

General Fund

The General Fund serves as the primary operating fund of the City of Napa and accounts for all financial resources except those required to be accounted for in another fund.

The following General Fund sections are divided by department beginning with the City Council. The City of Napa has eleven operating departments and "General Services" which accounts for financial activities not directly associated with a specific department.

Each operating department section includes the department's:

- Mission statement
- Organizational chart
- Description of services provided
- Major accomplishments in fiscal years 2009-11
- Four year expenditure and staffing trends
- Four year revenue and expenditure detail, both operating and nonrecurring
- Key initiatives for fiscal years 2011-13

For larger departments with divisions, the following information is also provided at the division level:

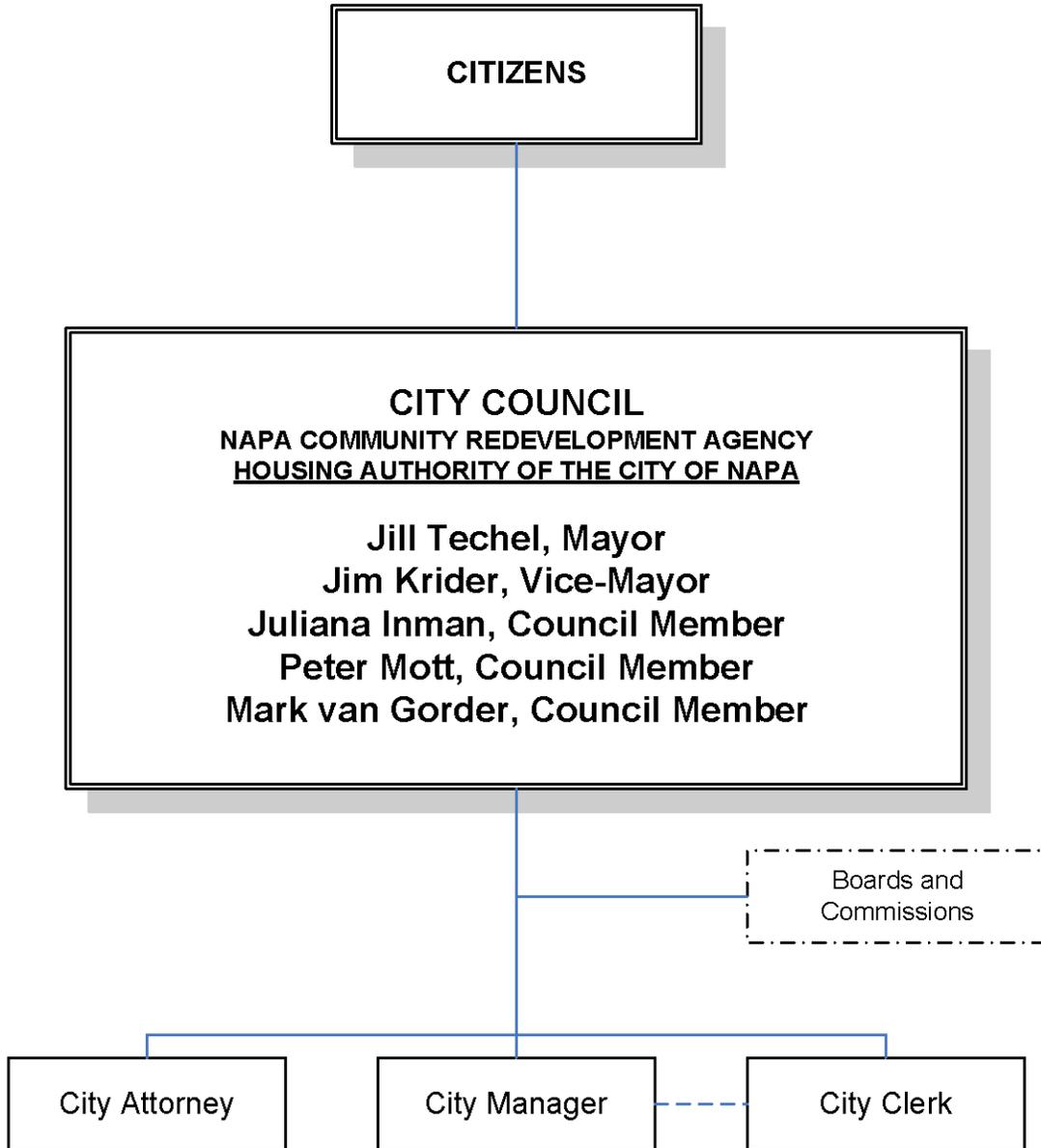
- Description of services provided
- Four year staffing trend
- Four year revenue and expenditure detail, both operating and nonrecurring
- Major budget changes for fiscal years 2011-13

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City Council

Mission Statement:

Preserve and promote the unique quality of life that is Napa.



City Council

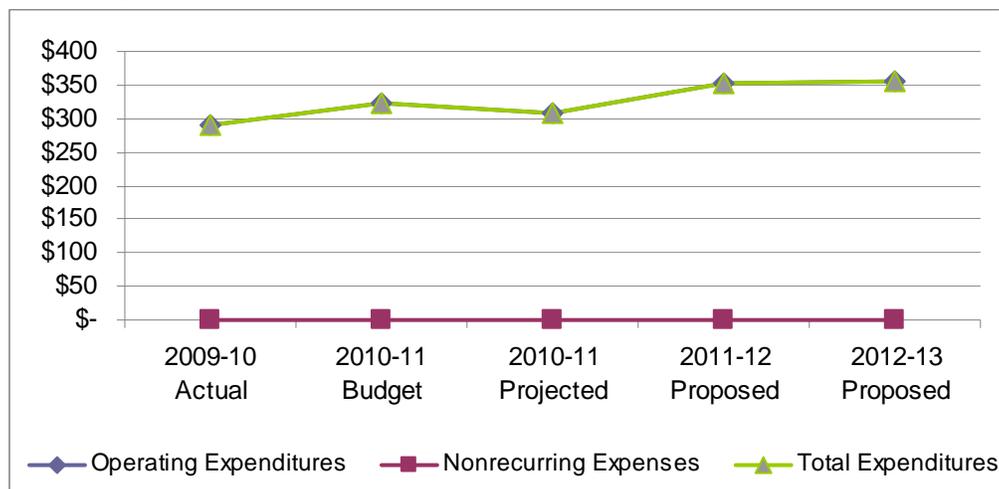
Department Overview:

The City Council is the five-member legislative body of the City of Napa. The Mayor is separately elected, and four Council members are elected at-large to staggered four-year terms. The City Council also sits as the governing board for the Napa Community Redevelopment Agency, the City of Napa Housing Authority, the City of Napa Parking Authority and the City of Napa Parking Authority-Building Authority. The Council establishes City policies, which staff implements under the City Manager’s direction. The City Council is also advised by various commissions, committees and boards comprised of citizens appointed by the City Council. The City Council appoints the City Manager, the City Attorney, and the City Clerk.

Major Accomplishments in Fiscal Years 2009-11:

- Provided leadership to balance the budget through historic economic downturn.
- Supported Economic and Community Development projects such as Avia Hotel, The Riverfront, and formation of Tourism Business Improvement District.
- Oversaw improvements to the City’s infrastructure, such as first annual “Ten Miles of Paving”, Jamieson Canyon WTP Improvements, and the Flood Project.
- Implemented the City’s first Sustainability Program through a Federal Grant.
- Deliberated new initiatives such as Vacation Rentals and Medical Marijuana.
- Celebrated the opening of the newest City passive park: Oxbow Preserve.

Expenditure/Budget Trends (In Thousands):



City Council

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Revenues Total	\$ -	-	-	-	-	-	-
Category Expenditure Summary							
Salaries and Wages	116,533	123,788	128,456	126,708	2%	126,708	0%
Benefits	126,968	92,332	91,828	104,320	13%	107,952	3%
Materials and Supplies	6,494	12,050	7,500	10,450	-13%	10,450	0%
Services	41,383	95,041	78,970	110,471	16%	110,707	0%
Capital Outlay	-	1,000	1,000	-	-100%	-	
Operating Expenditures	291,378	324,211	307,754	351,949	9%	355,817	1%
Net Impact of Operations	\$ (291,378)	(324,211)	(307,754)	(351,949)	9%	(355,817)	1%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	-	-	-	-	-	-	-
Net Impact of Nonrecurring	-	-	-	-	-	-	-
Net Contribution / (Use)	\$ (291,378)	(324,211)	(307,754)	(351,949)	9%	(355,817)	1%

Major Budget Changes for Fiscal Years 2011-13:

- Reduction in the materials and supplies category is due to right-sizing the budget to reflect actual expenditures.
- Increase in services category is due to General Liability (city-wide allocation increase).
- No capital purchases are budgeted in the next budget cycle.

Key Initiatives for Fiscal Years 2011-13:

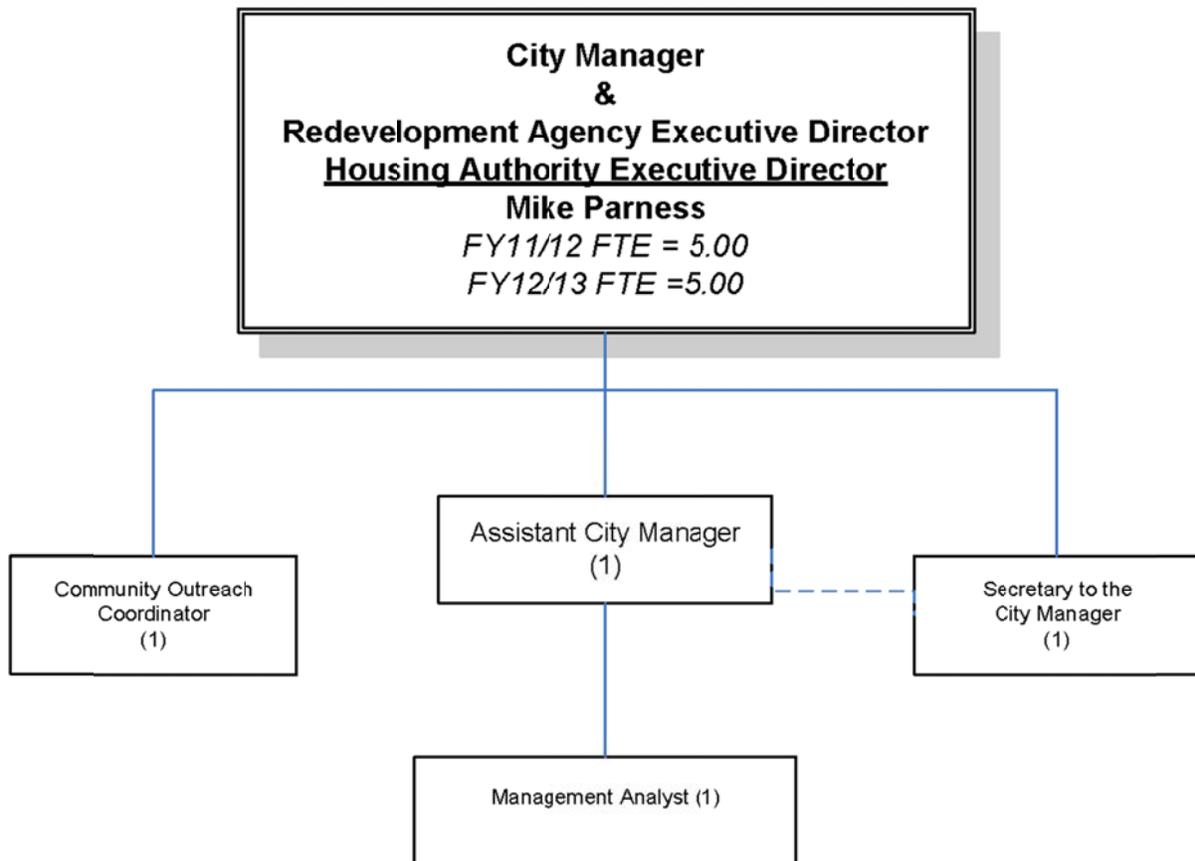
- Fiscal sustainability
- Continuation of retail strategy
- Affordable Housing
- Feasibility of City/County facilities consolidation
- Streets, sidewalks, and infrastructure
- Public Safety
- Organizational efficiency and sustainability

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City Manager Department

Mission Statement:

We provide professional leadership, guidance and support to the community, City Council and staff resulting in the management and delivery of outstanding public services.



City Manager Department

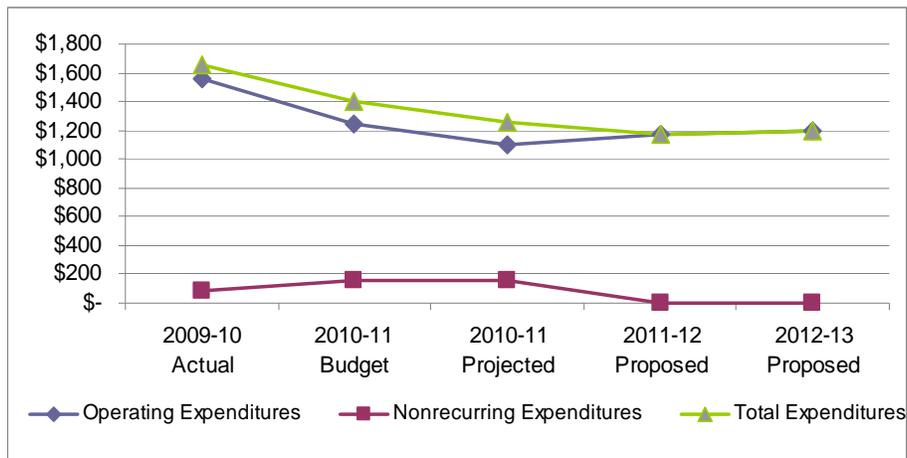
Department Overview:

The City Manager's Department provides overall leadership and direction for carrying out the policy directives of the City Council and setting the standards for delivering excellent public services to the Citizens of Napa. It establishes the goals and objectives for operational performance of all City departments and functions including the City's fiscal policies and establishment of the City's annual budget. The Department also leads efforts to modernize the City's organizational structure and develop work force strategies for economically difficult times. The Manager's Department provides strategic guidance to the City Council on intergovernmental affairs that affect the region and carries out negotiations and essential communication on important matters affecting fiscal stability, public safety, and securing fundamental public resources such as water for the City.

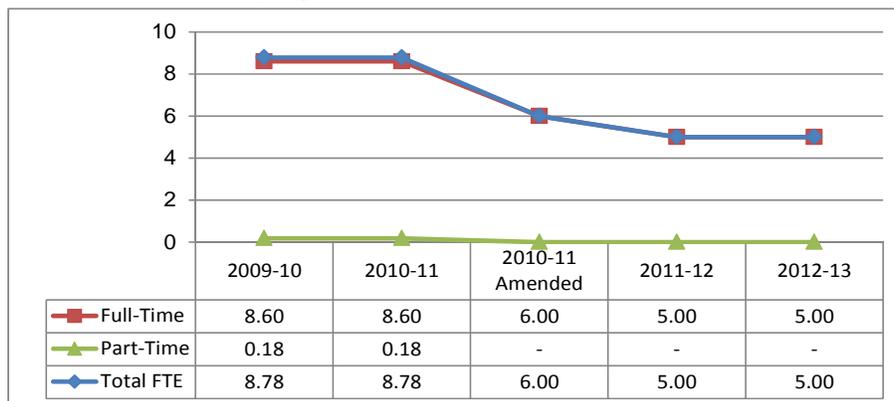
Major Accomplishments in Fiscal Years 2009-11:

- Completed transition of the Personnel Department to a full service Human Resources Department.
- Implemented cost containment on health insurance and labor costs.
- Negotiated Memorandum of Understanding with the Police Officers Association, including cost containment measures.
- Facilitated the drafting and adoption of the Medical Marijuana Dispensary Ordinance.

Expenditure/Budget Trends (In Thousands):



Full Time Equivalent (FTE) Employees:



City Manager Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 11,960	20,000	10,000	20,000	-	20,000	-
Revenues Total	11,960	20,000	10,000	20,000	-	20,000	-
Category Expenditure Summary							
Salaries and Wages	835,363	632,671	604,644	612,167	-3%	611,978	0%
Benefits	398,041	287,819	266,507	279,521	-3%	288,924	3%
Materials and Supplies	5,960	5,811	5,811	3,811	-34%	3,811	0%
Services	321,166	315,999	220,054	282,173	-11%	295,464	5%
Operating Expenditures	1,560,530	1,242,300	1,097,016	1,177,672	-5%	1,200,177	2%
Net Impact of Operations	\$ (1,548,570)	(1,222,300)	(1,087,016)	(1,157,672)	-5%	(1,180,177)	2%
Nonrecurring Revenues	45,000	42,000	35,500	-	-100%	-	
Nonrecurring Expenses	90,246	161,241	159,555	-	-100%	-	
Net Impact of Nonrecurring	(45,246)	(119,241)	(124,055)	-	-100%	-	
Net Contribution / (Use)	\$ (1,593,816)	(1,341,541)	(1,211,071)	(1,157,672)	-14%	(1,180,177)	2%

1. *Information Technology (budgeted in the City Manager Department in FY 2008-09, FY 2009-10 and FY 2010-11) has been moved to the Finance Department for more accurate historical comparisons.*
2. *The Risk Management Analyst position (budgeted in the City Manager Department in FY 2009-10 and FY 2010-11 has been moved to Human Resources in FY 2011-12 and FY 2012-13.*

Major Budget Changes for Fiscal Years 2011-13

- Eliminated Development Services function.
- Transfer of Information Technology Division to Finance *(as noted above, for comparative purposes, the FY 2009-10 Actual, and FY 2010-11 Budget and Projected amounts are shown in the Finance Department Section).*

Key Initiatives for Fiscal Years 2011-13

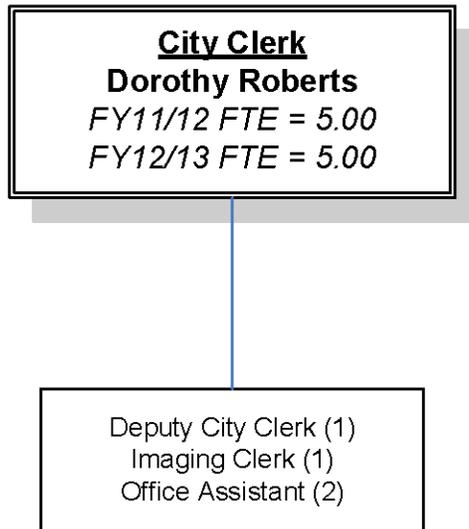
- Continue to monitor the City's fiscal position and assess options for responding to changing conditions.
- Pursue and implement additional labor cost containment measures.
- Negotiate new Memorandums of Understanding with Fire, NCFO, Police-Mid, AMP and NCEA.
- Facilitate City-County space planning efforts.
- Assess opportunities for organizational efficiencies and partnerships with other agencies to achieve cost reductions.
- Work with departments to develop a plan to eliminate the City's structural budget deficit for the next budget cycle.

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City Clerk Department

Mission Statement:

We serve internal and external customers by providing access and management to the City's information resources, and supporting the leadership of the City of Napa.



City Clerk Department

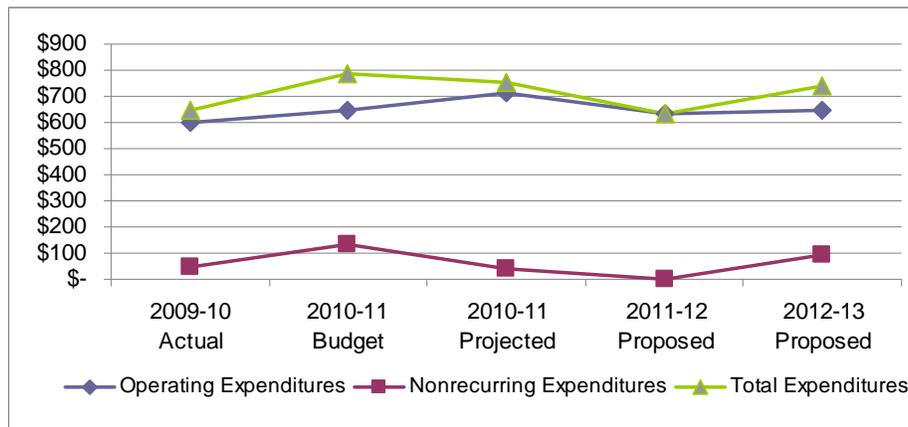
Department Overview:

The Clerk Department performs all municipal clerk functions mandated under the Federal and State Constitutions, the California Government and Election Codes, and the Charter of the City of Napa. The Clerk Department supports the City Council by recording and maintaining the official records and legislative history of the City. Department staff provides access to a wide range of public information to elected officials, appointed bodies, the public and City staff. Clerk staff manages the appointment and term expiration process for commissioners serving on City commissions and other advisory bodies, and administers municipal elections as the City's Election official.

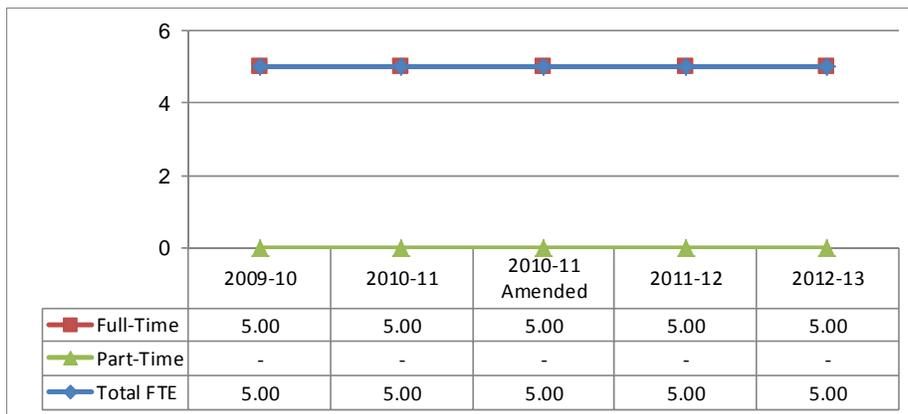
Major Accomplishments in Fiscal Years 2009-11:

- Successfully implemented a fully-automated agenda management workflow.
- Scanned over 100 boxes of records to improve access to City information for staff and public.
- Improved the City's Public Records portal (SIRE Pub); now more user-friendly.
- Provided online/searchable Municipal Code for use by public and staff.
- Improved content and initiated on line forms to numerous documents on City's website and Intranet (ICON).
- Conducted the 2010 General Municipal Election.

Expenditure/Budget Trends (In Thousands):



Full Time Equivalent (FTE) Employees:



City Clerk Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 4,504	1,500	5,722	6,000	300%	6,000	-
Revenues Total	4,504	1,500	5,722	6,000	300%	6,000	-
Category Expenditure Summary							
Salaries and Wages	337,942	355,848	347,520	342,722	-4%	348,192	2%
Benefits	143,826	155,452	145,529	158,405	2%	166,445	5%
Materials and Supplies	49,097	87,837	73,300	79,000	-10%	79,000	0%
Services	69,500	50,002	146,269	54,772	10%	53,507	-2%
Capital Outlay	631	-	775	-		-	
Operating Expenditures	600,996	649,139	713,393	634,899	-2%	647,144	2%
Net Impact of Operations	\$ (596,492)	(647,639)	(707,671)	(628,899)	-3%	(641,144)	2%
Nonrecurring Revenues	-	-	-	-		-	
Nonrecurring Expenses	45,000	134,600	40,000	-	-100%	94,600	
Net Impact of Nonrecurring	(45,000)	(134,600)	(40,000)	-	-100%	(94,600)	
Net Contribution / (Use)	\$ (641,492)	(782,239)	(747,671)	(628,899)	-20%	(735,744)	17%

Major Budget Changes for Fiscal Years 2011-13:

- Increase in Charges for Services category to be consistent with FY 2010-11 Projection. Fees collected are in accordance with the Master Fee Schedule.
- The decrease in the Services category is due to the expenditures associated with the November 2010 election. The November 2012 election costs are budgeted in non-recurring (FY 2012-13).
- No capital purchases are planned for the next budget cycle.

Key Initiatives for Fiscal Years 2011-13:

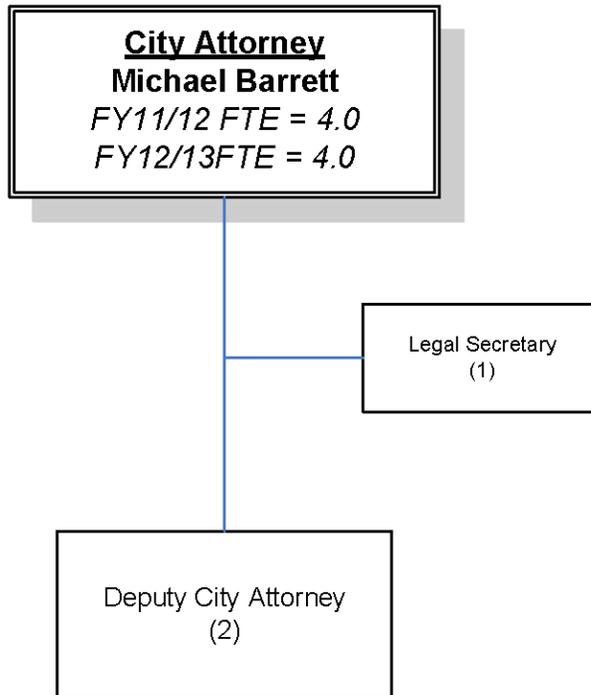
- Restructure the Electronic Document Management System (EDMS) information architecture.
- Continue to improve internal document management via Intranet (ICON).
- Restructure "Video on Demand" web pages for easier access to archived meetings.
- Continue to focus on cross-training City Clerk staff.
- Conduct 2012 General Municipal Election.

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City Attorney Department

Mission Statement:

The City Attorney's Office provides sound legal advice and support to City officials while working collaboratively to implement the policies set by City Council.



City Attorney Department

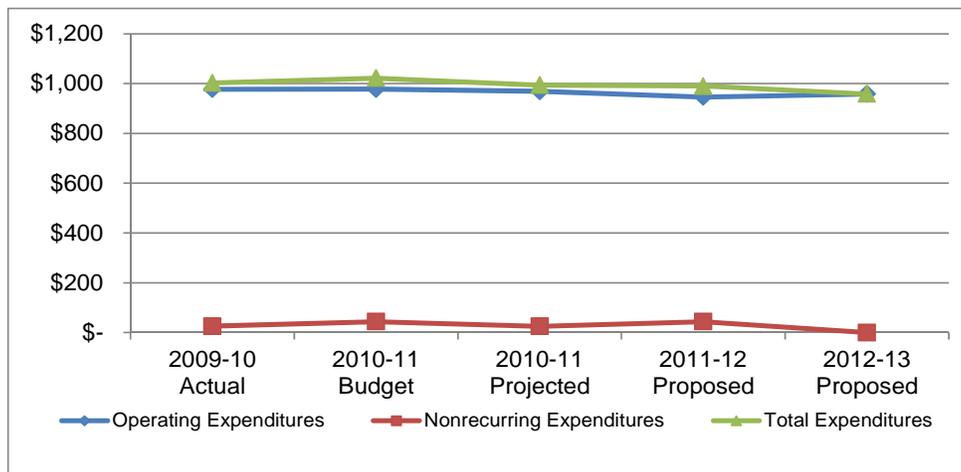
Department Overview:

The City Attorney represents and defends the interests of the City and related entities (including the Napa Community Redevelopment Agency and the Housing Authority of the City of Napa) in judicial and administrative proceedings; advises the City Council, the boards of related City entities, appointed commissions, and staff related to the establishment of City laws, policies, and procedures; and prepares legal documents to implement and enforce City laws and policies, including ordinances, resolutions, regulations, and contracts.

Major Accomplishments in Fiscal Years 2009-11:

- Provided significant legal support for important development projects, including: First Street Bridge, St. Regis Resort, and Trancas Crossing Park.
- Drafted updates to City ordinances and policies, including: Public Art, Affordable Housing, Sustainability Policies, ADA Accommodation, and Medical Marijuana.
- Provided significant legal support in the establishment of a new Human Resources Department.
- Effectively represented the City's interests in response to litigation and liability claims filed against the City.

Expenditure/Budget Trends (In Thousands):



Full Time Equivalent (FTE) Employees:



City Attorney Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Revenues Total	\$ -	-	-	-	-	-	-
Category Expenditure Summary							
Salaries and Wages	512,564	523,875	499,680	502,569	-4%	506,583	1%
Benefits	237,387	210,425	223,776	228,374	9%	238,094	4%
Materials and Supplies	35,628	34,708	34,708	34,863	0%	34,863	0%
Services	189,690	200,416	202,339	180,300	-10%	178,887	-1%
Capital Outlay	2,012	8,155	8,155	-	-100%	-	
Operating Expenditures	977,281	977,579	968,658	946,106	-3%	958,427	1%
Net Impact of Operations	\$ (977,281)	(977,579)	(968,658)	(946,106)	-3%	(958,427)	1%
Nonrecurring Revenues	-	-	-	-		-	
Nonrecurring Expenses	25,255	44,029	25,000	44,029		-	
Net Impact of Nonrecurring	(25,255)	(44,029)	(25,000)	(44,029)	-	-	-
Net Contribution / (Use)	\$ (1,002,536)	(1,021,608)	(993,658)	(990,135)	-3%	(958,427)	-3%

Major Budget Changes for Fiscal Years 2011-13:

- \$20K of outside legal services (Services) in support of Police Department has been moved to the Police Department budget.
- Capital Outlay purchases (replacement/maintenance of office furniture and equipment) are being deferred through the 2011-13 budget cycle.

Key Initiatives for Fiscal Years 2011-13:

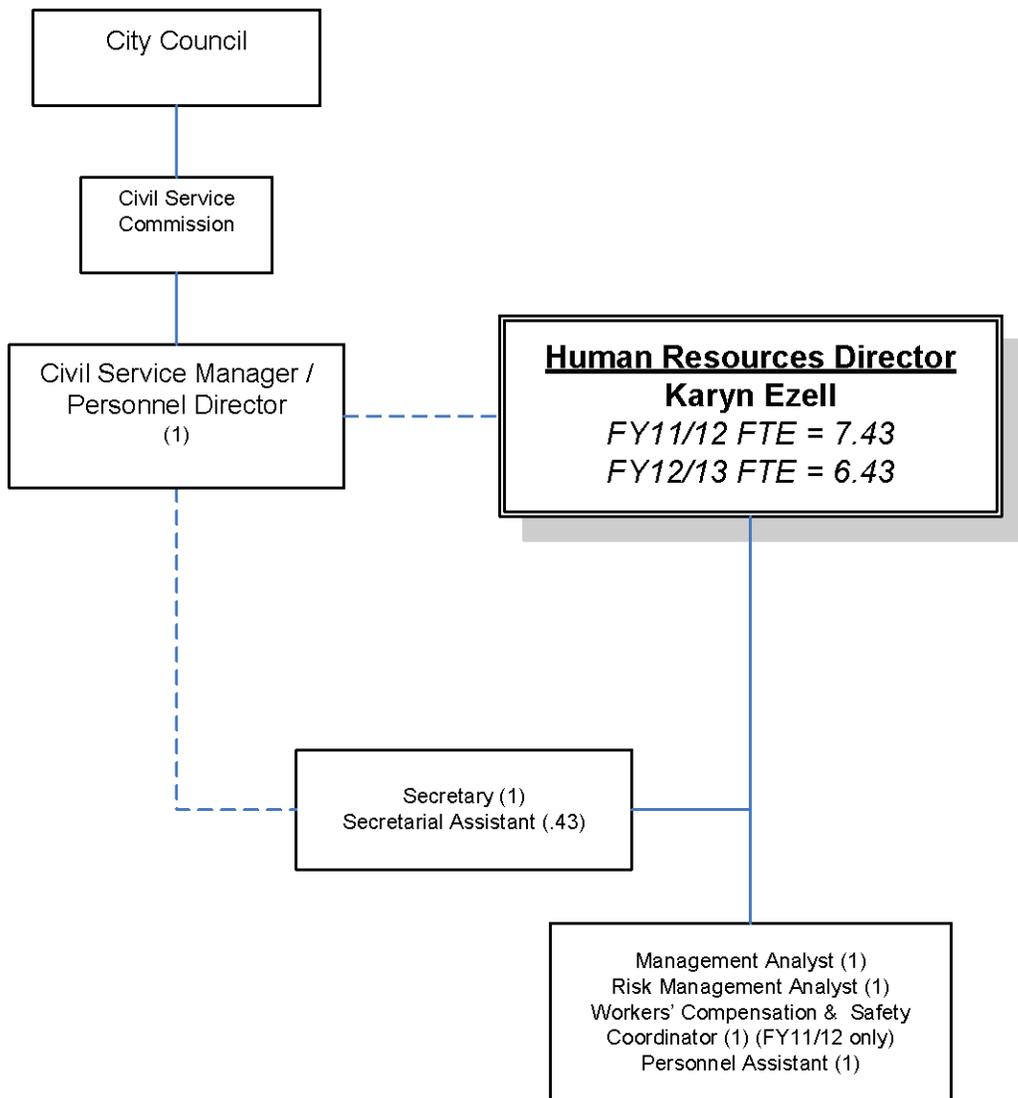
- Work closely with City Manager and staff to implement key Council priorities. Those that are anticipated to require significant legal support include:
 - Parkway Plaza Redevelopment Project Wind-Down Plan
 - Downtown Specific Plan, Affordable Housing Development
 - Inclusionary Housing Ordinance
 - Sub-Regional Housing Allocation
 - Medical Marijuana Dispensary Permit Process
 - Human Resources Department implementation

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Human Resources Department

Mission Statement:

The mission of the Human Resources Department is to provide and maintain a talented, productive workforce by offering our clients a full range of professional, courteous human resources services based on the principles of merit and equal opportunity.



Human Resources Department

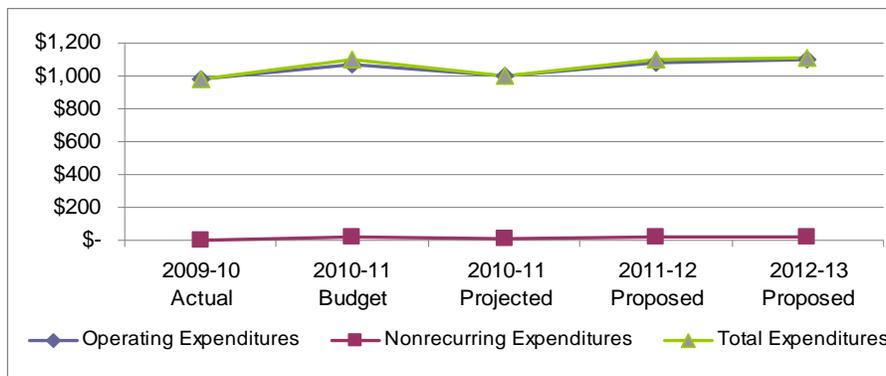
Department Overview:

The Human Resources Department provides the City with professional human resources support by recruiting and assessing new employees; conducting classification and compensation studies; administering staff training and development programs; performing employee relations activities, including new employee orientation; overseeing the performance management program and providing advice and guidance to managers and supervisors on grievance and discipline issues; administering the Workers' Compensation and health and safety and general liability programs; and assisting the City Manager's Office with Labor Relations. Support to the Civil Service Commission is provided by staff in the Human Resources Department.

