

CITY OF NAPA CITY COUNCIL
AGENDA REPORT

ADMIN CALENDAR
AGENDA ITEM 5.B.
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Mike Parness, City Manager

Prepared by: Deanna Andrews, Finance Manager

Subject: Fiscal Year 2012-2013 Third Quarter Report

ISSUE STATEMENT:

Adopt a Resolution Approving and Adopting Amendments to the Budget for the 2012-13 Fiscal Year.

DISCUSSION:

The attached document is the City's Third Quarter Report for Fiscal Year 2012-13 (January 1 through March 31, 2013). The report includes a financial section which provides information on General Fund revenue and expenditures through the first quarter of this fiscal year. The report compares revenue sources and department expenditures to the budgeted amounts for each category, as well as to the average revenue and expenditure amounts for the same periods over the past five years. An analysis of each of the three major revenues categories (property tax, sales tax, and transient occupancy tax) is provided. Information about national, state and local economic indicators and concerns is also provided.

The report also includes a section discussing the City's Investment Portfolio. This section includes an overview of the portfolio's performance for the period, a detailed listing of investment assets, and a copy of the City's Investment Policy.

The third section of the report includes a description and status report of some of the key work program items that were scheduled for the 2012-13 fiscal year. The project reports, which focus on the project tasks occurring within this fiscal year are presented to keep the Council and the general public apprised of the priorities that have been assigned to the departments and to provide information on the progress achieved through the second quarter of this fiscal year. Significant progress has been made and staff is moving forward on several projects. Twelve of the 24 projects are in process to be completed on time and five projects have been completed. There are five projects behind schedule, one is on hold, and one has been withdrawn. A brief synopsis of the contributing factors for the change in schedule for the five projects that are behind, the one project that has been withdrawn, and the one that is on hold, is provided below:

--Public Art Master Plan – the Community Development Department has been impacted by an employee's extended medical leave resulting in the responsibility for shepherding the project through to completion to be shifted to the CDD Director and Planning Manager. Additionally, this is a newly-formed committee and time was set aside by staff to inform the Public Art Steering Committee of the regulations contained in the art ordinance, its roles and responsibilities, and familiarize the group with public process.

-Heritage Napa – this project was scheduled to be completed on June 30, 2013 but due to shifts in staff workload the completion date has been delayed to August 2013.

- AMR Ambulance Contract – the project was originally scheduled to be completed by March 31, 2013. Due to delays in AMR's review of the agreement, staff is optimistically requesting that the due date be adjusted to June 30, 2013.

- Geographic Neighborhood Policing - The community survey information tabulation has taken longer than expected coupled with the employee assigned to this project had an unexpected absence from work. This has caused the entire project to fall behind and staff is requesting an adjusted due date of June 30, 2013.

-- Kennedy Park Master Plan – at the request of City Council, a joint City Council and Parks and Recreation Commission meeting was added to the schedule. Due to scheduling conflicts a meeting could not be scheduled until April 2013. In addition, City Council requested that the Napa Valley Community College also be included in the planning process for this project. These additions to the project scope have added an additional 30-60 days to the project schedule. Staff now anticipates that this project will not be completed until October 2013.

-Analyze & Implement Police Reserve Officer Program - This program is on hold until the department fills the full time Police Officer positions.

-Analyze & Implement Plan for 311 Non-Emergency No. - This project is being withdrawn due to the lack of available staff resources to complete this project at this time.

The fourth section contains our project reports on the City's Capital Improvement Projects. Summary status reports on select Capital Improvement Projects are provided for review and consideration.

The final section of the Quarterly Report is the summary information collected from our Customer Service software system for City Council review and consideration. These reports allow the Council to track the nature and number of service requests received from the public and to monitor the administration's responsiveness to those requests. The Quarterly Report is a public document that will be made available on the City's website, in the City Clerk's Office and at the Finance Department.

FINANCIAL IMPACTS:

Approval of the recommended budget adjustments will result in a net \$0 impact to General Fund Operating Revenues, and an increase of \$0.3 million in Non-Recurring revenues.

CEQA:

The City Manager has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA guidelines Section 15060(c).

DOCUMENTS ATTACHED:

Attachment 1: Resolution to approve and adopt amendments to the budget for the 2012-2013 fiscal year.

Attachment 2: Third Quarter Report as of March 31, 2013

NOTIFICATION:

None.

RECOMMENDED ACTION:

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a Resolution approving and adopting Amendments to the Budget for the 2012-13 Fiscal Year.