

SECTION 10

APPENDIX



CITY of NAPA

City of Napa
Summary of Position Changes
FY 2007-2009

Appendix "A"

- | | |
|---|--|
| <p> Positions added in 2007-09</p> <p> Original frozen positions</p> <p> Restore / Reallocate positions in 2007-09</p> | <p> Positions to be eliminated</p> <p> Filled positions to be eliminated</p> |
|---|--|

| | | | Request to Reinstate/ Reallocate 2007/2009 Budget | | To be Eliminated 2007/2009 Budget | | Currently Filled | Added 2007/2009 Budget | Budget Offset Percentage |
|--|---------------|-------------------------------------|---|------------------|---|----------|---------------------|------------------------------|-----------------------------|
| | | | 07-08 | 08-09 | 07-08 | 08-09 | | | |
| Added Positions, 2007-09 Budget: | | | | | | | | | |
| 1 | CAO | Deputy City Attorney | | | | | | 1 | 61% |
| 2 | IT | Office Assistant I | | | | | | 1 | 100% |
| 3 | IT | System Administrator | | | | | | 1 | 100% |
| 4 | Housing | Housing Manager | | | | | | 1 | 100% |
| 5 | Solid Waste | Office Assistant I/II | | | | | | 1 | 100% |
| | | | 5 | | | | | | |
| Positions Frozen Beginning 2005-07 Budget Cycle to be Reinstated | | | | | | | | | |
| 1 | PW/Streets | Street Maint Worker | 1 | Yes | | | | | 77% |
| 2 | Finance | Account Clerk | 1 | Yes / Sr Acct | | | | | 0% |
| 3 | CRD/Parks | Park Maint Worker | 1 | Yes | | | | | 100% |
| 4 | CRD/Parks | Park Maint Worker | 1 | Yes | | | | | 60% |
| 5 | CRD/Parks | Recreation Coord | 1 | Yes | | | | | 100% |
| 6 | CDD | Sr Engineering Aide | 1 | Yes | | | | | 60% |
| 7 | Fire | Inspector (Civilian) | 1 | Yes | | | | | 100% |
| 8 | Police | Police Officer | 1 | Yes | | | | | 100% (CALMMET grant) |
| 9 | Fire | Fire Captain (EMS) | 1 | Yes | | | | | 0% |
| 10 | PW/Engr | Engineering Assistant | 1 | Yes/ Jr Engineer | | | | | 71% |
| | | | 10 | | | | | | |
| Frozen Positions from 2005-2007 Budget Cycles to be Eliminated | | | | | | | | | |
| 11 | PW/Electrical | Electrician II | | | 1 | | | | |
| 12 | PW/Comm | Tel Comm Technician | | | 1 | | | | |
| 13 | PW/Streets | Graffiti Removal Worker | | | 1 | | | | |
| 14 | PW/Admin | Office Assistant I | | | 1 | | | | |
| 15 | City Clerk | Imaging Clerk | | | 1 | | | | |
| 16 | City Clerk | Sr. Office Assistant | | | 1 | | | | |
| 17 | CRD/Parks | Community Resources Administrator | | | 1 | | | | |
| 18 | CRD/Parks | SR Park Maintenance Worker | | | 1 | | | | |
| 19 | CRD/Parks | Park Maintenance Worker II | | | 1 | | | | |
| 20 | CRD/Rec | Receptionist (Bilingual) | | | 1 | | | | |
| 21 | CDD | Plan Check Engineer | | | 1 | | | | |
| 22 | CDD | Code Enforcement Assistant | | | 1 | | | | |
| 23 | Fire | Firefighter | | | 1 | | | | |
| 24 | Fire | Firefighter | | | 1 | | | | |
| 25 | Police | Senior Police Records Assistant | | | 1 | | | | |
| 26 | Police | Crime Analyst Tech | | | 1 | | | | |
| 27 | Police | Police Sergeant | | | 1 | | | | |
| 28 | Police | Police Commander | | | 1 | | | | |
| 29 | Police | Deputy Police Chief | | | 1 | | | | |
| | | | | | 19 | | | | |
| Additional Positions Proposed to be Eliminated in 2007-2009 Budget Cycle: | | | | | | | | | |
| 1 | IT | Telephony Tech | | | 1 | | 1 | | |
| 2 | CDD | GIS Coordinator | | | 1 | | 1 | | |
| 3 | Housing | Pgrm Coordinator (non GF) | | | 1 | | 1 | | |
| 4 | Housing | Office Assistant II (non GF) | | | 1 | | 1 | | |
| 5 | Housing | Services Tech (non GF) | | | 1 | | 1 | | |
| 6 | Fire | Firefighter Paramedic | | | 1 | | | | |
| 7 | Fire | Firefighter | | | | 1 | | | |
| 8 | Fire | Clerical | | | | 1* | 1 | | |
| 9 | Fire | Education Spec | | | 1 | | 1 | | |
| 10 | IT | Programmer Analyst (Held Vacant) | | | 1 | | | | |
| 11 | Police | Records Assistant II (Held Vacant) | | | 1 | | | | |
| 12 | Police | Police Officer (Diversion services) | | | 1 | | | | |
| 13 | Police | Police Officer | | | 1 | | | | |
| 14 | CRD/Rec | Custodian | | | | 1** | | | |
| 15 | CDD | Asst Planner | | | | 1** | | | |
| 16 | CM | Asst to the City Mngr | | | 1 | | | | |
| subtotal | | | | | 12 | 4 | 7 | | |
| Totals | | | 10 | | 31 | 4 | 7 | 5 | |
| restored positions | | | | | Eliminated (35) | | (Lay-offs) | Added/New | |

* 08/09 Pending additional study

** Additional Reductions FY 08/09 ("Round 2" cuts)

Appendix "B"

**City of Napa
Ten-Year Staffing Comparison**

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | Budgeted |
| Administration Departments | | | | | | | | | | |
| Personnel | | | | | | | | | | |
| Personnel Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Personnel Admin Service Officer | | | | | | | | | | |
| Management Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Personnel Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Office Assistant/Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| City Manager's Office | | | | | | | | | | |
| City Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Asst City Manager for Admin Services | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Community Outreach Coordinator - L.T. | | | | | | | | | | |
| Asst to the City Manager | | | | | | | 0.5 | 0.5 | | |
| Secretary to the City Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Office Asst II | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 5 | 5 | 5 | 5 | 5 | 5 | 4.5 | 5.5 | 4 | 4 |
| Finance | | | | | | | | | | |
| Finance Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Finance Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Accounting & Audit Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Accounting Technician | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Acct. Tech Entry | | | | | | | 3 | 2 | 2 | 2 |
| Account Tech Entry (LT) | | | | | | | 2 | 3 | 3 | 3 |
| Account Clerk | 7 | 7 | 7 | 7 | 7 | 7 | 4 | 4 | 4 | 4 |
| Buyer (formerly Purchasing Assistant) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Revenue Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr. Accountant | | | | | | | | | | |
| Accountant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 |
| Central Stores | | | | | | | | | | |
| Storeskeeper | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 19 | 19 | 19 | 19 | 19 | 19 | 21 | 22 | 23 | 23 |
| Parking (Transferred to Police 4/07) | | | | | | | | | | |
| Parking Control Officer | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | 99/00 | 00/01 | 01/02 | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 |
|---|--|-----------|-----------|-----------|-----------|-------------------------------|--------------------|-----------|-----------|-----------|
| | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted |
| Facility Maintenance (Transferred to CRD 4/07) | | | | | | | | | | |
| Custodian | Transferred from Building & Facility Maintenance | | | | 4 | 4 | 4 | 4 | | |
| Maintenance Craftsworker | Transferred from Building & Facility Maintenance | | | | 1 | 1 | 1 | 1 | | |
| Bldg/Facilities Maint Supervisor | Transferred from Building & Facility Maintenance | | | | 1 | 1 | 1 | 1 | | |
| | 0 | 0 | 0 | 0 | 6 | 6 | 6 | 6 | 0 | 0 |
| Materials Diversion (Transferred to Public Works 4/07) | | | | | | | | | | |
| Materials Diversion Administrator | | | | | | 1 | 1 | 1 | | |
| Material Diversion Analyst | | | | | | 1 | 1 | 1 | | |
| Scale House Attendant | | | | | | 2 | 2 | 2 | | |
| | | | | | | 4 | 4 | 4 | 0 | 0 |
| Information Technology (Transferred to separate division 4-07) | | | | | | | | | | |
| DP Mgr/Information Tech Mgr | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Programmer Analyst | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Systems Administrator | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | | |
| Sr. Information Systems Tech | 1 | | | | | | | | | |
| Telephony Systems Technician | | | 1 | 1 | 1 | 1 | 1 | 1 | | |
| MIS Technician | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | | |
| Telecommunication Specialist | | | | | | Transferred from Public Works | | | | |
| Telecommunication Technician | | | | | | Transferred from Public Works | | | | |
| Office Assistant | | | | | | | | | | |
| GIS Coordinator | Transferred from Water Division | | | | 1 | 1 | Transferred to CDD | | | |
| | 5 | 6 | 7 | 7 | 8 | 8 | 7 | 7 | 0 | 0 |
| Total - Finance | 25 | 27 | 28 | 28 | 35 | 35 | 40 | 41 | 23 | 23 |
| Information Technology | | | | | | | | | | |
| DP Mgr/Information Tech Mgr | | | | | | | | | 1 | 1 |
| Programmer Analyst | | | | | | | | | 4 | 4 |
| Systems Administrator | | | | | | | | | | |
| Sr. Information Systems Tech | | | | | | | | | | |
| Telephony Systems Technician | | | | | | | | | 2 | 2 |
| MIS Technician | | | | | | | | | 1 | 1 |
| Telecommunication Specialist | | | | | | | | | 1 | 1 |
| Telecommunication Technician | | | | | | | | | 1 | 1 |
| Office Assistant | | | | | | | | | 1 | 1 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 10 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|--|--------------|--------------|--------------|--------------|------------------|--------------|--------------|--------------|--------------|--------------|
| | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted |
| City Clerk's Office | | | | | | | | | | |
| City Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy City Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr Office Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | | |
| Imaging Clerk | | | | | | | 1 | 1 | 1 | 1 |
| Office Assistant (Limited Term) | 2 | 2 | 2 | 2 | 2 | 2 | 0 | 0 | | |
| Office Assistant | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| | 4 | 6 | 6 | 6 | 6 | 6 | 4 | 4 | 5 | 5 |
| City Attorney | | | | | | | | | | |
| City Attorney | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy City Attorney | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| Legal Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 |
| Planning | | | | | | | | | | |
| Planning Director | 1 | 1 | 1 | 1 | Abolished | | | | | |
| Asst Planning Director | 1 | 1 | 1 | 1 | Abolished | | | | | |
| Senior Planner | 3 | 3 | 3 | 3 | To Comm Dev Dept | | | | | |
| Principal Planner | 2 | | | | To Comm Dev Dept | | | | | |
| Associate Planner/Design Review | 1 | | | | To Comm Dev Dept | | | | | |
| Associate Planner | 2 | 2 | 2 | 2 | To Comm Dev Dept | | | | | |
| | 6 | 7 | 7 | 7 | | | | | | |
| Community Development | | | | | | | | | | |
| Asst City Manager for Development Services | | | | | | | | 1 | 1 | 1 |
| Community Development Director | | | | | 1 | 1 | 1 | 1 | Eliminated | |
| Asst Community Dev Director | | | | | 1 | 1 | | | | |
| Planning Division: | | | | | | | | | | |
| Planning Manager | | | | | | | 1 | 1 | 1 | 1 |
| Current Planning: | | | | | | | | | | |
| Senior Planner | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Associate Planner | | | | | 2 | 2 | 3 | 3 | 3 | 3 |
| Assistant Planner | | | | | 1 | 1 | 1 | 1 | 1 | Eliminated |
| Secretary | | | | | 2 | 2 | 2 | 2 | 2 | 2 |
| Office Assistant II | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Long Range Planning: | | | | | | | | | | |
| Senior Planner | | | | | 2 | 2 | 2 | 2 | 1 | 1 |
| Plan Check and Building Inspection | | | | | | | | | | |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | Budgeted |
| Chief Building Official | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Plan Check Engineer | | | | | 1 | 1 | | | | |
| Plans Examiner | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr. Building Inspector | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Building Inspector | | | | | 4 | 4 | 4 | 4 | 4 | 4 |
| Sr Office Assistant | | | | | 1 | 1 | 1 | | | |
| Office Assistant II | | | | | 1 | 1 | | | | |
| Permit Tech | | | | | | | 1 | 2 | 2 | 2 |
| GIS Coordinator | | | | | | | 1 | 1 | Eliminated | |
| <i>Code Enforcement:</i> | | | | | | | | | | |
| Code Enforcement Officer | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Code Enforcement Assistant | | | | | 1 | 1 | | | | |
| <i>Development Engineering:</i> | | | | | | | | | | |
| Senior Civil Engineer | | | | | 1 | 1 | | | | |
| Development Engrg Manager | | | | | | | 1 | 1 | 1 | 1 |
| Associate Civil Engineer | | | | | 3 | 3 | 3 | 3 | 3 | 3 |
| Construction Inspector | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr Engineering Aide | | | | | 1 | 1 | 0 | 0 | 1 | 1 |
| Total Community Development | - | - | - | - | 29 | 29 | 28 | 29 | 27 | 26 |
| Police | | | | | | | | | | |
| <i>Patrol Services:</i> | | | | | | | | | | |
| Police Officer | 43 | 43 | 45 | 45 | 45 | 45 | 46 | 46 | 40 | 40 |
| Police Sergeant | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 7 | 7 |
| Police Commander | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Community Services Officer | 7 | 7 | 6 | 6 | 5 | 5 | 6 | 6 | 5 | 5 |
| Secretary | | | | | | | | | | |
| Administrative Services: | 59 | 59 | 60 | 60 | 59 | 59 | 61 | 61 | 53 | 53 |
| Police Chief | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | | | | | | |
| Secretary | | | | | | | 1 | 1 | 1 | 1 |
| Management Analyst | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Police Records Assistant | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy Police Chief | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Police Sergeant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|--|--------------|--------------|--------------|--------------|--------------|--------------|-------------------------------------|--------------|--------------|--------------|
| | Budgeted | Budgeted | Budgeted | Budgeted |
| Special Operations | 5 | 5 | 5 | 5 | 6 | 6 | 5 | 5 | 4 | 4 |
| <i>Prevention & Traffic Service:</i> | | | | | | | | | | |
| Police Commander | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| Police Sergeant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 |
| Police Officer | 4 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 6 | 6 |
| Crime Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Community Services Officer | | | | | | | 0 | 0 | 1 | 1 |
| Graffiti Removal Worker | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | Eliminated | |
| <i>Investigation Services:</i> | | | | | | | | | | |
| Police Commander | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Police Officer | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 9 | 9 |
| Police Sergeant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Police Forensic Specialist | | | | | | | 1 | 1 | 1 | 1 |
| Senior Identification Technician | 1 | 1 | 1 | 1 | 1 | 1 | Reclassified to Forensic Specialist | | | |
| Identification Technician | | | | | | | | | | |
| Secretary | 1 | 1 | | | | | | | | |
| Community Services Officer | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| <i>Parking (Transferred from Finance 4/07)</i> | | | | | | | | | | |
| Parking Control Officer | 20 | 21 | 20 | 20 | 21 | 21 | 16 | 16 | 2 | 2 |
| Support Services | | | | | | | | | | |
| Police Commander | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| NSIB: | | | | | | | | | | |
| Police Officer | 4 | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 4 |
| Police Sergeant | | | | | | | | | | |
| Records Services: | | | | | | | | | | |
| Police Records Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Police Records Assistant | 8 | 8 | 9 | 9 | 8 | 8 | 7 | 7 | 7 | 7 |
| Senior Records Assistant | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 |
| Police Officer | | | | | | | | | | |
| Central Communications Center (Dispatch): | 16 | 16 | 17 | 17 | 16 | 16 | 13 | 13 | 14 | 14 |
| Communications Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Public Safety Dispatch Supervisor | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Public Safety Dispatcher | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|------------------------------|--------------|--------------|--------------|--------------|--|--------------|--------------|--------------|--------------|--------------|
| | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted |
| Total-Police | 125 | 126 | 127 | 127 | 127 | 127 | 120 | 120 | 120 | 120 |
| Fire | | | | | | | | | | |
| <i>Administrative:</i> | | | | | | | | | | |
| Fire Chief | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fire Admin Services Officer | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | Eliminated |
| Fire Captain | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| <i>Prevention:</i> | | | | | | | | | | |
| Fire Division Chief | 3 | 3 | 4 | 4 | 4 | 4 | 3 | 3 | 3 | 2 |
| Fire Captain | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Firefighter | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 |
| Fire Prevention Technician | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 2 | 2 |
| Fire Dept Education Spec | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | Eliminated | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| <i>Special Services:</i> | | | | | | | | | | |
| Fire Prevention Technician | 7 | 6 | 7 | 7 | 6 | 6 | 4 | 4 | 6 | 6 |
| Fire Captain | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| <i>Operations:</i> | | | | | | | | | | |
| Fire Division Chief | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fire Battalion Chief | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Fire Captain | 13 | 14 | 15 | 15 | 15 | 15 | 15 | 15 | 17 | 17 |
| Firefighter/Paramedic | 8 | 11 | 13 | 13 | 13 | 13 | 13 | 13 | 24 | 24 |
| Firefighter | 15 | 15 | 15 | 15 | 15 | 15 | 13 | 13 | 12 | 12 |
| <i>Paramedic:</i> | | | | | | | | | | |
| Fire Commander | 40 | 44 | 47 | 47 | 47 | 47 | 45 | 45 | 57 | 57 |
| Fire Captain | | | | | | | | | | |
| Firefighter/Paramedic | 10 | 10 | 11 | 11 | 11 | 11 | 2 | 2 | | |
| <i>Code Enforcement:</i> | | | | | | | | | | |
| Code Enforcement Rep/Officer | 10 | 10 | 11 | 11 | 12 | 12 | 11 | 11 | 0 | 0 |
| Code Enforcement Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 13 | 13 | 0 | 0 |
| | | | | | Assigned to Community Development Department | | | | | |
| | | | | | Assigned to Community Development Department | | | | | |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | Budgeted |
| | 2 | 2 | 2 | 2 | - | - | - | - | 0 | 0 |
| Total - Fire | 63 | 66 | 72 | 72 | 70 | 70 | 66 | 66 | 66 | 65 |
| Public Works Department: | | | | | | | | | | |
| Engineering | | | | | | | | | | |
| Public Works Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant Public Works Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Civil Engineer | 6 | 7 | 8 | 8 | | | | | | |
| Junior Civil Engineer | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Senior Civil Engineer | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Associate Civil Engineer | | | | | 2 | 2 | 2 | 2 | 2 | 2 |
| Management Analyst | 1 | 1 | 1 | 1 | | | | | 1 | 1 |
| Assistant to the City Manager | | | | | | | 0.5 | 0.5 | | |
| Civil Engineering Associate | | | | | | | | | | |
| Transportation Program Manager | 1 | | | | | | | | | |
| Property Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative/Annexation Asst | 1 | | | | | | | | | |
| Engineering Assistant | 1 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 2 | 2 |
| Construction Inspector | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 |
| Senior Engineering Aide | 5 | 5 | 5 | 5 | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Office Assistant | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 |
| | 24 | 24 | 25 | 25 | 14 | 14 | 12.5 | 13.5 | 15 | 15 |
| Transportation Engineering | | | | | | | | | | |
| Senior Traffic Engineer | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Associate Civil Engineer | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr Engineering Aide | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| | - | - | - | - | 3 | 3 | 3 | 3 | 3 | 3 |
| Bridge & Urban Drainage | | | | | | | | | | |
| Civil Engineer | 2 | 2 | 2 | 2 | | | | | | |
| Sr Civil Engineer | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Associate Civil Engineer | | | | | 2 | 2 | 2 | 2 | 2 | 2 |
| Management Analyst | | | | | 1 | 1 | | | | |
| Office Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Sr. Engineering Aide | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 |
| | 4 | 4 | 4 | 4 | 7 | 7 | 6 | 6 | 5 | 5 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | 99/00 | 00/01 | 01/02 | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 |
|---|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | Budgeted |
| Waste Reduction and Recycling | | | | | | | | | | |
| Waste Reduction/Recycling Coord | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| Office Assistant | | | | | | | | | | |
| Materials Diversion (Transferred to Public Works 4/07) | | | | | | | | | | |
| Materials Diversion Administrator | | | | | | | | | 1 | 1 |
| Material Diversion Analyst | | | | | | | | | 1 | 1 |
| Scale House Attendant | | | | | | | | | 2 | 2 |
| | | | | | | | | | 1 | 1 |
| | | | | | | | | | 5 | 5 |
| Building | | | | | | | | | | |
| Chief Building Inspector | 1 | 1 | 1 | 1 | | | | | | |
| Senior Building Inspector | 1 | 1 | 1 | 1 | | | | | | |
| Building Inspector | 3 | 3 | 4 | 4 | | | | | | |
| Plan Check Engineer | 1 | 1 | 1 | 1 | | | | | | |
| Office Assistant | 2 | 2 | 2 | 2 | | | | | | |
| Building/Facilities Maint Supervisor | 1 | 1 | 1 | 1 | | | | | | |
| Custodian | 5 | 5 | 4 | 4 | | | | | | |
| Maintenance Craftsworker | | | | | | | | | | |
| | 14 | 14 | 15 | 15 | - | - | - | - | 0 | 0 |
| Streets/Electrical | | | | | | | | | | |
| Streets & Electrical Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Electrical Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Electrician | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 4 | 4 |
| Street Field Supervisor | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Heavy Equipment Operator | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Street Maintenance Worker | 12 | 12 | 12 | 12 | 12 | 12 | 11 | 11 | 12 | 12 |
| | 24 | 24 | 24 | 24 | 24 | 24 | 22 | 22 | 23 | 23 |
| Communications (Transferred to ITS 4/07) | | | | | | | | | | |
| Comm Technician/Specialist | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | | |
| Fleet Management | | | | | | | | | | |
| Fleet Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Office Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Fleet Shop Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Mechanic | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Water | | | | | | | | | | |
| General Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|--------------------------------------|--------------|--------------|--------------|--------------|----------------------|--------------|--------------|--------------|--------------|--------------|
| | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted | Budgeted |
| Senior Civil Engineer | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Associate Civil Engineer | | | | | | | | | | |
| Civil Engineer | 2 | 2 | 2 | 2 | | | | | | |
| Water Operations Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Water Quality Analyst | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Senior Engineering Aide | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Water Resources Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Water Systems Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Water Conservation Representative | | | | | | | | | | |
| Water Distribution System Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| GIS Coordinator | 1 | 1 | 1 | 1 | To Finance Dept - IT | | | | | |
| Treatment Facility Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Treatment Facility Operator | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Plant Maintenance Mechanic | | | | | | | | | | |
| Systems Control Technician | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| Construction Inspector | | | | | | | | | | |
| Reservoir Keeper | | | | | 1 | 1 | 1 | 1 | 1 | 1 |
| Plant Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Water Facilities Supervisor | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Sr Instrument Technician | | | | | 1 | 0 | 0 | 0 | | |
| Instrument Technician / Electrician | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 |
| Water Facilities Worker | 6 | 6 | 6 | 6 | 5 | 5 | 5 | 5 | 5 | 5 |
| Supv Water Service Worker | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Service Worker | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| Heavy Equipment Operator | 3 | 3 | 3 | 3 | 4 | 4 | 4 | 4 | 4 | 4 |
| Meter Mechanic / Meter Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Pump Mechanic | | | | | | | | | | |
| Office Assistant | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Storeskeeper/Purchas. & Invent.Spec | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 44 | 45 | 46 | 46 | 46 | 46 | 47 | 47 | 47 | 47 |
| Total - Public Works | 121 | 122 | 125 | 125 | 105 | 105 | 100 | 101 | 105 | 105 |
| Community Resources: | | | | | | | | | | |
| <i>Parks:</i> | | | | | | | | | | |
| Community Resources Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Comm Resources Administrator | | | | | 1 | 1 | | | | |
| Parks Superintendent | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | 99/00 | 00/01 | 01/02 | 02/03 | 03/04 | 04/05 | 05/06 | 06/07 | 07/08 | 08/09 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | Budgeted |
| Management Analyst | 1 | 1 | 1 | 1 | 2 | 2 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | | | | | | |
| Parks Supervisor | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Irrigation Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Craftsworker | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Park Maintenance Worker | 17 | 19 | 21 | 21 | 21 | 21 | 18 | 18 | 20 | 20 |
| Senior Park Maintenance Worker | 3 | 3 | 1 | 1 | 1 | 1 | 0 | 0 | | |
| Custodian | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | | |
| Admin Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Receptionist | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | | |
| Office Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 |
| | 34 | 36 | 37 | 37 | 38 | 38 | 31 | 31 | 31 | 31 |
| <i>Recreation:</i> | | | | | | | | | | |
| Recreation Superintendent | 1 | 1 | 1 | 1 | - | - | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr Center & Programs Supervisor | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Recreation Coordinator | 1 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 4 | 4 |
| | 4 | 5 | 6 | 6 | 5 | 5 | 6 | 6 | 7 | 7 |
| <i>Facilities Maintenance (Transferred from Finance 4/07):</i> | | | | | | | | | | |
| Facilities Supervisor | | | | | | | | | 1 | 1 |
| Craftsworker | | | | | | | | | 2 | 2 |
| Custodians | | | | | | | | | 5 | 5 |
| | | | | | | | | | 8 | 8 |
| Total - Community Resources | 38 | 41 | 43 | 43 | 43 | 43 | 37 | 37 | 46 | 46 |
| Flood Control | | | | | | | | | | |
| Flood Control Manager | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Redevelopment/Economic Development | | | | | | | | | | |
| Redev/Eco Dev Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr. Project Coordinator | | | | | | | | | 1 | 1 |
| Econ Dev-Redv Project Coordinator | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 |
| Redevelopment/Economic Dev Analyst | | | | | | | | | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| | 3 | 3 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 |
| Housing | | | | | | | | | | |

