



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/19/2018

Agenda Placement: 6EE

## 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:** Patricia McKeever, Supervising Staff Services Analyst - 253-4099

**SUBJECT:** Approval of Budget Transfer for Return of Unused Funding within the HHSA Campus Redevelopment Project

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#### **RECOMMENDATION**

Director of Public Works requests approval of Budget Transfer No. DPW072 increasing the intrafund transfer out account in the HHSA Campus Redevelopment Project (Program No. 11014) budget by \$11,970 offset by the use of project available fund balance and increasing the intrafund transfer in account within the Accumulated Capital Outlay Fund to allow for the return of unused project funds resulting from the substitution of a less expensive transit shelter purchased by the Public Works Property Management division. (4/5 vote required)

#### **EXECUTIVE SUMMARY**

On June 21, 2016 the Board approved a capital asset in the Capital Improvements Projects Division, Program 11014 (Health & Human Services Agency Campus Redevelopment) in the amount of \$11,970 for the purchase of a transit shelter for South Campus. Subsequent to the purchase, the Board of the Napa Valley Commons Property Owners Association rejected the design of the original transit shelter and approved the design of a less expensive shelter.

On February 27, 2018 the Board approved the transfer of the \$11,970 capital asset expenditure from the Capital Improvements Projects Division, Program 11014 (HHSA Campus Redevelopment) into the Public Works Property Management Division so the asset (the originally purchased shelter) can be used for another purpose. The action authorized a waiver of competitive bidding and sole source award to Tolar Manufacturing Company, Inc. for the purchase of a new transit shelter for South Campus in the amount of \$6,000. Both shelters have been established as capital assets within the Property Management Division.

Transfer of the expenditure from Program 11014 to the Public Works Property Management Division resulted in an available fund balance of \$11,970 within the Program. Today's action will allow for the transfer of the available fund

balance back to the original funding source, the Accumulated Capital Outlay fund.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The revenue source is the available fund balance in the 11014 HHSA Campus Redevelopment program budget resulting from a program cost savings.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Return of the unused program funds to the Accumulated Capital Outlay fund will allow for the use of those funds for other programs.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The unused funds will remain in the program budget and will not be available for use in other programs.
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 Napa Valley Transportation Authority (NVTA) has provided transit service to South Campus since the relocation of Health and Human Services Agency from the Old Sonoma Road Campus. A shelter at the transit stop within South Campus will protect passengers from weather elements. On June 21, 2016 the Board approved the purchase of a transit shelter and established a capital asset in the Capital Improvements Projects Division, Program 11014 (HHSA Campus Redevelopment) in the amount of \$11,970. Subsequently, the shelter design was rejected by the Napa Valley Commons Property Owners Association and the design of a less expensive shelter was approved.

On February 27, 2018 the Board approved transfer of the original capital asset expenditure of \$11,970 from the Capital Improvements Projects Division, Program 11014 to Public Works Property Management and approved Budget Transfer DPW-050 in the amount of \$17,970 to establish a capital asset of \$6,000 for the purchase of a newly designed transit shelter for South Campus and \$11,970 for the capital asset transfer. Transfer of the capital asset to Property Management allows the repurposing of the transit shelter in a suitable location in the future.

Tolar Manufacturing refined the design of the transit shelter for South Campus to satisfy the design requirements of the Napa Valley Commons Property Owners Association. The new transit shelter was purchased for \$5,874 by the Property Management division for installation at South Campus. Eliminating the \$11,970 cost from the program and absorbing the cost of the new transit shelter within the Property Management division has resulted in excess

program funding of \$11,970 which can now be returned to the Accumulated Capital Outlay fund.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula