



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 1/26/2021

Agenda Placement: 7B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Michael Parker, SUPV STAFF SERVICES ANALYST - 707-253-4603

**SUBJECT:** Budget Transfer & Establishment of Four Capital Assets for Midsize Matrix Message Boards

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### **RECOMMENDATION**

Director of Public Works requests approval of Budget Transfer No. DPW033 for the following (4/5 vote required):

1. Increase revenue and appropriations by \$67,301 in the Roads Operations Budget (Fund 2040, Subdivision 2040000) offset by a reimbursement from Upper Valley Waste Management Authority (UVWMA) for the purchase of four (4) midsize matrix message boards/changeable message signs; and
2. Revision of the Schedule of Approved Capital Assets in the Final Budget for Fiscal Year 2020-2021 for the establishment of four (4) new capital assets in the amount of \$67,301 for the purchase of four (4) midsize matrix message boards/changeable message signs.

### **EXECUTIVE SUMMARY**

On October 19, 2020, the Upper Valley Waste Management Agency (UVWMA) approved a grant of up to \$90,000 for the County to purchase four (4) "Changeable Message Sign" (CMS) boards that would be used periodically for communicating with the general public on issues of concern to UVWMA. These messages could include information about upcoming waste events, messages about reducing litter, and other similar subjects. When not in use for this purpose, the signs would be available for general roads department functions.

This agenda item allows for the purchase of four such CMS boards and for full reimbursement of the cost of the Boards by the UVWMA grant program.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Upper Valley Waste Management Agency (UVWMA) board has approved reimbursing the Roads department for purchasing the changeable message signs.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	With the increase of road side trash these message boards will be used periodically to educate the public on information such as possible fines for illegal dumping and the need for tarping loads to prevent blowing trash from vehicles. These message boards will be available the rest of the time for roads department use for such things as traffic warnings about construction, natural disasters etc.
Is the general fund affected?	No
Future fiscal impact:	The matrix message boards will be recorded as capital assets. No additional expenditures would be required beyond this fiscal year.
Consequences if not approved:	Currently the department's message boards are aging and becoming unusable and difficult to repair. If this expenditure is not approved the road department will eventually be required to purchase message boards with road funds.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Department of Public Works recently received approval of grant monies that were available through Upper Valley Waste Management Agency (UVWMA). As a result of the 2017 fires, a large amount of debris from both Napa and Sonoma was disposed of at the Clover Flat landfill (CFL). Since CFL derives its revenue from the amount of waste disposed of at CFL, a significant amount of funds, beyond what was needed for the daily needs of the Agency, was accumulated. With the increase in funds, the Agency decided to put money back into the community by assisting members in implementing projects that are related to the Agency's mission and beneficial to the larger community.

County Roads Staff identified the need for message boards that would serve the County's and UVWMA's mutual missions. The County proposed purchasing four (4) midsized matrix message boards/ changeable message signs which will be regularly used for community education about upcoming waste events, messages about recycling and reducing litter, and other similar subjects. When not in use for this purpose, the signs would be available for general roads department functions.

The UVWMA board agreed and authorized grant funding at their meeting on October 19, 2020. Staff solicited 3

quotes for the boards, with United Rentals of Napa being the lowest quote of \$67,301. A description of the boards is included as an attachment.

**SUPPORTING DOCUMENTS**

A . Description - Matrix Message Boards

CEO Recommendation: Approve

Reviewed By: Susan Kuss