Appendix "B"

City of Napa

Ten-Year Staffing Comparison

| | <u>99/00</u> | <u>00/01</u> | <u>01/02</u> | <u>02/03</u> | <u>03/04</u> | <u>04/05</u> | <u>05/06</u> | <u>06/07</u> | <u>07/08</u> | <u>08/09</u> |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | Budgeted |
| Executive Director | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Housing Manager | | | | | | | | | | |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Housing Programs Coordinator | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 |
| Maintenance Craftsworker | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | | |
| Housing Services Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Housing Rehabilitation Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Sr. Housing Services Technician | | | | | | | | | | |
| Housing Services Technician | 4 | 4 | 4 | 4 | 5 | 5 | 4 | 4 | 3 | 3 |
| Admin Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Admin Assit/Management Analyst | | | | | | | | | | |
| Office Assistant | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 |
| | 13 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 11 | 11 |
| CITY TOTAL | 411 | 426 | 440 | 440 | 448 | 448 | 427 | 431 | 431 | 429 |
| Totals By Fund | | | | | | | | | | |
| General Fund (Fund 11) | 334 | 351 | 363 | 363 | 370 | 370 | 350 | 354 | 353 | 351 |
| CDBG (Fund 27) | 1 | 1 | 1 | 1 | 1 | 1 | | | | |
| Flood Control (County) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 |
| Fleet Fund (Fund 34) | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| Stores Fund (Fund 35) | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Parking Fund (Fund 43) | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Water Fund (Fund 91) | 44 | 45 | 46 | 46 | 46 | 46 | 47 | 47 | 47 | 47 |
| Materials Diversion Facility (Fund 51) | 1 | 1 | 1 | 1 | 1 | 1 | | | 5 | 5 |
| Redevelopment/Economic Development | 3 | 3 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 |
| Housing Authority | 13 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 11 | 11 |
| CITY TOTAL | 406 | 426 | 440 | 440 | 448 | 448 | 427 | 431 | 431 | 429 |

G:\Finance\FY 07\Budget\07.09 Budget Development\Budget Book\Proposed Budget Document\Sec 10 Appendix\full time positions comp_FY0709 changed 6-12-07.xls|Final Budget

Resolutions

Adopting Budget for Fiscal Years 2007-08 and 2008-09

RESOLUTION R2007 102

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA,
STATE OF CALIFORNIA, APPROVING AND ADOPTING THE BUDGET
FOR THE FISCAL YEARS 2007-08 AND 2008-09

WHEREAS, the City Manager has prepared and proposed a budget for the fiscal years 2007-08 and 2008-09, and presented a copy of the proposed budget to the City Council and the public for the public hearing on June 4, 2007; and

WHEREAS, following the public hearing on June 4, 2007, and prior to the public hearing of June 19, 2007, City staff made non-substantive clerical corrections to the proposed budget document, and a copy of the June 19, 2007 version of the proposed budget (hereinafter "Proposed Budget") is on file in the office of the City Clerk; and

WHEREAS, the City Council has examined the Proposed Budget, has conferred with the City Manager and appropriate staff in public study sessions, and has deliberated and considered the budget during public hearings; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Manager is hereby directed to incorporate any amendments to the Proposed Budget, as made by City Council during the public hearings of June 4, 2007, and June 19, 2007 (as described on Exhibit "A," attached hereto and incorporated herein by reference) into a document entitled "City of Napa Budget, Fiscal Years 2007-08 and 2008-09." The adopted budget may be referred to as "the Budget," and a copy of the budget shall be filed in the office of the City Clerk. The budget is hereby adopted and approved.
2. The City Council hereby adopts, as a part of the budget, the Fiscal Policy attached hereto as Exhibit "B," and incorporated herein by reference.
3. The City Manager is authorized and directed to implement the budget in accordance with the requirements of the City Charter, the Napa Municipal Code, and this resolution. While the City Manager maintains responsibility for the implementation of the budget, the City Manager may make a written delegation of authority to implement portions of the budget to duly authorized employees within each City department. Each "department" of the City is identified on Exhibit "C," attached hereto and incorporated herein by reference.
4. Unless specifically authorized by this resolution, or otherwise approved by the City Council:
(a) the amount appropriated in the budget for any "fund" may not be modified (each "fund" in the budget is identified on Exhibit "D," attached hereto and incorporated herein by reference);
(b) the amount appropriated in the budget for any capital project identified in Budget Section 9 (6 Year Capital Improvement Program (CIP) Summary) may not be modified; and
(c) the amount appropriated in the budget for any "reserve" may not be modified.
5. The City Manager is authorized to transfer unencumbered appropriation balances from one account to another account within the same fund; provided that the City Manager is not authorized to transfer an appropriation for any reserve or any capital project without approval of the City Council.
6. The City Manager is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the amount encumbered but not yet expended from that fund for

the previous fiscal year. The actual amount of these increased appropriations due to unexpended encumbrances will be reported to City Council as a part of the annual financial audit for the previous fiscal year.

7. The City Manager is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the lesser of: (a) amount unencumbered but not yet expended from that fund for the previous fiscal year for continuing operating projects, and (b) up to 2% of the previous fiscal year's operating budget.
8. For the Community Development Department and the Community Resources Department, to the extent an operation relies on estimated fee revenue as its source of revenue, and the revenue received during the fiscal year exceeds the estimated revenue identified in the budget, the City Manager is authorized to increase appropriations for that operation and that fiscal year in an amount not to exceed the lesser of: (a) amount of the increased fee revenue and (b) 15% of the budgeted fund fee revenue estimate. The actual amount of these increased appropriations due to increased revenues are subject to approval in writing by the City Manager, filing with the Finance Director, and reporting to City Council as a part of the quarterly financial report in which the increase is authorized.
9. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
10. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 19th day of June, 2007, by the following vote:

AYES: Council members Inman, Mott, van Gorder, Vice-Mayor Krider, Mayor Techel
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST: Sara J. Cox
CITY CLERK OF THE CITY OF NAPA

Exhibit A

Changes Made to the June 4, 2007
Proposed Budget
Fiscal Years 2007-08 and 2008-09

The following is a list of changes which have been made to the Proposed Budget document which was presented to the City Council at a Public Hearing held on June 4, 2007. Note: The changes outlined below are changes of a substantial nature. There have been additional minor changes throughout the document in the areas of formatting and grammar.

| Section or Page Number | Explanation of Change | Type of Change |
|------------------------|---|--|
| Cover | Changed Title to "Proposed Budget Dated June 19, 2007 Fiscal Years 2007-08 and 2008-09" | Administrative |
| Table of Contents | Reorder Section 1 – <i>Budget Summary</i> followed by <i>Financial Overview</i> . Section 1: Renumbered Pages Section 10: Page Numbers added to Appendix | Administrative |
| Section 1 | Changed order: <i>Budget Summary</i> , followed by <i>Financial Overview</i> . This change necessitated renumbering the pages of Section 1. <i>CIP</i> : Corrections made to funding amounts as noted below (Pg 9-1) required correction in the numbers in this section as they relate to <i>CIP</i> . | Administrative |
| 2-6 | <i>Reserve Policies</i> – change made in <i>Reserve Policies</i> , to "The General Fund Undesignated Fund Balance will be maintained at a level of between 2% - 5% of its operating budget..." | Administrative |
| 2-7 | <i>Accrued Leave Reserve</i> dollar figured changed from \$216,320 to \$215,523. | Administrative |
| 3-8 | <i>City Clerk</i> narrative. Added bullet to " <i>Highlights and Initiatives for Fiscal Years 2007-09</i> " that was inadvertently omitted while editing. | Administrative |
| 3-13 | <i>Significant Budget Changes City Attorney's Office</i> : Changed first bullet. | |
| 3-35 | Deleted excess columns: <i>Actual as of 12/31/06 2006-07</i> , and <i>Estimated 2006-07</i> . | Administrative |
| 3-100 | <i>Fire Department Staffing History</i> : changed Budgeted FY 08/09 from 65 to 64 | Administrative |
| 4-10 to 4-11 | Added Fund Numbers to <i>Landscaping & Lighting Districts Funds Summary</i> | |
| Section 5 | Added Project Numbers Corrected formula error in Total | Administrative |
| 9-1 to 9-2 | Replaced <i>CIP</i> Narrative: Corrections made to funding amounts included in Table 1 making revised narrative consistent with what was presented in the June 4, 2007 budget document; correction to projects proposed (i.e., traffic signal change from Redwood Road @ Carol Drive) | Administrative |
| 9-3 to 9-9 | <i>6-Year CIP</i> - Added Project Numbers | Administrative |
| 9-6 | <i>Parks 6-Year Capital Improvement Program</i> : Moved South Jefferson Park Project from current budget cycle forward. | City Council - 6/4/07 Public Hearing |

| | | |
|----------|---|----------------|
| 9-7 | Changes made to: Projects using Prop IB Funding, and Linda Vista Fee Area Project | Administrative |
| Appendix | <p><i>Summary of Proposed Changes FY07-09:</i> Deleted Senior Engineer under "Additional Positions Proposed to be Eliminated in 2007-2009 Budget Cycle". This was a clerical error. Was not included in budget – no budget savings.</p> <p><i>Ten-Year Staffing Comparison.</i> Changes have been made to correct typographical errors in staffing history, and to more accurately reflect departments/divisions that were transferred as a result of the FY 06/07 reorganization.</p> <p><i>Glossary:</i> Amended some of the definitions</p> <p>Pages numbered.</p> | Administrative |

EXHIBIT B

Fiscal Policy

Objective

To review the City's Fiscal Policy on an annual basis in order to determine appropriate changes, additions or deletions.

