



Staff Reports

File #: 171-2022, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Jessie Gooch, Budget Officer

Prepared By: Seth Anderson, Senior Budget Analyst

TITLE:

Budget Adjustment to Fund Future Studies

RECOMMENDED ACTION:

Approve a budget transfer from the General Fund to the Non-Recurring General Fund in the amount of \$590,000 to fund future studies and General Plan implementation, and appropriating \$590,000 of expenditure budget in the Non-Recurring General Fund, as documented in Budget Adjustment No. BE2205503.

DISCUSSION:

One-time funding for two Department studies and the post-adoption General Plan implementation were requested through the FY 2022-23 budget process as Decision Packages. Due to significant General Fund salary & discretionary savings within the requesting Departments' FY 2021-22 budgets, the proposed interfund budget adjustment would utilize current fiscal year funds to establish project budgets in the FY 2021-22 Nonrecurring General Fund. The proposed appropriation would allow for work to be done in the current fiscal year and the project budgets to be carried forward in FY 2022-23 where a majority of the work will be done.

Information Technology's Decision Package titled, Continuity of Operations Plan, requested funding for 150 hours of consultant services to perform a risk analysis of how our IT systems and infrastructure will perform in an unexpected event that prevents normal business operations. The research will be used to develop a business continuity plan to be followed in a disaster. These services would have no overlap with ARPA funds or projects.

The Code Enforcement Division is requesting one-time funding for a Standard Operating Procedure (SOP) manual to be done. This is necessary for the Code Enforcement team as it will give new employees guidance on how to handle common complaints specific to the City of Napa. The SOP manual benefits the Code Enforcement Division because it provides a consistent framework of response between all Code Enforcement Officers. It also offers guidance on how to write a compliance order, explains when citations are necessary, and explains the City's goal of achieving voluntary compliance whenever possible. The expected completion date of the SOP manual is within the current fiscal year.

The General Plan Update will be proposed for adoption by City Council in the first quarter of FY 2022-23. Upon adoption of the General Plan, funding is needed to adopt a Transitional Zoning Ordinance

for consistency with the new General Plan. The Department anticipates needing additional funding to cover legal review of the General Plan's Housing Element which is currently being updated in a separate process from the General Plan. Securing funding in advance allows for the Department to better plan for these anticipated expenditures in the new fiscal year. The timeline for the Transitional Zoning Ordinance is December 2022 and the Housing Element Update is through March 2023.

FINANCIAL IMPACTS:

This interfund budget transfer is utilizing funds already appropriated in the FY 2021-22 budget. The proposed adjustment transfers \$590,000 from the FY 2021-22 General Fund budget to the FY 2021-22 Nonrecurring General Fund budget and appropriates the funds for the forementioned work.

CEQA:

The Finance Director 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 - Budget Adjustment No. BE2205503

NOTIFICATION:

None.