Major Accomplishments in Fiscal Years 2009-11:

- Conducted 27 recruitments to hire 22 new and promote 29 current City employees.
- Created or amended 25 job classifications and/or salary ranges.
- Supported reorganization efforts in Police, Community Development and Human Resources.
- Presented, at times in collaboration with local agencies, 40 training sessions on a variety of workplace skills to 492 employees.
- Participated in the successful IFAS Human Resources/Payroll implementation.
- Selected and implemented a new Employee Assistance Program provider.
- Expanded safety programs; maintained losses and lost time injuries at rates well below other agencies.

Expenditure/Budget Trends (In Thousands):



Full Time Equivalent (FTE) Employees:



1. The Risk Management Analyst position (budgeted in the City Manager Department in FY 2009-10 and FY 2010-11 has been moved to Human Resources effective FY 2011-12.

Human Resources Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 643	-	-	-		-	
Revenues Total	643	-	-	-	-	-	-
Category Expenditure Summary							
Salaries and Wages	499,853	512,440	475,635	468,104	-9%	470,702	1%
Benefits	219,676	186,629	180,755	209,018	12%	217,872	4%
Materials and Supplies	18,448	19,593	14,800	19,833	1%	20,038	1%
Services	237,515	355,530	320,402	387,201	9%	388,059	0%
Capital Outlay	-	-	6,500	-		-	
Operating Expenditures	975,492	1,074,192	998,092	1,084,156	1%	1,096,671	1%
Net Impact of Operations	\$ (974,849)	(1,074,192)	(998,092)	(1,084,156)	1%	(1,096,671)	1%
Nonrecurring Revenues	-	-	-	-		-	
Nonrecurring Expenses	-	24,271	6,500	17,771	-27%	17,771	-
Net Impact of Nonrecurring	-	(24,271)	(6,500)	(17,771)	-27%	(17,771)	-
Net Contribution / (Use)	\$ (974,849)	(1,098,463)	(1,004,592)	(1,101,927)	0%	(1,114,442)	1%

Major Budget Changes for Fiscal Years 2011-13:

- Included FBI checks to pre-employment records check for an estimated 25 new hires of regular employees, 100 new part-time employees and 50 volunteers.
- Began providing funding for immunizations to Police and Fire employees and new hires as part of new Aerosol Transmitted Disease regulations.
- The request for Professional – Contract Services is increased by \$25,000. In FY 2010-11, the budget was reduced by this amount to partially fund the interim Human Resources Director. The request is for the same budget as initially adopted for FY 2010-11.

Key Initiatives for Fiscal Years 2011-13:

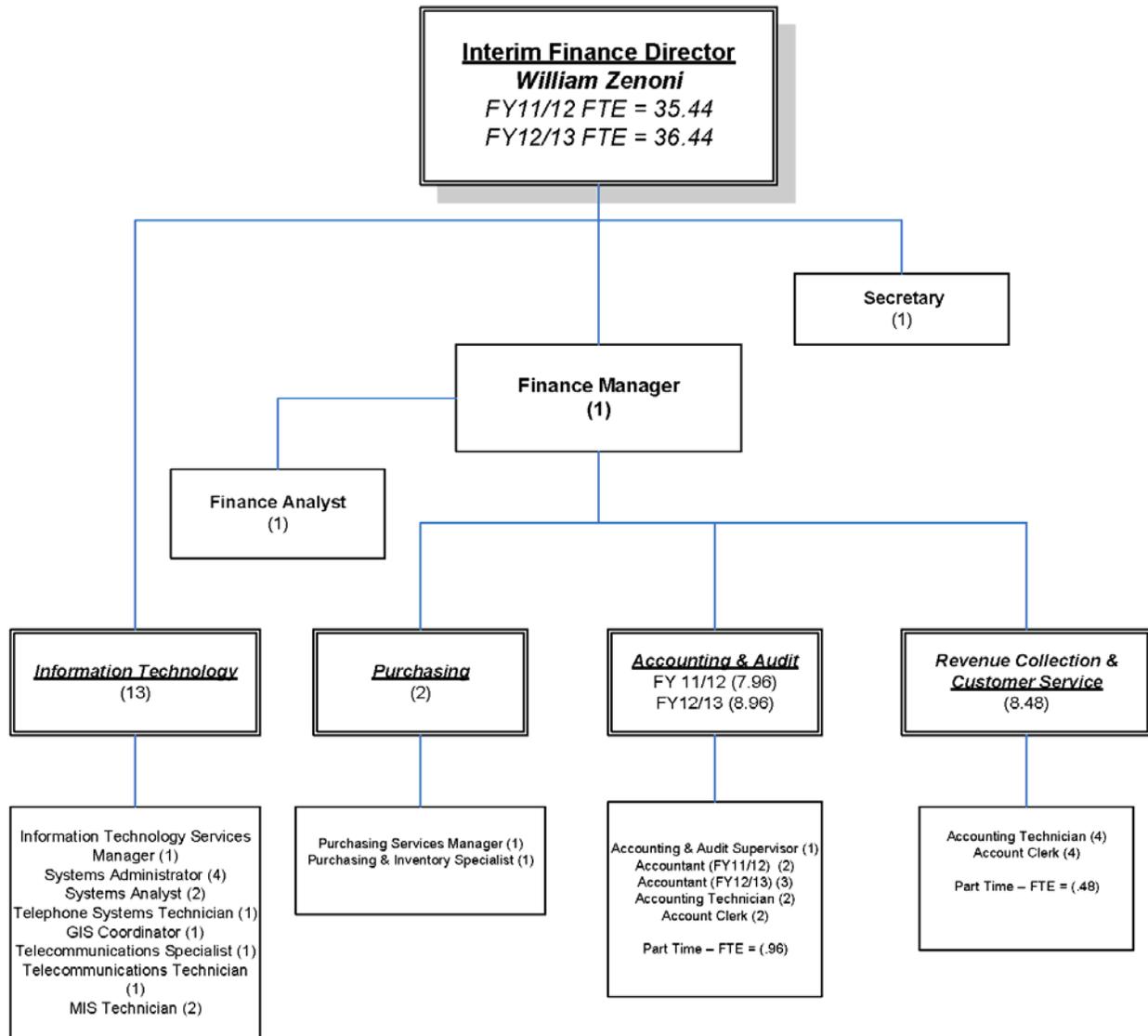
- Complete reorganization to Human Resources model including consolidation of Risk Management and Workers' Compensation & Safety Coordinator into one position in FY 2012-13.
- Support City Manager's Office in labor negotiations.
- Assist and support transition of Benefits Administration.
- Implement electronic Personnel Action Form module and other IFAS Human Resources Information System functionality.
- Review and assess training programs and modify as appropriate.
- Review and update of human resources policies.
- Provide classification, compensation and organizational development support to departments.
- Expand Volunteer Program to facilitate matching interested citizens with departments to create mutually beneficial opportunities.

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Finance Department

Mission Statement:

The Finance Department provides sound management of the City’s financial assets and delivers timely, accurate information to our organization and community.



Finance Department

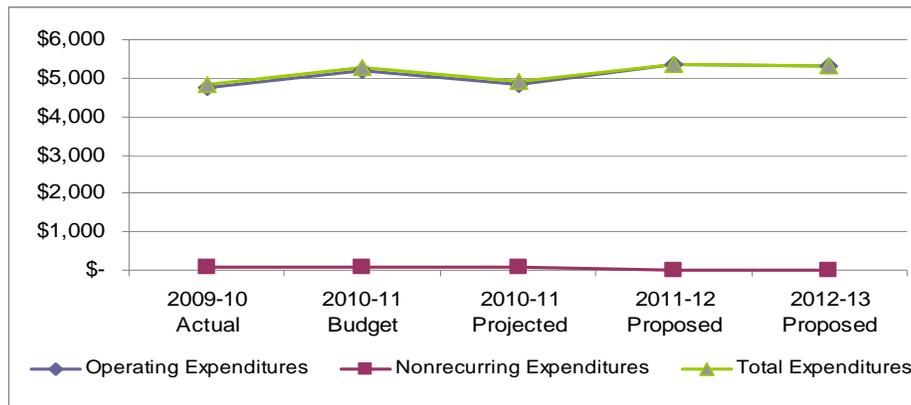
Department Overview:

The Finance Department consists of the Administration, Accounting & Auditing, Revenue, Purchasing and Information Technology divisions. The department is responsible for safeguarding public financial resources, providing prompt and courteous service to citizens and others having financial dealings with the city, providing the City Council with thoughtful policy analysis and development of financially sound funding options, assisting city departments to implement their programs through budget development and management and reporting the city's financial activity in a clear and understandable manner.