Background

As recommended by the Government Finance Officers Association (GFOA), City staff developed, and presents to Council, a set of Fiscal Policy statements to adopt which address the following areas:

- General Financial Goals
- Operating Budget Policies
- Revenue Policies
- Expenditure Policies
- Utility Rate and Fees Policies
- Capital Improvement Budget Policies
- Short-Term Debt Policies
- Long-Term Debt Policies
- Reserve Policies
- Investment Policies
- Accounting, Auditing & Financial Reporting Policies

GFOA further recommends that the adopted Fiscal Policy be reviewed on an annual basis in conjunction with the preparation of the Long Term Financial Plan and the City's budget process. This review is performed by staff in order to document proposed new policies identified through the preparation of the Long Term Financial Plan. Additionally, as circumstances change, there is sometimes a need to modify existing Fiscal Policy statements.

In an effort to present clear fiscal direction in a concise format, staff developed each policy to allow ease in implementation.

Recommendation

It is recommended that the City's Fiscal Policy below be reviewed and adopted by Council.

Legend:

√ Budget Complies with Fiscal Policy Standard

-- Fiscal Policy Standard is not met in Budget

| | | |
|--|---|--|
| General Financial Goals | | |
| To maintain and enhance the sound fiscal condition of the City. | √ | |
| Operating Budget Policies | | |
| The City will adopt a balanced two-year budget by June 30 of every other year. | √ | |
| A bi-annual base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the current and forthcoming fiscal year. | √ | |

| Operating Budget Policies (continued) | | |
|--|-------------|--|
| Current revenues will be sufficient to support current operating expenditures. | -- | In 2007-08 an operating deficit of \$2.01 million will exist. In 2008-09 the operating deficit will be reduced to \$1.55million. The budget will be balanced by using fund balance and under-funding the Contingency and Retiree Medical Reserves, Infrastructure / Facility Maintenance funds, & labor concessions. |
| Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the City's capital plant and equipment. | √ | |
| The purchase of new or replacement capital equipment with a value of \$25,000 or more and with a minimum useful life of two years will require City Council approval. | √ | |
| The City will project its equipment replacement and maintenance needs for the next six years and will update this projection each year. From this projection a maintenance and replacement schedule will be developed and followed. | -- | A program and policy will be developed during the next budget cycle to address this need. |
| The City will forecast its General Fund expenditures and revenues for each of the next six years and will update this forecast at least annually. | √ | |
| The City will review, on a bi-annual basis, the General Fund operating position (operating revenues less operating expenditures) to determine if funds are available to operate and maintain future public facilities. If funding is not available for operations and maintenance costs, the City will delay construction of proposed new facilities. | √ -- | Operating and maintenance costs for proposed facilities will be factored into future CIP budgets for review prior to approval. |
| Revenue Policies | | |
| The City will strive to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source. | √ | |
| The City will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the City Council must be conservative. | √ | |
| User fees will be adjusted annually to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is in the public interest. | -- | This policy and practice will be developed during the next budget cycle. |

| | | |
|---|---------|---|
| Revenue Policies (continued) | | |
| One-time revenues will be used for one-time expenditures only. (Including capital and reserves). | -- | Some one-time revenues will be needed to address the operating deficit. |
| The City will annually identify developer fees and permit charges received from "non-recurring" services performed in the processing of new development. Revenue from these sources will be used to meet peak workload requirements. | √ | |
| Utility Rates and Fees Policies | | |
| The City will set fees and user charges for each utility fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual debt service used for capital assets and overhead charges. | √ | Annual review completed. Water rates increased 5% October 1, 2006. Will increase each October thereafter by CPI. Garbage rates increased 5.65% January 1, 2007. |
| Expenditure Policies | | |
| The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community. | √ | |
| Capital Improvement Budget Policies | | |
| The City will make all capital improvements in accordance with an adopted capital improvement program. | √ | |
| The City will develop an annual six-year plan for capital improvements, including CIP design, development, implementation, and operating and maintenance costs. | -- | The six-year plan will be revised to include the details described prior to the next budget cycle. |
| The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities, and whose operating and maintenance costs have been included in the budget. | √ -- | Operating and maintenance costs will be factored into future intergovernmental project considerations. |
| The City will coordinate development of the capital improvement budget with the development of the operating budget. All operating costs for services needed to implement the CIP will be included in the operating budget for the year the CIP is to be implemented. | -- | Operating and maintenance costs will be considered in future budget cycles as a part of the project review. |
| The Council will review the Street Improvement Program every two years during budget time and will transfer as much as possible from the General Fund and Gas Tax Fund to the Capital Project Fund – Street Improvement. | √ | |

| Capital Improvement Budget Policies (continued) | | |
|--|----|--|
| The Park Acquisition & Development Fund, as well as other special development impact funds, may only be used to fund facilities included in the Master Plan for City Facilities. | -- | Citywide Master Plan will be created during FY 2007-09 |
| The Water Fund and the Materials Diversion fund may only use funds generated by their service charges, grants and other outside sources of funds to fund their CIP projects. | √ | |
| The City may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be documented and made available for City Council review. | √ | |
| The City Council may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans must be repaid consistent with terms established in a written agreement. | √ | |
| The City will confine long-term borrowing to capital improvements that cannot be funded from current revenues. | √ | |
| Where possible, the City will use special assessment, revenue, interfund loans or other self-supporting bonds instead of general obligation bonds when feasible. | √ | |
| Reserve Policies | | |
| The General Fund Undesignated Fund Balance will be maintained at a level of between 2% - 5% of its operating budget. GFOA recommends a level of 5 to 15%. | -- | Compliance will be achieved in FY 2007-08. However, Undesignated Fund Balance is projected to be 3.1%, \$2.02 million for FY 2008-09. |
| The City will maintain General Fund Emergency reserves at a level at least equal to 12% of operating expenditures. The primary purpose of these reserves is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency expenditures that could not be reasonably foreseen during preparation of the budget. | -- | Emergency Reserve = \$7.0 million, or 11.3 % of General Fund operating expenditures for FY 2007-08. In FY 2008-09 \$7.4 million will be reserved or 11.5% of expenditures. |
| A Contingency Reserve will be established to provide for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs. The level of the Contingency Reserve will be established as needed but shall not be less than 1% of General Fund operating expenditures. | -- | Contingency Reserve will be maintained at \$400,000 each year. This is approximately \$200,000 below the policy target which can be achieved when the operating position recovers. |

| Reserve Policies (continued) | | |
|--|--------|---|
| The City will establish an account to accumulate funds to be used for payment of accrued benefits for employees that leave the employ of the City. This reserve will be maintained at a level at least equal to 75% of the projected costs for employees who are eligible for retirement. | -- | Accrued Leave Reserve- FY 2007-08 will be \$208,000 and FY 2008-09 \$215,523. Based on 3 year average cost. |
| Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the City. The City will maintain a reserve of three times its self-insurance retention for those claims covered by the insurance pool (of which the City is a member). In addition, the City will perform an annual analysis of past claims not covered by the insurance pool, and reserve an appropriate amount to pay for uncovered claims. | -- | In 2008-09, base requirements of General Liability Reserve = \$600,000 and Workers Compensation Reserve = \$450,000 will be achieved. Analysis of additional funding for claims not covered by insurance pool will be factored at a later date. |
| The City will comply with GASB 45 and establish an irrevocable trust to fund future retiree medical costs. | -- | Annual required contributions of \$1.4 million is necessary to meet long term needs for the medical retiree program. In FY 2007-08, \$800,000 has been appropriated and \$1.18 million in FY 2008-09. The City will begin contributing to a trust managed through CalPERS and adequate funds will be contributed to fund obligations in successive budget cycles. |
| The City will maintain a Fleet Replacement Reserve for costs associated with the replacement of vehicles and other rolling stock (such as trailers, compressors or other equipment on wheels) as they become unserviceable, obsolete or reach a predetermined service life. The reserve will be maintained at a level adequate to replace all stock, per the pre-determined replacement schedule. | -- | Fleet Replacement Reserve transfer = \$700,000 each year to restore funds from prior cycle. The fund reserve will be studied to determine its appropriate reserve requirements during this budget cycle. |
| The City will establish Water and Materials Diversion Operating Reserves in their respective funds. The minimum Reserve levels shall be determined by independent studies approved by Council. | √ √ | Water Reserve = \$7.7 million Materials Diversion Reserve = \$2.1 million |
| The City will establish a Golf Course Operating Reserve to cover costs during a year when revenue is down due to limited play or adverse conditions. The reserve should be funded at a level at least equal to 10% of operating expenditures. | -- | Golf Course Operating Reserve will be deferred until the next cycle, when a stronger revenue position should exist. |

Investment Policies

The City Treasurer will annually submit an investment policy to the City Council for review and adoption.

√ Adopted February 6, 2007

The City Treasurer will invest the City's monies in accordance with applicable laws and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indenture or issuance document.

√

Accounting, Auditing & Financial Reporting Policies

The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.

√

Quarterly financial reports will be submitted to the City Council and will be made available to the public.

--

Quarterly reports will be provided beginning with the closing of the first quarter of FY 2007-08.

Full and continuing disclosure will be provided in the general financial statements and bond representations.

√

Maintain a good credit rating in the financial community.

√

Standard & Poor's = AA- for recent Water Revenue Bond issuance. General Fund rating has not been secured as there has been no recent City-backed debt issuance.

An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report (CAFR), including an audit opinion.

--

Independent audited Basic Financial Statements are now prepared. With the advent of the new financial system, the CAFR will be prepared.

Maintain a liquidity ratio of at least 1:1

√

The City currently maintains a 5:1 ratio.

Exhibit “C”

City of Napa Departments & Divisions

| Department | Division |
|---------------------------------|---|
| City Council | |
| <i>Administrative Services:</i> | |
| City Manager | Information Technology |
| City Clerk | |
| City Attorney | |
| Personnel | |
| Finance | Central Stores |
| <i>Community Resources:</i> | |
| Community Resources | Administration Building Facilities Maintenance Recreation Parks Downtown Maintenance Golf Course |
| <i>Development Services</i> | |
| Community Development | Building Inspection Code Enforcement Development Engineering Planning |
| Public Works | Administration Engineering Bridge & Urban Drainage Transportation Street Maintenance Electrical Fleet Management Solid Waste & Materials Diversion (Recycling) Enterprise Fund Water |
| Economic Development | |
| | Housing |
| <i>Public Safety:</i> | |
| Police | Administration Patrol Special Operations Crime Prevention/Youth Services Napa Special Investigations Bureau Records Central Communications Center (Dispatch) |
| Fire | Administration Operations Fire Prevention |

***Exhibit “D “
City of Napa
Schedule of Funds***

| Entity | | Fund No. | Fund Name |
|--------|-----|----------|------------------------------------|
| City | GF | 11 | General Fund |
| City | SR | 22 | Recreation Facilities |
| City | SR | 23 | Development Tax Fund |
| City | SR | 25 | Gas Tax Fund |
| City | SR | 27 | Community Development Fund - CDBG |
| City | SR | 43 | Parking Fund |
| City | SR | 71 | Business District Improvement Fund |
| City | SR | 72 | Maintenance- Tierra Grove |
| City | SR | 73 | Maintenance- Altavina |
| City | SR | 74 | Maintenance- Silverado Creek |
| City | SR | 75 | Maintenance- Lake Park |
| City | SR | 76 | Maintenance- River Park |
| City | SR | 77 | Maintenance- Napa Valley Corp Park |
| City | SR | 78 | Maintenance- Linda Vista |
| City | SR | 79 | Maintenance- Citywide Landscape |
| City | CP | 26 | Capital Project Fund |
| City | IS | 21 | Risk Management |
| City | IS | 34 | Fleet Management |
| City | IS | 35 | Central Stores Fund |
| City | IS | 36 | Information Technology Replacement |
| City | ENT | 15 | Golf |
| City | ENT | 51 | Garbage |
| City | ENT | 91 | Water Fund |

RESOLUTION NO. A-1134

**RESOLUTION OF THE NAPA COMMUNITY REDEVELOPMENT
AGENCY, STATE OF CALIFORNIA, APPROVING AND ADOPTING
THE BUDGET FOR THE FISCAL YEARS 2007-08 AND 2008-09**

WHEREAS, the Executive Director has prepared and proposed a budget for the fiscal years 2007-08 and 2008-09, and presented a copy of the proposed budget to the Agency Board and the public for the public hearing on June 4, 2007; and

WHEREAS, following the public hearing on June 4, 2007, and prior to the public hearing of June 19, 2007, Agency staff made non-substantive clerical corrections to the proposed budget document, and a copy of the June 19, 2007 version of the proposed budget (hereinafter "Proposed Budget") is on file in the office of the Secretary; and

WHEREAS, the Agency Board has examined the Proposed Budget, has conferred with the Executive Director and appropriate staff in public study sessions, and has deliberated and considered the budget during public hearings; and

WHEREAS, the Agency Board has considered all information related to this matter, as presented at the public meetings of the Agency Board identified herein, including any supporting reports by Agency staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Napa Community Redevelopment Agency, as follows:

1. The Executive Director is hereby directed to incorporate any amendments to the Proposed Budget, as made by City Council during the public hearings of June 4, 2007, and June 19, 2007 (as described on Exhibit "A," attached hereto and incorporated herein by reference) into a document entitled "Napa Community Redevelopment Agency Budget, Fiscal Years 2007-08 and 2008-09." The adopted budget may be referred to as "the Budget," and a copy of the budget shall be filed in the office of the Secretary. The budget is hereby adopted and approved.
2. The Agency Board hereby finds that the planning and administrative costs in the proposed budget of the Housing Authority of the City of Napa charged to the Low and Moderate Income Housing Fund are necessary for the production, improvement or preservation of low and moderate income housing, as required by California Health and Safety Code Section 33334.3(d).
3. The Executive Director is authorized and directed to implement the budget in accordance with the requirements of the Agency Bylaws and this resolution. While the Executive Director maintains responsibility for the implementation of the budget, the Executive Director may make a written delegation of authority to implement portions of the budget to duly authorized employees.
4. Unless specifically authorized by this resolution, or otherwise approved by the Agency Board:
(a) the amount appropriated in the budget for any "fund" may not be modified (each "fund" in the budget is identified on Exhibit "B," attached hereto and incorporated herein by reference);
(b) the amount appropriated in the budget for any capital project identified in Capital Projects Fund (Fund 12) may not be modified; and
(c) the amount appropriated in the budget for any "reserve" may not be modified.
5. The Executive Director is authorized to transfer unencumbered appropriation balances from one account to another account within the same fund; provided that the Executive Director is

not authorized to transfer an appropriation for any reserve or any capital project without approval of the Agency Board.

6. The Executive Director is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the amount encumbered but not yet expended from that fund for the previous fiscal year. The actual amount of these increased appropriations due to unexpended encumbrances will be reported to Agency Board as a part of the annual financial audit for the previous fiscal year.
7. The Executive Director is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the lesser of: (a) amount unencumbered but not yet expended from that fund for the previous fiscal year for continuing operating projects, and (b) (up to \$ _____ or ____% of the previous fiscal year's operating budget)
8. The Agency Board hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the Agency Board's adoption of this resolution.
9. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of the Napa Community Redevelopment Agency at a public meeting of said Agency Board held on the 19th day of June, 2007, by the following vote:

AYES: Inman, van Gorder, Techel, Krider and Mott

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: 
DEPUTY DIRECTOR

RESOLUTION HR2007/12

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE OPERATING BUDGET FOR FISCAL YEARS 2007-08 AND 2008-09

WHEREAS, the Executive Director has prepared and proposed a budget for the fiscal years 2007-08 and 2008-09, and presented a copy of the proposed budget to the Authority Board of Commissioners and the public for the public hearing on June 4, 2007; and

WHEREAS, following the public hearing on June 4, 2007, and prior to the public hearing of June 19, 2007, Authority staff made non-substantive clerical corrections to the proposed budget document, and a copy of the June 19, 2007 version of the proposed budget (hereinafter "Proposed Budget") is on file in the office of the Secretary; and

WHEREAS, the Authority Board has examined the Proposed Budget, has conferred with the Executive Director and appropriate staff in public study sessions, and has deliberated and considered the budget during public hearings; and

WHEREAS, the Authority Board has considered all information related to this matter, as presented at the public meetings of the Authority Board identified herein, including any supporting reports by Authority staff, and any information provided during public meetings.

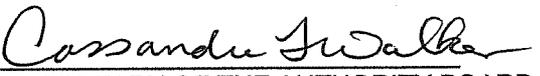
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Napa, as follows:

1. The Executive Director is hereby directed to incorporate any amendments to the Proposed Budget, as made by City Council during the public hearings of June 4, 2007, and June 19, 2007 (as described on Exhibit "A," attached hereto and incorporated herein by reference) into a document entitled "Housing Authority of the City of Napa Budget, Fiscal Years 2007-08 and 2008-09." The adopted budget may be referred to as "the Budget," and a copy of the budget shall be filed in the office of the Secretary. The budget is hereby adopted and approved.
2. The Authority Board hereby finds that the planning and administrative costs in the proposed budget of the Housing Authority of the City of Napa charged to the Low and Moderate Income Housing Fund are necessary for the production, improvement or preservation of low and moderate income housing, as required by California Health and Safety Code Section 33334.3(d)
3. The Executive Director is authorized and directed to implement the budget in accordance with the requirements of the Authority Bylaws and this resolution. While the Executive Director maintains responsibility for the implementation of the budget, the Executive Director may make a written delegation of authority to implement portions of the budget to duly authorized employees.
4. Unless specifically authorized by this resolution, or otherwise approved by the Authority Board: (a) the amount appropriated in the budget for any "fund" may not be modified (each "fund" in the budget is identified on Exhibit "B," attached hereto and incorporated herein by reference); (b) the amount appropriated in the budget for any capital project may not be modified; and (c) the amount appropriated in the budget for any "reserve" may not be modified.
5. The Executive Director is authorized to transfer unencumbered appropriation balances from one account to another account within the same fund; provided that the Executive Director is not authorized to transfer an appropriation for any reserve or any capital project without approval of the Authority Board.

6. The Executive Director is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the amount encumbered but not yet expended from that fund for the previous fiscal year. The actual amount of these increased appropriations due to unexpended encumbrances will be reported to Authority Board as a part of the annual financial audit for the previous fiscal year.
7. The Executive Director is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the lesser of: (a) amount unencumbered but not yet expended from that fund for the previous fiscal year for continuing operating projects, and (b) (up to \$_____ or ____% of the previous fiscal year's operating budget)
8. The Authority Board hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the Authority Board's adoption of this resolution.
9. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Commissioners of the Housing Authority of the City of Napa at a public meeting of said Authority Board held on the 19TH day of June, 2007, by the following vote:

AYES: Ruiz, Inman, van Gorder, Techel, Krider, Mott, Wyman
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST: 
SECRETARY OF THE AUTHORITY BOARD

**CITY COUNCIL CHANGES
TO PROPOSED BUDGET
JUNE 19, 2007**

Accounting System:

The set of records and procedures which are used to record, classify, and report information on the financial status and operations of the City.

Accrual Basis Accounting:

Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. All proprietary and fiduciary funds are accounted for using the accrual basis of accounting.

Appropriation:

An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are typically granted for a one-year period.

Assessed Valuation:

The estimated value of real and personal property used by the Napa County Assessor as the basis for levying property taxes.

Balanced Budget:

A balanced budget is one in which total expenditures equal total revenue. An entity has a budget surplus if expenditures are less than revenues. It has a budget deficit if expenditures are greater than revenues.

Basic Financial Statements:

The minimum combination of financial statements and note disclosures required for fair presentation of the City's fiscal activities & position in conformity with Generally Accepted Accounting Principals (GAAP) and includes an audit opinion.

Benefits:

Those benefits paid by the City as conditions of employment. Examples include insurance and retirement benefits.

Bond (Debt Instrument):

A written promise to pay a specified sum of money at a specified future date, at a specified interest rate. Bonds are typically used to finance capital facilities.

Bond Rating:

An "issuer bond rating" awarded by a rating firm measuring an entity's capacity to meet its financial commitments on a debt obligation.

Budget:

A financial plan, including proposed expenditures and estimated revenues, for a period in the future.

Budget Document:

The official financial spending and resource plan submitted by the City Manager and adopted by the City Council explaining the approved budget to the public and City Council.

Budget Message:

A written explanation by the City Manager of the approved budget. The budget message explains principal budget and policy issues and presents an overview of the City Manager's budget recommendations.

Budget Overview:

This section provides an overview of the changes adopted in the budget. Additionally, the significant impacts of budgetary changes are outlined along with dollar amounts (Increase/Decrease).

Budget Resolution:

The official legal document approved by the City Council authorizing city officials to obligate and expend resources.

CalPERS:

Public Employees Retirement System provided for public employees by the State of California.

Capital Assets:

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Improvements:

Buildings, structures, or attachments to land such as sidewalks, trees, drives, tunnels, drains, water lines & plants.

Capital Improvement Program (CIP):

A plan over a period of six years setting forth each capital project, the amount to be expended in each year and the method of financing capital expenditures.

Capital Projects Fund:

In governmental accounting, a fund that accounts for financial resources to be used for the acquisition or construction of capital improvements. The total cost of a capital project is accumulated in a single expenditure account which accumulates until the project is completed, at which time the account ceases to exist.

Capital Outlay:

Expenditures which result in the acquisition of or additions to fixed assets. Examples include land, buildings, machinery and equipment, and construction projects.

CDBG (Community Development Block Grant):

Federal grant funds distributed from the U.S. Department of Housing and Urban Development. The City primarily uses these funds for housing rehabilitation, public improvements, and local social programs.

Carry Forward Projects:

Capital improvement projects approved in prior fiscal years which have been brought forward into the new fiscal year budget.

COLA:

Cost of Living Allowance.

Comprehensive Annual Financial Report (CAFR):

A CAFR includes an audit opinion as well as basic financial statements and supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions.

Contingency:

A budgetary set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contingent Liabilities:

Items which may become liabilities of the City but are undetermined at a given date, such as pending lawsuits, unsettled disputed claims, unfilled purchase orders, and uncompleted contracts.

Contract Services:

Services provided to the City from the private sector or other public agencies.

Contributed Capital:

Resources which are externally restricted for the acquisition or construction of capital assets. This category includes, but is not limited to, capital grants, residual equity transfers in and contributions from developers.

Cost Allocation:

A fair and equitable methodology for identifying and distributing direct and indirect cost, from a service provider to the service consumer.

Debt Service:

Payment of interest and repayment of principal to holders of the City's debt instruments.

Debt Service Fund:

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit:

The excess of liabilities over assets.

Department:

As defined in the budget resolution.

Developer Fees and Permits:

Fees that are charged for specific services provided by the City to applicants for private development projects.

Development Impact Fund:

The Developers Improvement Fund accounts for revenue and expenditures from development impact fees, intended to pay for the design and construction of capital improvements required to mitigate the impacts of new development.

Encumbrance:

An amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Fund:

In governmental accounting, a fund that provides goods or services to the public for a fee that makes the entity self-supporting. It basically follows GAAP as does a commercial enterprise.

Expenditures:

Where accounts are kept on the accrual or modified accrual basis of accounting, expenditures are recognized when goods are received or services rendered.

FEMA:

Federal Emergency Management Agency.

Fiscal Year:

A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and results of its operations. Napa's fiscal year runs from July 1 - June 30.

Fixed Assets:

Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment.

Fleet Management Fund:

The Fleet Management Fund is used to account for the operation, maintenance and replacement of City owned vehicles and equipment.

Fleet Replacement Reserve:

The Fleet Replacement Reserve accounts for funds set aside for replacement of Fleet vehicles and equipment.

FLSA (Fair Labor Standards Act):

The Fair Labor Standards Act sets minimum wage, overtime pay, equal pay and Child Labor Standards for private and public sector employees. Enforcement of the FLSA is assigned to the Department of Labor, Wage and Hour Division.

Full Time Equivalent (FTE):

The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. For example, a full-time employee (1 FTE) is paid for 2,080 hours per year, while a .5 FTE would work 1,040 hours per year.

Fund:

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. See list of each fund in the budget resolution.

Fund Accounting:

System used by nonprofit organizations, particularly governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements.

Fund Balance:

The excess of fund assets and resources over fund liabilities is defined as Fund Equity. A portion of Fund Equity may be reserved or designated; the remainder is available for appropriation, and is referred to as the undesignated fund balance.

Fund Equity:

The excess of fund assets and resources over fund liabilities. A portion of the equity of a governmental fund may be reserved or designated; the remainder is referred to as undesignated fund balance.

Gas Tax Fund:

The Gas Tax Fund is used to account for revenues and expenditures apportioned under the Streets and Highways Code of the State of California. Expenditures may be made for any street related purpose in the City's system of streets, County bikeways and pedestrian walkways.

General Employee:

Administrative and clerical support, maintenance workers, skilled trade and craft workers.

General Fund:

In governmental accounting, the fund used to account for all assets and liabilities of a nonprofit entity, except those particularly assigned for other purposes in another more specialized fund. It is the primary operating fund of the City of Napa.

General Services:

General Services includes those revenue and expenditure items not associated directly with administrative or operating programs.

General Obligation Bonds:

Bonds for which the full faith and credit of the City is pledged for payment.

Generally Accepted Accounting Principles (GAAP):

Uniform minimum standards for financial accounting and reporting. They govern the form and content of the basic financial statements of the City.

Golf Course Fund:

The Gold Course Fund is used to account for the operation, maintenance and replacement of assets associated with the City-owned 18-hole golf course.

Government Accounting Standards Board**(GASB):**

An organization created to provide comparability and consistency between different government agencies. GASB issues statements regarding various accounting issues and provides guidelines on how accounting transactions should be recorded.

GASB Statement No. 34:

GASB 34 requires state and local governments to produce financial statements on an accrual basis, in much the same manner as private sector businesses. The objective is to enhance the understandability and usefulness of the financial reports of state and local governments to the public, legislative and oversight bodies, and investors and creditors.

GASB 45:

GASB 45 requires the measurement and recognition criteria for other Post Employment Benefits (OPEB) for reporting purposes. The objective is to recognize the cost of benefits, provide information on related liabilities and provide information for assessing fiscal health for future periods.

HACN:

Housing Authority of the City of Napa.

Improvements:

Buildings, structures, or attachments to land such as sidewalks, trees, drives, tunnels, drains, water lines and plants.

Information Technology Replacement Fund:

The Information Technology Replacement Fund is used to account for the costs associated with replacement of the City's centralized computer system & personal computers, and to distribute these costs to the departments using the system on a pro rata basis. Included are costs for hardware only.

Interfund Advance:

Amounts provided between funds and blended component units of the primary government with a requirement for repayment.

Interfund Transfers:

Flows of assets (such as cash or goods) without a requirement for repayment.

Interest and Rentals:

Revenue derived from the use of property or money.

Intergovernmental Revenue:

Revenue received from other governmental agencies and municipalities, such as grants from the State or Federal government.

Internal Service Fund:

Funds used to account for the financing of goods or services provided by one department to other departments of the City.

Lease-Purchase Agreements:

Contractual agreements which are termed "leases", but which in substance amount to purchase contracts.

Levy:

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities.

(Noun) The total amount of taxes, special assessments or service charges imposed by Napa County levying property taxes.

Licenses and Permits:

Revenues earned by the issuance of licenses or permits levied in accordance with the benefits conferred by the license or permit.

Long-Term External Debt:

Debt borrowed from a source outside the City with a maturity of more than one year after the date of issuance.

Long-Term Financial Plan (LTFP):

A plan which identifies fiscal issues and opportunities, establishes fiscal policies and goals, examines fiscal trends, produces a financial forecast, and provides for feasible solutions.

Maintenance:

Expenditures made to keep an asset in proper condition or to keep an asset in working order to operate within its original capacity.

Managerial:

Department Heads, Division Managers and Supervisors.

Miscellaneous:

Revenues from sources other than those specifically identified that are too immaterial in amount to justify the creation of new revenue account line items.

Modified Accrual Basis:

Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures for the most part are recognized when the related fund liability is incurred except for prepayments, accumulated employee leave and long-term debt. All governmental funds are accounted for using the modified accrual basis of accounting.

NCRA:

Napa Community Redevelopment Agency (see Redevelopment Agency).

NPDES (National Pollution Discharge Elimination System):

Permit system established by the U. S. Environmental Protection Agency to regulate discharge of treated sewage, storm water and urban runoff.

OES:

Office of Emergency Services.

Operating Budget:

The operating budget is the primary means by which most of the financing of acquisition, spending and service delivery activities of a government are controlled.

Operating Funds:

Funds which are utilized to account for the day-to-day activities of the fund. Examples of this type of fund would be Central Stores and the General Fund.

Operating Position:

The projected operating position is the net of forecasted operating revenues and expenditures.

Operating Revenues/Expenditures:

Operating revenues and expenditures are the normal ongoing financial activities of the City, and exclude significant one-time items.

Operating Transfer:

Routine or recurring transfer of assets between funds.

Other (than pensions) Post Employment Benefits (OPEB):

Other Post Employment Benefits refer to benefits other than pensions paid by the employer for retired employees. This refers to retiree medical, dental, prescription drug, vision, life insurance, group legal and long-term care benefits.

Overhead Charges:

General Fund Overhead (Cost Allocation Program) charges are the recapturing of the cost of services provided to the other funds from the General Fund. These costs would include Personnel, Finance, Payroll, Accounts Payable, Accounts Receivable, City Clerk, and general administration, utilities, maintenance, etc.

Park Acquisition and Development Funds:

The Park Acquisition and Development Funds are used to account for the revenues received from developer fees and the expenditures for the acquisition, construction, improvement or renovation of City owned parks.

Projected Surplus/Deficit:

The projected surplus/deficit is the net of forecasted receipts and forecasted disbursements. A surplus is the result of receipts exceeding disbursements, and a deficit is the result of disbursements exceeding receipts.

Proposition 13:

Limits the local property tax rate to a maximum of 1% of a property's assessed market value, rolled back assessments to 1975 values, and unless a property was sold, capped the increase in assessed values at 2%. New taxes, such as a parcel tax, must be approved by two-thirds of local voters.

Proposition 57:

Proposition 57, the Governor's Economic Recovery Bond bill, was approved by the voters in March 2004. This bill authorized the State to sell \$15 billion of deficit financing bonds to put the budget back in balance. Proposition 57 includes a proposed "triple flip" which essentially swaps one-quarter percent of the local sales tax for an equal amount of "in-lieu" sales tax.

Proposition 58:

Passed in March 2004, this proposition changed the State Constitution and mandates the passage of a balanced budget. If the Legislature and Governor do not pass a balanced budget by July 1, the appropriation level from the previous year's budget will remain in effect. Constitutional changes were enacted upon which set up a special reserve account that would reach \$8 billion or 5% of the General Fund. This legislation also restricts the use of certain types of borrowing to cover state deficits.

Proposition 218:

A statewide initiative passed by the voters of California on November 5, 1996. The initiative provided voters with the right to vote on new taxes.

Proprietary Funds:

Proprietary Funds focus on the determination of operating income and expenses, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Quimby Act:

The Quimby Act was first established in 1965 by the California legislature. It authorizes cities to require developers to dedicate fees or land for public parks at a ratio of five (5) acres per 1,000 residents.

Redevelopment:

The planning, development, clearance, reconstruction, or rehabilitation, or any combination of these, of all or part of a survey area, and the provision of such residential, commercial, industrial, public, or other structures or spaces as may be appropriate or necessary in the interest of the general welfare, including recreational and other facilities incidental or appurtenant to them.

Redevelopment Agency Capital Projects Fund:

The Redevelopment Agency Capital Projects Fund is used to account for the proceeds of indebtedness, and the expenditure of these funds for improvement, reconstruction and redevelopment projects within the specified boundaries of the Napa Redevelopment Agency.

Redevelopment Agency Debt Service Fund:

The Redevelopment Agency Debt Service Fund is used to account for the accumulation of funds for the payment of interest and principal on long-term debt. Debt service is financed through property tax revenues.

Redevelopment Agency Low and Moderate Income Housing Fund:

The Redevelopment Agency Low and Moderate Income Housing Fund is used to account for the 20% set aside property tax increment revenues and the associated expenditures to be used for increasing or improving low and moderate income housing, as required by Section 33334.2 of the Health and Safety Code.

Reserve:

An account used to indicate that a portion of fund equity is restricted for a specific purpose.

Resources:

Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

Revenue Bonds:

Bonds issued pledging future revenues, usually water or sewer charges to cover debt payments.

Risk Management Fund:

The Risk Management Fund is used to provide the City with liability, property, and workers' compensation insurance. The fund holds reserves for the City's self-insured retention.

Salary & Wages:

Salaries paid to City employees. Included are items such as regular full time, regular part time, premium overtime and special duty pay.

SCADA:

Supervisory Control and Data Acquisition System.

Service Charges:

Charges for specific services rendered.

Service Description:

A description of the services or functions provided by each department or division.

Six-Year Financial Forecast:

Estimates of future revenues and expenditures to help predict the future financial condition of the community. The Six Year Financial Forecast is included in the City’s annual Long Term Financial Plan.

Solid Waste & Materials Diversion Fund:

The Solid Waste & Materials Diversion Fund is used to account for the activities associated with the collection, recycling, and disposal of residential and commercial solid waste within the City.

Special Revenue Fund:

In governmental accounting, fund used to account for the proceeds of special revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

Stormwater System Fees:

The Stormwater System Fees are collected to defray the cost of designing and constructing local drainage facilities and the expenditures for those purposes.

Subventions:

Revenues collected by the State which are allocated to the City on a formula basis. For example, motor vehicle and gasoline taxes.

Supplemental Appropriation:

An appropriation approved by the Council after the initial budget is adopted.

Supplies:

An expenditure classification for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory or resale items and small tools and equipment.

Taxes:

Compulsory charges levied by the City, County & State for the purpose of financing services performed for the common benefit.

Triple Flip:

The “triple flip” swaps one-quarter of the City’s local sales taxes to secure \$15 billion in deficit financing bonds approved through the passage of Proposition 57 (flip #1). The State intends to replace this revenue with Educational Revenue Augmentation Fund (ERAF) property tax money that was taken from cities and counties in the early ‘90’s (flip #2). Using ERAF money to backfill the sales tax taken from cities will increase the States obligation to fund schools from *other* general fund resources (flip #3).

Another impact of the triple flip upon the City will be cash flow. Sales tax, which is received monthly, will be reduced by 25% and will be “backfilled” with property tax, which will be received bi-annually in January and May.

Vehicle License Fees (VLF):

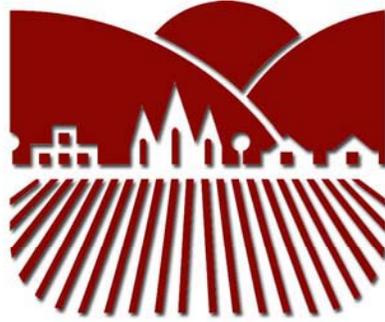
An annual fee on the ownership of a registered vehicle in California paid to the Department of Motor Vehicles (DMV). The state retains authority over both the amount of revenues that are collected and the method of their distribution to local governments and the Legislature holds the authority to alter the level of VLF revenues.

Water Fund:

The Water Fund is used to account for the activities associated with the purchase, treatment, distribution and transmission of water by the City and its users.

Working Capital:

Working Capital is a common accounting formula used for financial analysis. It is defined as current assets minus current liabilities. Usually simply called working capital and used in lieu of fund balance for proprietary funds.



CITY of NAPA

*City of Napa, California
Adopted Budget
Fiscal Years 2007-08 and 2008-09*

*Prepared by
Finance Department*