



Staff Reports Details (With Text)

File #: 1557-2018 **Version:** 1 **Name:**
Type: Afternoon Administrative Report **Status:** Agenda Ready
File created: 9/5/2018 **In control:** CITY COUNCIL OF THE CITY OF NAPA
On agenda: 12/4/2018 **Final action:** 12/4/2018
Title: Fiscal Year 2018/19 First Quarter Report

Sponsors:

Indexes:

Code sections:

Attachments: 1. ATCH 1 - Resolution with EX A, 2. ATCH 2 - First Quarter Report, Fiscal Year 2018/19

Date	Ver.	Action By	Action	Result
12/4/2018	1	CITY COUNCIL OF THE CITY OF NAPA	approved	Pass

To: Honorable Mayor and Members of City Council

From: Brian Cochran, Finance Director

Prepared By: Jessie Gooch, Finance Analyst

TITLE:

Fiscal Year 2018/19 First Quarter Report

RECOMMENDED ACTION:

1. Receive and file the First Quarter Report for Fiscal Year 2018/19.
2. Adopt a resolution Approving Amendments to the Adopted Budget for the 2018/19 Fiscal Year.

DISCUSSION:

The attached document is the City's First Quarter Report for Fiscal Year 2018/19 (July 1, 2018 through September 30, 2018). The report includes a financial section which provides preliminary information on General Fund and proprietary fund revenue and expenditures through the first quarter of the fiscal year. The report compares revenue sources and department expenditures to the budgeted amounts for each category, as well as to the prior year revenue and expenditure trends for the same period. 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 are scheduled for the 2018/19 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 first quarter of this fiscal year.

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 General Fund revenues and expenditures increasing by \$4,800. Non-Recurring General Fund expenditures will be reduced by \$75,000. The parking fund adjustment will reduce expenditures in fund 292 by \$0.95 million and increase expenditures in fund 293 by the same amount. Other adjustments requested will have no net impact.

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:

ATCH 1 - Resolution Approving Amendments to the Adopted Budget for the 2018/19 Fiscal Year
EX A - Amendments to Fiscal 2018/19 Budget
ATCH 2 - First Quarter Report, Fiscal Year 2018/19

NOTIFICATION:

None