Major Accomplishments in Fiscal Years 2009-11:

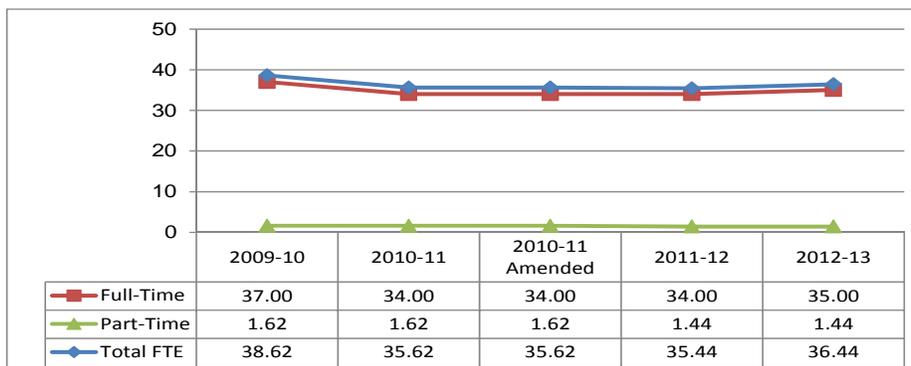
- Successfully implemented the Core Financials and Human Resources/Payroll modules of the City's new financial system, IFAS.
- Prepared a GFOA award winning budget document for FY2009-11.
- Completed an actuarial study of the City's post-employment liability.
- Opened and contributed \$1.5 million to a CERBT trust for the City's post-employment liability.
- Server virtualization and energy efficient equipment purchases decreased computer room energy usage 50%.
- Solve 7,000 IT service requests from 500 users.

Expenditure/Budget Trends (In Thousands):



1. Information Technology (budgeted in the City Manager Department in FY 2008-09, FY2009-10 and FY 2010-11) has been moved to the Finance Department for more accurate historical comparisons.

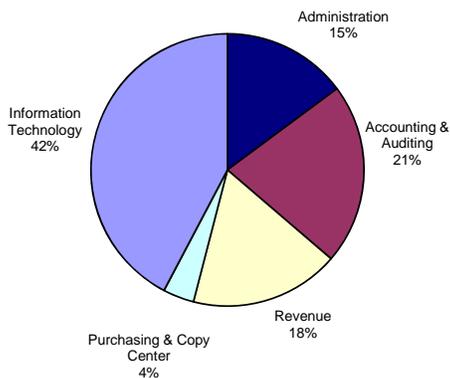
Full Time Equivalent (FTE) Employees:



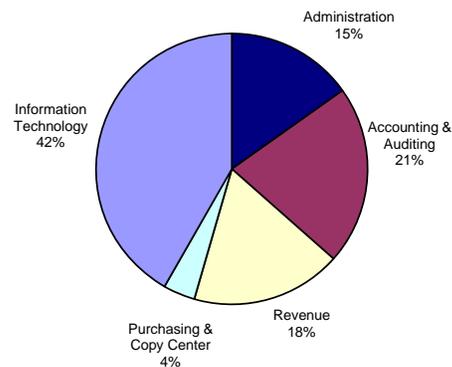
Finance Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary		3,845					
Revenues Total	\$ 3,845	-	-	-	-	-	-
Category Expenditure Summary							
Salaries and Wages	2,173,036	2,366,386	2,182,566	2,506,920	6%	2,604,398	4%
Benefits	1,014,760	1,023,026	961,123	1,086,362	6%	1,169,168	8%
Materials and Supplies	229,192	253,640	221,382	267,600	6%	268,600	0%
Services	1,280,321	1,518,163	1,465,367	1,449,079	-5%	1,250,937	-14%
Capital Outlay	58,546	30,000	9,342	30,000	0%	30,000	
Operating Expenditures	4,755,855	5,191,215	4,839,780	5,339,961	3%	5,323,103	0%
Net Impact of Operations	\$ (4,752,010)	(5,191,215)	(4,839,780)	(5,339,961)	3%	(5,323,103)	0%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	75,650	89,225	89,225	-	-	-	-
Net Impact of Nonrecurring	(75,650)	(89,225)	(89,225)	-	-	-	-
Net Contribution / (Use)	\$ (4,827,660)	(5,280,440)	(4,929,005)	(5,339,961)	1%	(5,323,103)	0%

Budget Distribution by Division
FY 2011-12



Budget Distribution by Division
FY 2012-13



Key Initiatives for Fiscal Years 2011-13:

- Reorganize the IT division from the City Manager's Department to the Finance Department.
- Develop an award-winning Comprehensive Annual Financial Report.
- Continue the implementation of the remaining modules of the new financial system, IFAS and maintenance management software.
- Begin process to replace the utility billing software system.
- Work with the City Manager's office to develop a plan to eliminate the City's structural budget deficit for the next budget cycle.
- Provide continuity of operation for critical City of Napa systems in case of loss of the police department and or city hall in a disaster.
- Separate and enhance the network security infrastructure for the water production and distribution systems.

Finance Department Administration Division

Division Overview:

The Administration Division supports the core mission of the department and focuses on policy implementation, financial oversight, and administration of all City funds and accounts. This division is responsible for ensuring that proper effective internal controls are in place throughout the organization and prepares the annual Long Term Financial Plan, the quarterly financial and investment reports and the biennial budget. The division also works closely with external auditors to prepare the annual audited financial reports.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	4.0	4.0	4.0	4.0	4.0
Part-Time	-	-	-	-	-
Admin Division FTE	4.0	4.0	4.0	4.0	4.0

Finance Department Administration Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Revenues Total	\$ -	-	-	-	-	-	-
Category Expenditure Summary							
Salaries & Wages	237,897	318,548	235,700	422,950	33%	431,301	2%
Benefits	142,330	161,973	98,769	173,380	7%	182,333	5%
Materials & Supplies	9,673	10,000	10,000	10,000	0%	10,000	0%
Services	252,485	314,546	292,386	185,138	-41%	183,725	-1%
Operating Expenditures	642,385	805,067	636,855	791,468	-2%	807,359	2%
Net Impact of Operations	\$ (642,385)	(805,067)	(636,855)	(791,468)	-2%	(807,359)	2%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	-	-	-	-	-	-	-
Net Impact of Nonrecurring	-	-	-	-	-	-	-
Net Contribution / (Use)	\$ (642,385)	(805,067)	(636,855)	(791,468)	-2%	(807,359)	2%

Major Budget Changes for Fiscal Years 2011-13:

- The major change to the Finance Administration budget is that the Interim Finance Director's contract will expire in FY 2011-12. This is reflected in the budget as a reduction in Professional Services budget and an increase to the Salaries and Benefits budget.
- In FY2009-10 and FY2010-11, the Finance Secretary was paid 50% from Finance Administration and 50% from Information Technology. With IT becoming a division of the Finance Department, the Finance Secretary is now budgeted 100% in the Finance Administration division.

Finance Department Accounting & Auditing Division

Division Overview:

The Accounting & Auditing Division manages the City's financial functions: accounts payable, payroll, benefits, and accounting. All functions are managed to ensure transactions are accurately recorded and relevant financial information is promptly available. In addition, this division is responsible for managing the City's investments and debt management, and working with the external auditors to produce timely annual audited financial reports.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	9.00	7.00	7.00	7.00	8.00
Part-Time	0.48	0.48	0.48	0.96	0.96
Accounting Division FTE	9.48	7.48	7.48	7.96	8.96

Finance Department Accounting & Auditing Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 1,298						
Revenues Total	1,298	-	-	-	-	-	-
Category Expenditure Summary							
Salaries & Wages	496,079	556,730	538,000	533,641	-2%	605,994	2%
Benefits	227,944	220,381	230,395	228,749	-2%	272,969	2%
Materials & Supplies	13,588	21,500	15,000	17,000	-21%	18,000	6%
Services	421,233	402,689	436,579	368,241	-9%	240,869	-2%
Operating Expenditures	1,158,845	1,201,300	1,219,974	1,147,631	-4%	1,137,832	-1%
Net Impact of Operations	\$ (1,157,547)	(1,201,300)	(1,219,974)	(1,147,631)	-4%	(1,137,832)	-1%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	75,650	89,225	89,225	-	-	-	-
Net Impact of Nonrecurring	(75,650)	(89,225)	(89,225)	-	-	-	-
Net Contribution / (Use)	\$ (1,233,197)	(1,290,525)	(1,309,199)	(1,147,631)	-11%	(1,137,832)	-1%

Major Budget Changes for Fiscal Years 2011-13:

- With the new financial system implementation complete for the main modules (Core Financials and HR/Payroll), our staff that was previously diverted to work on the implementation have returned to work in the Finance Department. We have thus reduced our professional services budget for FY11-12 and FY12-13 for the additional Accounting support that was provided by outside consultants.
- One (1) additional Accountant position is added in FY2012-13 as recommended by the City's Financial Auditor. This position is offset 100% by professional services reductions as required reports and reconciliations currently completed by consultants will be completed in-house.
- The FY 2011-12 Materials & Supplies budget was reduced to reflect the lower supply purchases as part of cost containment strategies.

Finance Department Revenue Division

Division Overview:

The Revenue Division is responsible for water billing and collections, the business license and tax program, collection and recording of receipts for other taxes, fees, grants and miscellaneous accounts receivable. This division of the Finance Department provides services involving the most direct contact with the public.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	9.00	8.00	8.00	8.00	8.00
Part-Time	0.66	0.66	0.66	0.48	0.48
Revenue Division FTE	9.66	8.66	8.66	8.48	8.48

Finance Department Revenue Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ -	-	-	-	-	-	-
Revenues Total	-	-	-	-	-	-	-
Category Expenditure Summary							
Salaries & Wages	440,560	452,607	431,000	450,160	2%	456,158	2%
Benefits	212,647	176,318	204,177	193,952	2%	202,246	2%
Materials & Supplies	5,217	13,250	6,850	7,500	-43%	7,500	0%
Services	210,697	308,842	262,082	293,558	10%	287,910	-1%
Operating Expenditures	869,121	951,017	904,109	945,170	-1%	953,814	1%
Net Impact of Operations	\$ (869,121)	(951,017)	(904,109)	(945,170)	-1%	(953,814)	1%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	-	-	-	-	-	-	-
Net Impact of Nonrecurring	-	-	-	-	-	-	-
Net Contribution / (Use)	\$ (869,121)	(951,017)	(904,109)	(945,170)	-1%	(953,814)	1%

Major Budget Changes for Fiscal Years 2011-13:

- In FY2010-11, the Revenue Division traded two part time positions for one full time Account Clerk position which is half funded by the Water fund and half funded by the General Fund.
- The City entered into a new contract for Business License and TOT audits which is expected to result in increased revenues to the City in those two areas in the city's General Services budget.
- The Revenue Division, in conjunction with the Water Division of Public Works, will begin implementation of a new utility billing system in FY2012-13.
- In FY2009-10, the Revenue Manager position was eliminated to recognize savings to the General Fund in an attempt to help close the operational budget deficit.
- The FY 2011-12 Materials & Supplies budget was reduced to reflect the lower supply purchases as part of cost containment strategies.

Finance Department Purchasing Division

Division Overview:

The Purchasing Division is responsible for coordinating purchasing efforts for the City, working with departments to prepare solicitations, processing purchase orders, managing the Cal-Card program, managing the Central Stores facility, managing the Copy Center and drafting and implementing sound, efficient policies and procedures related to the City's procurement activities.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	2.00	2.00	2.00	2.00	2.00
Part-Time	-	-	-	-	-
Purchasing Division FTE	2.00	2.00	2.00	2.00	2.00

Finance Department Purchasing Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 2,546						
Revenues Total	2,546	-	-	-	-	-	-
Category Expenditure Summary							
Salaries & Wages	45,718	84,765	66,621	76,666	-10%	80,054	4%
Benefits	25,814	36,337	33,239	40,736	12%	43,408	7%
Materials & Supplies	14,351	13,500	12,000	12,000	-11%	12,000	0%
Services	58,348	64,104	64,958	67,479	5%	66,627	-1%
Operating Expenditures	144,231	198,706	176,818	196,881	-1%	202,089	3%
Net Impact of Operations	\$ (141,685)	(198,706)	(176,818)	(196,881)	-1%	(202,089)	3%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	-	-	-	-	-	-	-
Net Impact of Nonrecurring	-	-	-	-	-	-	-
Net Contribution / (Use)	\$ (141,685)	(198,706)	(176,818)	(196,881)	-1%	(202,089)	3%

Major Budget Changes for Fiscal Years 2011-13:

- No significant changes

Finance Department Information Technology Division

Division Overview:

The Information Technology Division provides efficient, reliable, and secure technology services to all City departments. The Division is divided into five service units:

- Core Services Unit - supporting the network infrastructure, security, and organization wide applications.
- Public Safety - supporting the computer aided dispatch system, record management systems and radio and microwave infrastructure used by the Police, Fire, Sheriff's Office and Emergency Operations.
- Administrative - supporting the systems for financial reporting and control, human resources, document management, and point of sale.
- Development Services – supporting the development process tracking system for Community Development and the maintenance management system for Public Works.
- Water Services – supporting the water treatment automation and control systems for the Water Utility.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	13.00	13.00	13.00	13.00	13.00
Part-Time	0.48	0.48	0.48	-	-
IT Division FTE	13.48	13.48	13.48	13.00	13.00

Finance Department Information Technology Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services							
Revenues Total	-	-	-	-	-	-	-
Category Expenditure Summary							
Salaries & Wages	952,782	953,736	911,245	1,023,503	7%	1,030,891	1%
Benefits	406,025	428,016	394,543	449,545	5%	468,211	4%
Materials & Supplies	186,363	195,390	177,532	221,100	13%	221,100	0%
Services	337,559	427,982	409,362	534,663	25%	471,806	-12%
Capital Outlay	58,546	30,000	9,342	30,000	0%	30,000	0%
Operating Expenditures	1,941,275	2,035,124	1,902,024	2,258,811	11%	2,222,009	-2%
Net Impact of Operations	\$ (1,941,275)	(2,035,124)	(1,902,024)	(2,258,811)	11%	(2,222,009)	-2%
Nonrecurring Revenues	-	-	-	-	-	-	-
Nonrecurring Expenses	-	-	-	-	-	-	-
Net Impact of Nonrecurring	-	-	-	-	-	-	-
Net Contribution / (Use)	\$ (1,941,275)	(2,035,124)	(1,902,024)	(2,258,811)	11%	(2,222,009)	-2%

Major Budget Changes for Fiscal Years 2011-13

- Increase in the Services category in FY2011-12 is attributable to consolidation of the expenditures for telecommunication Services for all general fund departments within the Information Technology. This Increase is offset 100% by a corresponding decrease within all general fund departments' communications budgets.
- Decrease in the Services category in FY2012-13 is attributable to the elimination of lease payments to the Napa Housing Authority for office space. This reduction will result in a decrease in revenue for the Housing Authority.
- Increase in Salary & Wages for the position of Systems Analyst allocated in November of 2010. The cost of this position is 100% offset by the reduction of Finance Services expenditures for the remote hosting and administration of the IFAS Financial Application.
- Increase in Salary & Wages for the position of Telecommunication Technician held vacant for budget savings in FY 2009-10 & FY 2010-11.

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General Services

Department Overview:

General Services includes those revenue and expenditure items not associated directly with administrative or operating programs. This budget captures several major revenue components such as property taxes, sales taxes, and transient occupancy taxes. Major expenditure components of this department include:

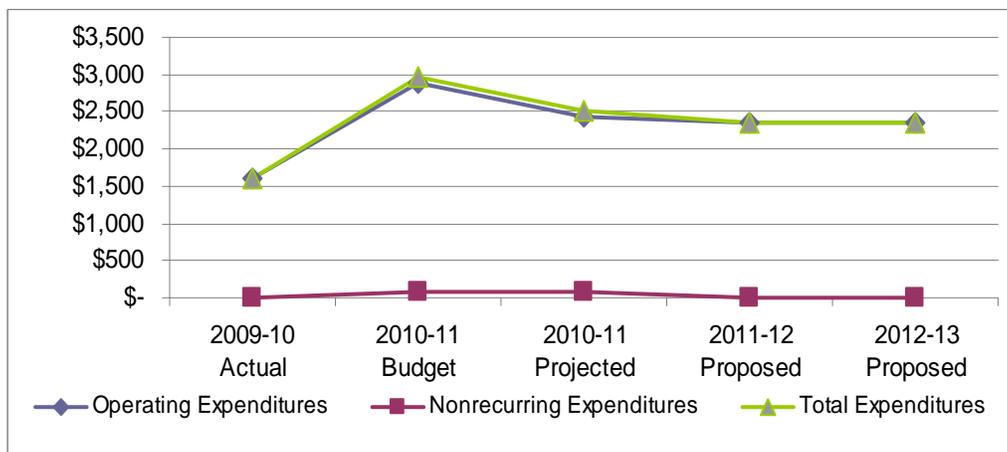
- A contingency which is re-appropriated to other departments during the year as needed.
- Post retirement medical benefits.
- Payments to the County of Napa for property tax administration and library operation.
- Operations related to the public access channel.
- Dues and contributions to Local Agency Formation Commission (LAFCO) and Napa Cities League of Governments (NCLOG).

This category also includes budget for citywide organizational activities such as employee training and meetings, and employee recognition programs.

Major Accomplishments in Fiscal Years 2009-11:

- Public Agency Retirement Services (PARS) Early Retirement Program which resulted in \$865,000 savings to the General Fund.
- Negotiated new Napa Public Access Cable Television (NPACT) contract to better provide for capital funding for local government access and to better track revenues and contributions.
- Implemented Employee Recognition Program.
- Established a Hearing Officer program.
- Upgraded equipment for City Council and Planning Commission cable casting.

