



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/11/2020

Agenda Placement: 10B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Helene Franchi for Minh Tran - County Executive Officer  
County Executive Office

**REPORT BY:** Mary Booher, Assistant County Executive Officer - 707-253-4153

**SUBJECT:** Appropriation of FY 2018-19 year end fund balance

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### **RECOMMENDATION**

County Executive Officer requests approval of the following actions distributing FY 2018-19 year end fund balance of \$3,642,427 as follows:

1. Budget Transfer No. CEO013 appropriating \$3,367,427 as follows:
  - a. \$100,000 in the non-departmental (1000/1050000) budget for climate action planning efforts;
  - b. \$3,267,427 in the non-departmental budget in transfers out, and appropriated as follows:
    1. \$350,000 in Information Technology Services (4200/4200002) for cyber security enhancements;
    2. \$40,000 in Information Technology Services (4200/4200000) for training and services related to web accessibility;
    3. \$40,000 in Risk Management (4500/4500000) for initial implementation of the Americans with Disabilities Act Transition Plan;
    4. \$400,000 in the Affordable Housing Fund (2080/2080020) for the Worker Proximity Housing program; and
    5. \$2,437,427 to Accumulated Capital Outlay (3000/3000000) for future capital projects.
2. Assign \$275,000 to the Assignment for facility improvements-Ag Commissioner from the excess gas tax portion of the available fund balance.  
(4/5 vote required)

### **EXECUTIVE SUMMARY**

The Auditor-Controller has closed the books for the Fiscal Year ended June 30, 2019 and has calculated the ending available fund balance for the General Fund to be \$11,689,848. Of this total, \$6,640,316 was used in balancing the FY 2019-20 budget, \$2,407,105 was used to bring General Reserve and the Assignment for Fiscal

Uncertainty to policy levels, and \$550,496 was added to the assignment for future programs. In addition, the \$1 million assignment for future In-Home Supportive Services (IHSS) costs was moved to the assignment for future programs.

At this time, staff is recommending using the unbudgeted remaining fund balance of \$2,091,931 and the \$1,550,496 assignment for future programs to address the highest priority needs, as discussed during budget hearings.

### **PROCEDURAL REQUIREMENTS**

1. Staff reports.
2. Public comments.
3. Motion, second, discussion and vote on the item.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This action appropriates the FY 2018-19 year end available fund balance and the assignment for future programs to priorities established by the Board.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Consistent with policy, these recommendations appropriate additional resources to the highest priority needs.
Is the general fund affected?	Yes
Future fiscal impact:	Some of these programs will be incorporated into operating budgets in future fiscal years.
Consequences if not approved:	The General Fund would have an unappropriated fund balance, which is not considered a best practice, and the unmet needs would continue to be unfunded.
County Strategic Plan pillar addressed:	Effective and Open Government Vibrant and Sustainable Environment Livable Economy for All Healthy, Safe, and Welcoming Place to Live, Work, and Visit Collaborative and Engaged Community
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 Auditor-Controller has closed the books for the Fiscal Year ended June 30, 2019 and staff is recommending using the unbudgeted remaining fund balance of \$2,091,931 and the \$1,550,496 assignment for future programs as follows:

- | Assign \$275,000 of un-refunded gas tax revenue to the Ag Commissioner Facility. This is a portion of the revenue in excess of budget in the Ag Commissioners budget, and in making this assignment, the County is able to show General Fund support for the Ag Commissioner's programs, which then makes Napa County eligible for a higher proportional share of future distributions. Every dollar Napa County spent in agricultural programs during FY 2018-19, returned \$0.38 back in the un-refunded gas tax. This assignment has been made in past years, and staff is asking the Board to authorize this assignment of the FY 2018-19 un-refunded gas tax and to authorize the Auditor-Controller to make this assignment each year as part of the close of books, with the approval of the CEO. These additional resources may help the Ag Commissioner fund a move away from temporary leased space to more permanent County owned facilities. These additional resources can also help with large scale purchases, or help to deal with pests that are detrimental to our agricultural economy, as in the case of European Grapevine Moth.
- | Appropriate \$100,000 for climate action planning efforts. As the regional climate action working group begins their activities, these funds would be available to support the County's share of planning efforts.
- | Appropriate \$350,000 to begin implementation of cybersecurity, including implementation of Managed Security Services and advanced endpoint protection. This funding would cover these costs through FY 2020-21, at which time the on-going costs would be included in the internal rates charged by ITS.
- | Appropriate \$80,000 to begin implementation of the Americans with Disabilities Act (ADA) Transition Plan. \$40,000 would be appropriated in ITS to support an enhanced contract for our webhost to provide periodic scanning of our website, and training for staff on the creation of accessible documents. The remaining \$40,000 would be appropriated in Risk Management to support initial training for departmental staff, and some projects being completed by the Facilities staff. On-going funding for all of these services will be included in future recommended budgets.
- | Appropriate \$400,000 in the Affordable Housing Fund for the Worker Proximity Housing program to allow more loans for residents who are currently on a waiting list.
- | Appropriate \$2,437,427 to Accumulated Capital Outlay for future capital projects.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp