



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Patty Maitland, Finance Director  
**MEETING DATE:** October 19, 2016  
**SUBJECT:** Quarterly Budget Report – 1st Quarter Fiscal Year 2016-17  
**CEQA:** Does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines

**RECOMMENDATION**

Receive the report.

**DISCUSSION**

The following charts provide an overview of the revenues and expenditures for the 1st quarter of Fiscal Year (FY) 2016-17 budget (major funds), and a departmental status of expenditures through the reporting period ending September 30, 2016.

**Overall Fund Revenues and Expenditures.** General Fund revenues are below the quarterly budget mark as the first Property Tax disbursements for the fiscal year will not be received until December 2016. General Fund expenditures are slightly elevated in the first quarter as the debt service payments and interfund transfers are made at the beginning of the fiscal year. Similarly, the Golf Course Certificates of Participation debt payment is made in the first quarter of the fiscal year from the Golf Fund which skews the expenditures in the first quarter. Cemetery fund revenues are exceeding budget in the first quarter, while expenditures have stayed on target. Local Water Project revenues and expenditures are down in anticipation of final authorization from the State.

Quarterly Budget Status 1Q FY 2016-17 - Major Funds				
		Budget	Revenues	% Budget
01	General Fund	\$ 20,101,000	\$ 3,680,830	18.31%
74	Local Water Project	\$ 7,700,000	\$ 0	0.00%
75	Cemetery	\$ 266,000	\$ 111,713	42.00%
76	Sewer Fund	\$ 3,139,088	\$ 3,711	0.12%
77	Golf	\$ 345,000	\$ 100,658	29.18%
		Budget	Expenditures/ Encumbrances	% Budget
01	General Fund	\$ 21,457,476	\$ 7,384,894	34.42%
74	Local Water Project	\$ 7,347,510	\$ 299,216	4.07%
75	Cemetery	\$ 427,649	\$ 99,283	23.22%
76	Sewer Fund	\$ 5,011,562	\$ 504,561	10.07%
77	Golf	\$ 299,530	\$ 166,720	55.66%

**Departmental and Program Expenditures.** The following table provides the status of the program operating budgets and expenditures through the 1st quarter of the fiscal year. As indicated above, the annual debt service payments and interfund transfers from the departmental operating budgets occurred in the 1<sup>st</sup> quarter so expenditures appear slightly elevated. In particular, the Pension Obligation Bond debt, internal service charges and other interfund service charges impact the quarterly report for the Fire services department.

1st Quarter 2016-17 Budget Status - Departmental Status				
Department	Budget	Expenditures	Under/(Over) Budget	% of Budget
CITY COUNCIL	\$ 391,659	\$ 87,510	\$ 304,149	22.34%
CITY ATTORNEY	\$ 294,756	\$ 22,396	\$ 272,361	7.60%
CITY MANAGER	\$ 889,557	\$ 245,357	\$ 644,200	27.58%
FINANCE	\$ 1,075,735	\$ 312,989	\$ 762,747	29.10%
INFORMATION SERVICES	\$ 383,113	\$ 56,221	\$ 326,892	14.67%
COMMUNITY & ECONOMIC DEVELOPMENT	\$ 1,637,407	\$ 352,996	\$ 1,284,411	21.56%
POLICE	\$ 7,797,073	\$ 2,913,980	\$ 4,883,093	37.37%
FIRE	\$ 3,690,929	\$ 1,895,564	\$ 1,795,365	51.36%
LIBRARY	\$ 1,088,585	\$ 333,981	\$ 754,604	30.68%
MUSEUM	\$ 266,778	\$ 79,811	\$ 186,967	29.92%
RECREATION	\$ 511,829	\$ 158,683	\$ 353,146	31.00%
PUBLIC WORKS	\$ 3,430,054	\$ 925,406	\$ 2,504,648	26.98%
	\$ 21,457,476	\$ 7,384,894	\$ 14,072,582	34.42%

**FISCAL IMPACT**

None.

RESPECTFULLY SUBMITTED:



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Patty Maitland  
Finance Director

REVIEWED BY:



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Ben Harvey  
City Manager