



Report to the City Council
Council Meeting of October 11, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution to Approve Fiscal Year 2015-2016 Budget Expense Increase in the Amount of \$107,278 to Fund 743 and a Budget Expense Decrease to Fund 741 in the amount of \$107,278 for Funds received from the Capital Projects for Transportation Development Act, Article 3 (TDA-3) Grant Funded Items for the Mitchell Drive Sidewalk Project

CEQA Determination: This action is exempt from the requirements of CEQA under the "General Rule", Section 15061 (b) (3), in that it can be seen with certainty that no environmental impacts will result from this action.

Prepared By:

Tracey Perkosky, Grants & Finance Manager

Approved By:

WJH for
Jennifer Phillips, City Manager

BACKGROUND

On June 23, 2015, City Council approved the Five-Year Capital Improvement Plan (CIP) which included \$107,278 in expenditures from Fund 741 for the Mitchell Drive Sidewalk Project which was to be reimbursed with Transportation Development Act, Article 3 (TDA-3) grant funds. TDA-3 is a reimbursement grant awarded through NCTPA and MTC for local bicycle and pedestrian projects. The grant funded portion of the project was \$107,278 and included both design/engineering and construction costs.

DISCUSSION

TDA-3 funds require an audit of the project, including full financial statements, prior to the release of reimbursement funds. The audit must be completed and submitted prior to December 31st of any calendar year in which funds were expended. In order to complete the required audit, grant expenses are to be placed into a separate fund so the audit focuses on the full financial statements of the single fund.

This budget adjustment request is administrative in nature to allocate expenses for the TDA-3 grant. Once the Journal Entry is complete to move the expenses, which have already been incurred, from Fund 741 to Fund 743, there will be no net impact on the City's fund balance. While these expenses were incurred in Fiscal Year 2015-16, this

adjustment is still possible and will be seen in the Fiscal Year 2015-16 Comprehensive Annual Financial Report (CAFR) when completed.

Below is a summary of the required Journal Entry:

Description	Amount	Credit	Debit
Engineering Services	\$15,137.50	743-5014-2130	741-5014-2130
Construction	\$92,140.50	743-5014-2145	741-5014-2145

Once the audit is complete, anticipated revenue in the amount of \$107,278 will be deposited to Fund 743's revenue account.

Fund 743 will facilitate future TDA-3 grants to meet the audit requirements and all future TDA-3 projects will be budgeted to this account.

FISCAL IMPACT

Approval of this budget amendment will increase expenses in Fund 743 by \$107,278 and will decrease expenses in Fund 741.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution authorizing the necessary budget adjustments for FY 2015-2016 for TDA-3 grants.

ATTACHMENTS

1. Resolution

CITY OF ST. HELENA

RESOLUTION No. 2016-

Resolution to Authorizing Fiscal Year 2015-2016 Budget Expense Increase in the Amount of \$107,278 to Fund 743 and a Budget Expense Decrease to Fund 741 in the amount of \$107,278 for Funds received from the Capital Projects for Transportation Development Act, Article 3 (TDA-3) Grant Funded Items for the Mitchell Drive Sidewalk Project

RECITALS

- A. The City of St. Helena previously approved the Five Year Capital Improvement Plan which included revenues and expenditures for a Transportation Development Act Article 3 grant; and
- B. The project was completed in Fiscal Year 2015-16 in the amount of \$107,278; and
- C. To meet the audit guidelines set forth by the State of California a separate accounting fund is needed to track revenues and expenditures; and
- D. Council approval is needed to set the FY 2015-16 revenues and expenditures.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. Approves the budget expense increase in the amount of \$107,278 to Fund 743 Transportation Development Act Article 3 for Fiscal Year 2015-16 as listed in Exhibit A.
- 2. Approves the budget expense decrease in the amount of \$107,278 to Fund 741 as listed in Exhibit A.

Approved at a Regular Meeting of the St. Helena City Council on October 11, 2016, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

Exhibit A – Budget Adjustments

Fund	Dept	Account	Amount
743	5014	2130	\$ 15,137.50
743	5012	2145	\$ 92,140.50
TOTAL			\$ 107,278.00

A budget transfer totaling \$107,278 will be done from the following accounts to the TDA-3 Fund. The \$107,278 is accounted for in the chart above.

741	5014	2130	\$ 15,137.50	Transfer to 743-5014-2130
741	5012	2145	\$ 92,140.50	Transfer to 743-5012-2145
Total			\$ 107,278.00	

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