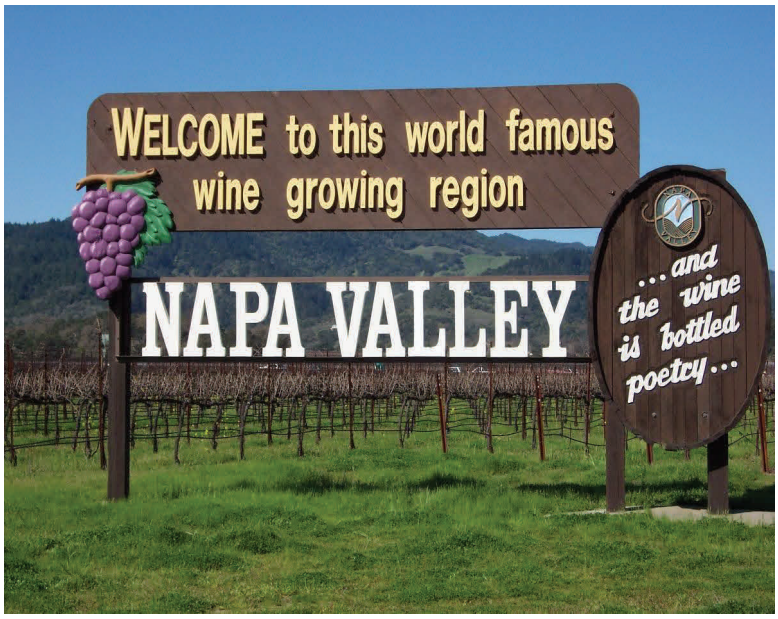
CITY of NAPA

Adopted Budget

Fiscal Years

2011-12 & 2012-13



THIS PAGE
INTENTIONALLY
LEFT BLANK

The Government Finance Officers Association of the United States and Canada

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Finance Department
City of Napa, California

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Date **December 08, 2009**

THIS PAGE
INTENTIONALLY
LEFT BLANK

California Society of Municipal Finance Officers

Certificate of Award
For

Excellence in Operating Budgeting

Fiscal Years 2009-2010 & 2010-2011

The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to

City of Napa

For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.

February 18, 2010

Thomas Fil
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting

THIS PAGE
INTENTIONALLY
LEFT BLANK

CITY of NAPA

Adopted BUDGET FOR FISCAL YEARS 2011-12 and 2012-13

Mission Statement
"Preserve and promote the unique quality of life that is Napa"

