



Agenda Date: 9/7/2016  
Agenda Placement: 7G

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

**FROM:** Jeff Tucker - Director of Administrative Services/CFO  
NS-Administration

**REPORT BY:** Cyndi Bolden, Senior Accountant - 258-6001

**SUBJECT:** Approve Amendment to the FY 2016-17 Operating and Capital Budget to Include Carry Fowards from FY 2015-16

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### **RECOMMENDATION**

Adopt the accompanying resolution authorizing staff:

- | To carry forward unspent FY 2015-16 Operating budget appropriations in the amount of \$477,800, according to the attached detailed sheet; and
- | To carry forward unspent FY 2015-16 Capital budget appropriations in the amount of \$2,103,250, according to the attached detailed sheet.

### **EXECUTIVE SUMMARY**

This amendment includes adjustments to both the Operating and Capital Budget. There are appropriations from FY 2015-16 that need to be carried forward.

#### **Operating Budget**

- | **Carry Forwards** - There were a few operating items in the budget for FY 2015-16 that were started but not completed by the end of the fiscal year. The attached document called "Operating Budget: FY 2015-16 Carry Forwards; FY 2016-17 Amendment" lists these items and the budget requested to be carried forward. The total amount is \$477,800.

The approved Operating Expenditures Budget for FY 2016-17 is \$28,651,980. The proposed amended FY 2016-17 Operating Expenditures Budget is \$29,129,780.

**Capital Budget**

- I Carry Forwards - The attached document called the "Capital Project Budget: FY 2015-16 Carry Forwards; FY 2016-17 Amendment" lists the capital projects that were not completed in FY 2015-16, and therefore need to be carried forward to FY 2016-17. The total budget for capital projects from FY 2015-16 requested to be carried forward is \$2,103,250.

The approved FY 2016-17 Capital Budget is \$17,180,700. The proposed amended FY 2016-17 Capital Budget is \$19,283,950.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Revenue sources for this action are the savings from the unspent Operating and Capital Project appropriations from FY 2015-16.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Adoption of this resolution would authorize staff to expend in FY 2016-17 remaining operating and capital project monies on corresponding projects authorized in FY 2015-16.
Is the general fund affected?	Yes
Future fiscal impact:	Non-specified maintenance and operating costs associated with each capital project.
Consequences if not approved:	If not approved, work on FY 2015-16 projects would stop and work on FY 2016-17 projects would have to be adjusted to meet available resources.
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**

Government fund accounting practices require a new budget authorization with each fiscal year. However, oftentimes there are budgetary items that span more than one fiscal year, thus leaving individual projects without the budget authorization necessary to complete an otherwise approved expense in the new fiscal year. At some point shortly after the adoption of the new budget, and after the closing of the prior fiscal year, it is customary to bring back to the governing body a carry forward list of unexpended operating and capital appropriations to be

“carried forward” into the new fiscal year in support of those same previously approved items.

As part of a major capital program review, staff re-evaluated the Ten Year Capital Improvement Plan. Projects and corresponding funding which staff recommends should be continued, modified, merged, or closed will be brought back to the Board for approval to amend the Ten Year Capital Improvement Plan at a future meeting.

**SUPPORTING DOCUMENTS**

- A . Operating Carry Forwards
- B . Capital Carry Forwards
- C . Resolution

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker