



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/26/2019

Agenda Placement: 10A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Molly Rattigan for Minh Tran - County Executive Officer
County Executive Office
REPORT BY: Mary Booher, Assistant County Executive Officer - 707-253-4153
SUBJECT: FY 2018-19 mid-year fiscal review

RECOMMENDATION

County Executive Officer requests that the Board:

1. Review and accept the Fiscal Year 2018-19 Mid-year Fiscal Review; and
2. Approve Budget Transfer No. CEO014 making budget adjustments in a number of departments as outlined in Attachment A of this Board item, to provide sufficient appropriation authority for expenditures through the end of the fiscal year (4/5 vote required); and
3. Increase assignment in Accumulated Capital Outlay for the Jail project by \$3,499,004 (4/5 vote required).

EXECUTIVE SUMMARY

The FY 2018-19 Fiscal Review projects that the General Fund will end the fiscal year with an unassigned ending fund balance of approximately \$7.3 million. Estimates are based on actual revenue/expenditure data through the first 6-months of the fiscal year. This should be considered a one-time source and not used for on-going obligations.

The attached memo gives an overview of the midyear review, and the exhibits to this memo detail the budget adjustments. A number of budget adjustments are necessary at this time to ensure there is sufficient appropriation authority to cover projected expenditures through the end of the fiscal year. These budget adjustments increase the General Fund revenue by \$770,383. In addition, the adjustment recognize \$2.7 million in revenue associated with the Excess ERAF portion of Property Tax Backfill from the State. Consistent with policy, staff is recommending transferring these funds to Accumulated Capital Outlay and adding these funds to the assignment for the new jail.

The County Executive Office staff, in collaboration with department staff, will continue to monitor the departments,

and additional budget adjustments may be requested later in the fiscal year.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	See Attachment A.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	See Attachment A.
Consequences if not approved:	See Attachment A.
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

An important part of the County's continuous fiscal monitoring process is a review of the County's budget status throughout the fiscal year, focusing particularly on the General Fund. The County Executive Office (CEO) staff works with the Auditor-Controller's Office and department staff to forecast year end revenues, expenses, Net County Cost, and use of Fund Balance for both General Fund and non-General Fund departments. This fiscal review will enable staff to address any current-year budget concerns in a timely manner. The details are included in Attachment A.

SUPPORTING DOCUMENTS

A . Midyear memo with Exhibits

CEO Recommendation: Approve

Reviewed By: Molly Rattigan