CITY COUNCIL

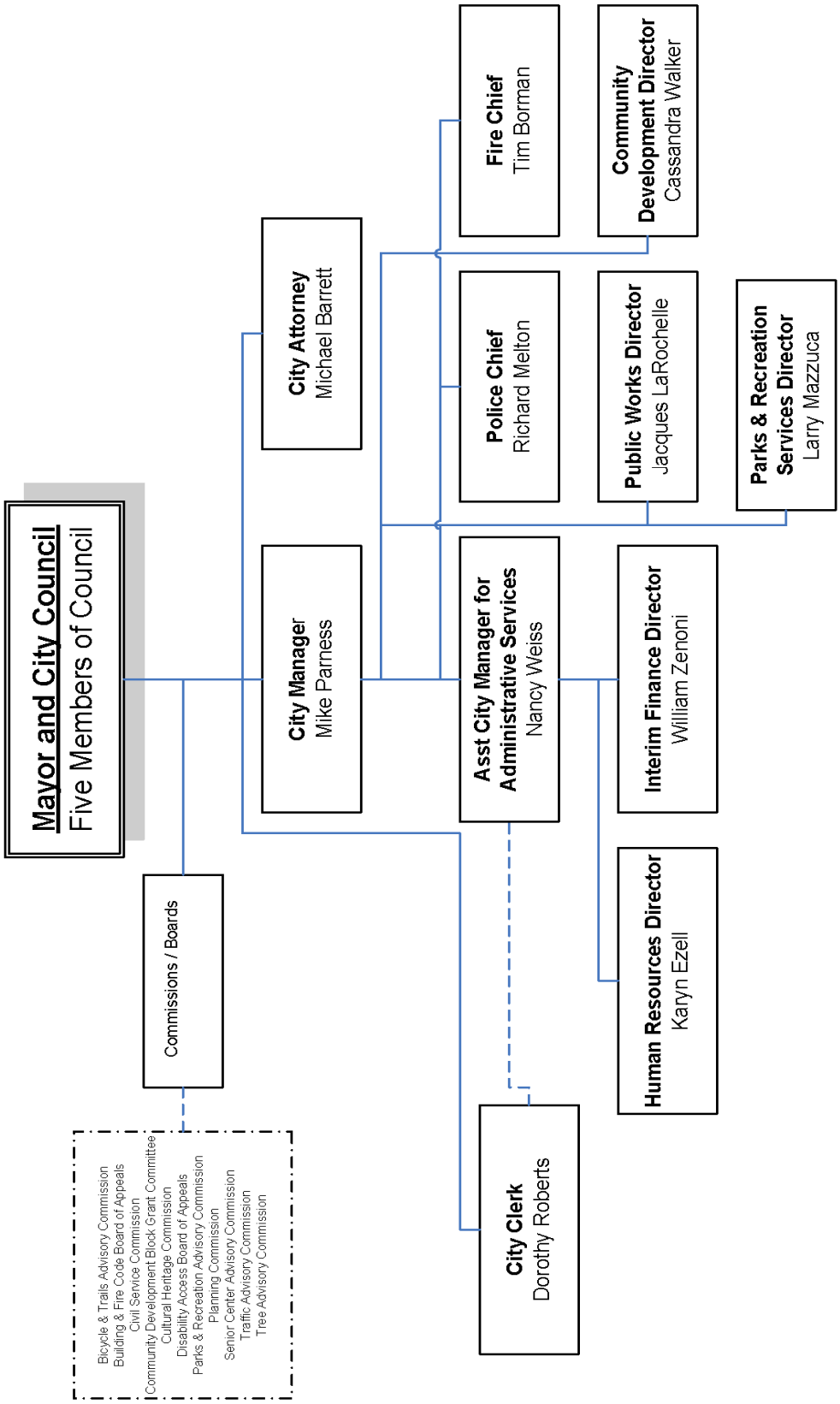
Jill Techel, Mayor
James Krider, Vice-Mayor
Juliana Inman, Council Member
Peter Mott, Council Member
Mark van Gorder, Council Member

CITY STAFF

Mike Parness, City Manager
Nancy Weiss, Assistant City Manager
Michael Barrett, City Attorney
William Zenoni, Interim Finance Director
Dorothy Roberts, City Clerk
Karyn Ezell, Human Resources Director
Richard Melton, Police Chief
Tim Borman, Fire Chief
Cassandra Walker, Community Development Director
Jacques LaRochelle, Public Works Director
Larry Mazzuca, Parks and Recreation Services Director

Prepared By:
The Finance Department
June 2011

City of Napa Organizational Chart



Reader's Guide to the Budget

Fiscal Years 2011-12 & 2012-13

Reader's Guide to the Budget
This guide is designed to assist the reader in understanding some of the changes that have been made in the budget process and presentation.

City Manager's Transmittal Letter
The City Manager's Transmittal Letter summarizes many of the critical issues addressed in this budget. The letter speaks to the State of the Economy and the State of the City, and touches on significant challenges that remain in the current economic and political climate.

Council Priorities
The City Council Priorities section explains the process the City Council and staff take on an annual basis to strategize opportunities and solutions to meet the City's needs. Priorities are established and explained, and become the basis for the development of the budget.

Budget Overview
The Budget Overview provides a snapshot of the information contained in the full budget document, focusing on charts that show "big picture" views of revenues, expenditures, staffing plans, fund balance and use of reserves, and the Capital Improvement Program.

Fund Budgets
Funds are used to report the majority of the City's programs. These funds are budgeted and reported in the City's Financial Statements on the modified accrual basis of accounting. The Department and Fund budget sections explain the organizational structure, staffing, purpose and source of funding for each department and fund in the City. In addition, major accomplishments, budget changes and key initiatives are provided to put a story to the numbers.

Changes in Funds
Three new funds have been created:
- Public Art Fund
- Tourism Improvement District Fund
- Public Safety Programs Fund

Capital Improvement Program
The Capital Improvement Program section of the budget summarizes the CIP development, prioritization and approval process, provides a summary of the completed projects, and projects expected to continue into the new budget cycle, and provides a detail page for each new and existing project requesting funding in the current budget cycle.

