Certified MOE Amount: Total MOE:

Please note: Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way for pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for the pupose 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 Five (5) year planned streets and road maintenance projects beginning in FY 20XX-XX (add rows as needed):

Table with 12 columns: Project #, Fiscal Year, Total Project Cost, Measure T Amount, Federal Funds, State Funds, Other Local Funds, Project Description, Project Phase, Location (intersection, mile marker, length of alignment), Is Project Included in Countywide Transportation Plan?, Is Project in Jurisdiction's Capital Improvement Plan?

Flexible Projects

Please provide projects that could potentially be completed if the five-year list projects are all constructed or additional arises (add rows as needed):

Table with 12 columns: Project #, Fiscal Year, Total Project Cost, Measure T Amount, Federal Funds, State Funds, Other Local Funds, Project Description, Project Phase, Location (intersection, mile marker, length of alignment), Is Project Included in Countywide Transportation Plan?, Is Project in Jurisdiction's Capital Improvement Plan?

Equivalent Fund Class 1 Multi-Purpose Paths:

Please provide a five year multi-purpose Expenditures beginning in FY 20XX-XX (add rows as needed):

Table with 12 columns: Project #, Fiscal Year, Total Project Amount, Measure T Amount, Federal Funds, State Funds, Other Local Funds, Project Description, Project Phase (Env, PS&E, Construction), Location (intersection, mile marker, length of alignment), Is Project Included in Countywide Bike Plan?, Is Project in Jurisdiction's Capital Improvement Plan?

Note: The amount of a jurisdiction's annual bike expenditure must be a minimum of 6.67% of the anticipated revenue amount received from Measure T each year. Estimates by jurisdiction are shown on the table labeled "Measure T Revenue Estimates". Funding for Class 1 Multi-use path projects that are funded by philanthropy, state discretionary funding or federal discretionary funding shall not count as part of the 6.67 % expenditure obligation required to be eligible to receive Measure T revenues.

Comment: Please provide any additional information to explaining your project list. E.g. This project list is the jurisdiction's CIP, the jurisdiction opted to include additional projects to have flexibility in completing a variety of projects

Note: The list will serve as the five-year list of projects required for submittal by each jurisdiction as stated in the Measure T Ordinance. These will be projects that will be delivered, depending on available revenues and when revenues become available. Prior to any allocation, jurisdictions will also be required to submit all of the necessary documentation requested as evidence of a public hearing to ensure that the members of the public were able to comment on the proposed project list as well as a Resolution in support of the proposed project list.

Exhibit A
12/17/2019

City of Napa: Measure T Maintenance of Effort Calculation

FY19 MOE Calculation	
Street Operations*	1,542,585.55
Street Drainage	55,353.78
Street Maintenance	747,804.48
Stormwater Operations	73,138.95
Signing and Striping	188,091.10
Sidewalk Replacement	1,026,819.00
Electrical - Admin/Overhead**	860,896.73
Electrical - Street Lighting	343,679.81
Electrical - Traffic Control Signal System	146,132.32
Final MOE	4,984,501.72
Amount OVER MOE	1,601,280.37

Notes: The City of Napa switched financial systems between FY 2008/09 and FY 2009/10

* Street Operations: Includes Stormwater Operations for these three years. A separate chart of accounts code has since been created to track these charges; which will be included in future years to count towards meeting the MOE requirement.

** Electrical - Admin/Overhead: In the old financial system, these charges were included in Street Operations. A separate chart of accounts code was created in the new financial system to track these charges from FY10 forward. See associated City of Napa Measure T MOE Descriptor document for descriptions of each category calculated herein.

Maintenance of Effort Descriptors included in Maintenance of Effort Calculation Above

43111 Street Operations/Admin

This is a general account for the overall management and daily operations of the streets maintenance division. This key encompasses the general overhead and administration of the streets division. Division Manager and support staff are fully or partially paid through this key.

43112 Street Cleaning

This account is for various street sweeping and street cleaning elements. Currently the City is in a contract with a private street sweeping company to sweep City streets. This GL key allocates funds to pay for the management and execution of street sweeping (either contract and/or city performed). This key also allocates funds for basic street cleanliness.

43113 Street Drainage

This account involves typical maintenance of existing street drainage facilities. This maintenance includes, but is not limited to, cleaning drain inlets, replacing/repairing damaged structures, various point repairs and routine maintenance on storm drain pipes. Furthermore, this key involves preventative maintenance on drainage structures as well as responding to localized flooding resulting from deferred maintenance issues.

43114 Street Maintenance

This account is a general, "catch-all" key used by the streets maintenance division. This key includes typical repairs occurring within the road right of way; including but not limited to pothole repair, minor pavement potholing, overlays, and other maintenance activities needed to ensure function of the roadway as well as other activities needed to support the roadway outside the travelled way but within the public right of way, including approaches to railroad crossings.

43115 Stormwater Operations

This is a relatively new account (created in 2015) introduced to achieve compliance with the NPDES Stormwater Permit. This key funds routine inlet cleaning and maintenance, storm drain cleaning and maintenance, trash assessments and various administrative tasks associated with permit compliance and contract management.

43116 Signage/Striping

Staff assigned to the City's sign shop and the various operational duties performed by the sign shop are covered under this key. Said duties include street sign installation and maintenance, pavement markings, curb paint, white, yellow and blue pavement buttons, bike lane striping and pavement markings.

43124 Sidewalk Replacement

This key includes the maintenance of existing sidewalks, including removal, replacement or other methods needed to ensure adequate sidewalks. This is a pre-cursor to the existing sidewalk improvement program (Key 30301) that is currently operated by the streets division and funded partially by the General Fund (Key 41940) since 2014.

43171 Electrical Admin

This account is for the overall management and daily operations of the electrical maintenance division. This key encompasses the general overhead, administration and work activities of the electrical division.

43173 Street Lighting

This account supports all operational and engineering duties related specifically to street lighting. New installation and Maintenance work to City lighting facilities, such as street lights, and street light boxes is included in this key.

43174 Traffic Signals

Any electrical support to City traffic signals is encompassed within this key. This includes basic electrical support, installation of new signal heads and poles, synchronizing signal timing, and any other related electrical maintenance activities.