Appendices
More than just an appendix, this section includes items such as the most recently adopted Fiscal Policy, the Long Term Financial Plan that was developed and used by City Administration and Council to make prudent decisions in this budget cycle, a detailed staffing plan and summary of staffing changes, and a summary of the assumptions used to develop revenue projections.

Table of Contents

City Officials *i*
City Organizational Chart *ii*
Reader's Guide *iii*
Table of Contents *iv*

Section 1 – City Manager Introduction
City Manager Message 1

Section 2 – Council Priorities 7

Section 3 – Budget Overview
Budget Summary/Financial Overview 17
General Fund Overview 18
Economic Assumptions 29
Staffing Summary 30
Decision Package Summary 33
Capital Improvement Program Overview 36
All Funds Overview 40
All Funds Budget Summary 44

Section 4 – General Fund Budget by Department/Division 47
Administration:
City Council 49
City Manager 53
City Clerk 57
City Attorney 61
Human Resources 65
Finance 69
General Services 83
Parks and Recreation Services 85
Development Services
Community Development 97
Public Works 113
Public Safety:
Police 129
Fire 141

Section 5 – Special Revenue Funds
Traffic Fund 151
Underground Utility Impact Fund 152
Fire/Paramedic Impact Fund 153
Street Improvement Impact Fund 154
Development Impact Fund 155
Park Acquisition and Development Fund 156
Tourism Improvement District Fund 157
Public Art Fund 158
Parking Impact Fund 159

Table of Contents

Section 5 – Special Revenue Funds *(Continued)*
Housing Inclusionary (Commercial) Fund 160
Housing Inclusionary (Residential) Fund 161
Community Development Block Grant (CDBG) Fund 162
CDBG Rehab Revolving Loan Fund 163
HOME Program Fund 164
Assessment Districts Fund 165
Downtown Business District Fund 166
Oxbow Business District Fund 167
Land Development Tax Fund 168
Public Safety Programs Fund 169
Parking Security Fund 170
Parking Maintenance Fund 171

Section 6 – Capital Projects Fund
Capital Projects Fund 173
Street Resurfacing Program 177

Section 7 – Proprietary Funds
Internal Service Funds:
Fleet Management Fund 179
Central Stores Fund 182
Information Technology Replacement Fund 185
Risk Management Fund 187
Post-Employment Benefits Fund 190
Enterprise Funds:
Solid Waste and Materials Diversion Fund 192
Golf Fund 196
Water Fund 198

Section 8 – Napa Community Redevelopment Agency 203
Parkway Plaza Project Area:
Parkway Plaza Project Area 205
Parkway Plaza Debt Service Fund 206
Parkway Plaza Capital Improvement Projects Fund 207
Parkway Plaza Low/Mod Fund 208
Soscol Gateway Project Area:
Soscol Gateway Project Area 209
Soscol Gateway Debt Service Fund 210
Soscol Gateway Capital Improvement Project Fund 211
Soscol Gateway Low/Mod Fund 212

Table of Contents

Section 9 – Housing Authority of the City of Napa 213
Section 8 – Housing Choice Voucher Division:
Section 8 Housing Fund 214
Affordable Housing Programs Division:
Laurel Manor Fund 216
Seminary Street Fund 217
20% Low/Mod Income Fund 218
Local Housing Fund 219
Homeless Continuum of Care Fund 220

Section 10 – Capital Improvement Program 223
Completed Projects 224
Eliminated Projects 226
On-Going Projects to be Carried Forward 227
New Projects by Project Type 230
New Projects by Funding Source 235
Project Detail Sheets 240

Section 11 – Appendices
Appendix A – Summary of Proposed Position Changes FY 2011-13, with Five-Year Budget Staffing Plan 347
Appendix B – Resolutions Adopting Budget 357
City of Napa 358
Napa Community Redevelopment Agency 365
Housing Authority of the City of Napa 371
Appendix C – Interfund / Interagency Transfers 377
Appendix D – 2011 Long Term Financial Plan 379
Fiscal Policy 381
Appendix E – Revenue Assumptions 437
Appendix F – Appropriations Limit 441
Appendix G – Budget Process 445
Appendix H – Glossary 449