Expenditure/Budget Trends (In Thousands):



General Services

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Taxes [1]	\$ 45,103,247	44,182,300	44,478,391	45,188,533	2%	46,009,328	2%
Intergovernmental	258,241	247,214	172,214	175,000	-29%	175,000	0%
Charges for Services	99,467	-	162,869	-		-	
Interest on investments	249,856	250,000	250,000	200,000	-20%	150,000	-25%
Miscellaneous Revenue	36,362	46,762	46,762	46,762	0%	46,762	0%
Operating Transfers In	3,888,690	3,590,797	3,590,797	3,653,539	2%	3,741,458	2%
Revenues Total	49,635,863	48,317,073	48,701,033	49,263,834	2%	50,122,548	2%
Category Expenditure Summary							
Materials and Supplies	5,586	9,429	5,700	8,899	-6%	8,899	0%
Services	1,076,524	2,142,085	1,441,471	1,691,880	-21%	1,705,782	1%
Operating Transfers Out	520,331	719,827	714,827	644,827	-10%	644,827	0%
Operating Expenditures	1,602,441	2,871,341	2,161,998	2,345,606	-18%	2,359,508	1%
Net Impact of Operations	\$ 48,033,422	45,445,732	46,539,035	46,918,228	3%	47,763,040	2%
Nonrecurring Revenues	-	2,290,888	2,777,511	3,078,711	34%	1,000,000	-68%
Nonrecurring Expenses	-	90,000	90,000	-	-100%	-	
Net Impact of Nonrecurring	-	2,200,888	2,687,511	3,078,711	40%	1,000,000	-68%
Net Contribution / (Use)	\$ 48,033,422	47,646,620	49,226,546	49,996,939	5%	48,763,040	-2%

[1] Taxes Revenue includes: Property Tax, Sales Tax, Transient Occupancy Tax, Business License Tax and Other Taxes.

Major Budget Changes for Fiscal Years 2011-13:

- FY2009-10 expenditures were lower than original projections due to the effective date of the early retirements occurring in FY2010-11.
- Reduction in Intergovernmental and Charges for Services revenue categories is related to specific grants and reimbursements anticipated for the next budget cycle.
- The decrease in interest revenue reflects current low interest rates and the declining cash balance.
- Decrease in the Services category is related to the FY2010-11 budget including leave pay out balance for employees who participated in the early retirement program in August, 2010.
- The increase in the non recurring revenue is related to the movement of the Excess ERAF payments received from the County to the non-recurring revenues.
- No non recurring expenditure activity is planned in the next budget cycle.

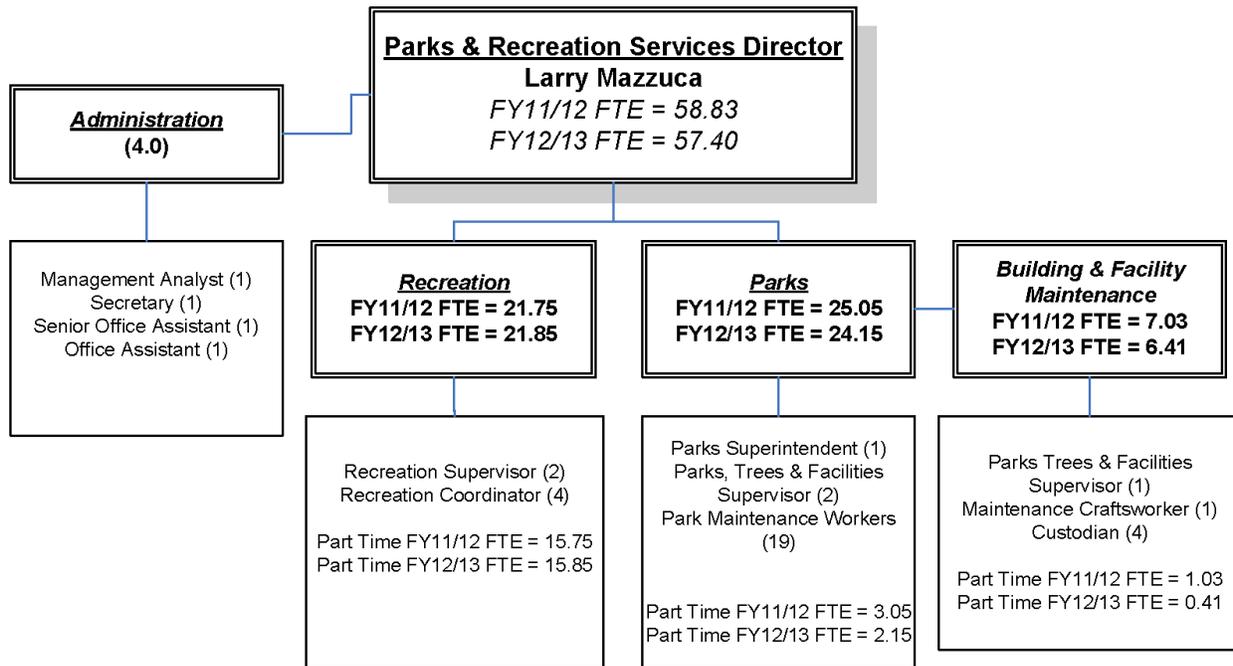
Key Initiatives for Fiscal Years 2011-13:

- Strengthen organizational training and communications through increased employee workshops and meetings.
- Conduct community workshops to increase communication with Napa residents.
- Continue relationship with NPACT (net revenue impact of \$9,500).

Parks & Recreation Services Department

Mission Statement:

Dedicated to improving the quality of life for the community by providing exceptional programs, facilities, and services.



Parks & Recreation Services Department

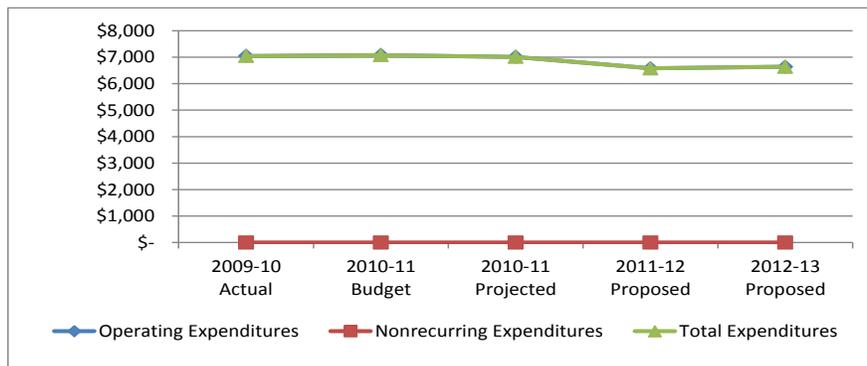
Department Overview:

The Parks and Recreation Services Department provides recreational opportunities for the community; provides maintenance and management of public parks, trails, civic plazas and open spaces; manages a municipal golf course at Kennedy Park; manages and maintains the urban forestry program; manages the approval process for private events on public streets, public squares and in recreation facilities; supports the Tree Advisory, the Senior Advisory and the Park and Recreation Advisory commissions; support the efforts of the Foundation for Napa Recreation to augment public recreation. The department is also responsible for managing the maintenance of all city-owned buildings through the Facility Maintenance Division.

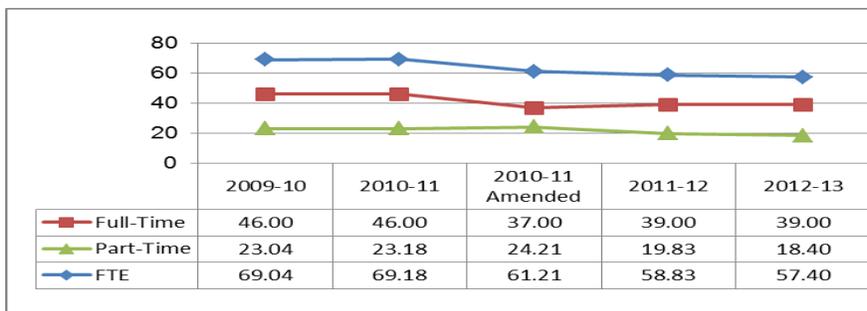
Major Accomplishments in Fiscal Years 2009-11:

- Developed an approved parks and recreation facilities master plan.
- Opened Oxbow Preserve and Opera House Plaza.
- Reorganized maintenance tasks by matching staff resources with established priorities.
- Work in a cooperate effort with Public Works on tree removals & replacements under the Ten-Mile Paving Program.
- Developed maintenance standards by priority for parks and open spaces.
- Provided Free Community Events in Veteran’s Park – Friday Night Music & Movies.
- Trancas Crossing Park scheduled to open for public access in June or July of 2011.
- Developed new large group picnic areas and expanded existing reservable picnic sites increasing capacity to meet current demands of use.
- Installed new picnic tables at all 20 reservable picnic sites making all sites ADA compliant.
- Installed new updated BBQ cooking facilities at all 20 reservable picnic sites and the Pelusi Building providing enhanced facilities for the public and reduced maintenance requirements.

Expenditure/Budget Trends (In Thousands):

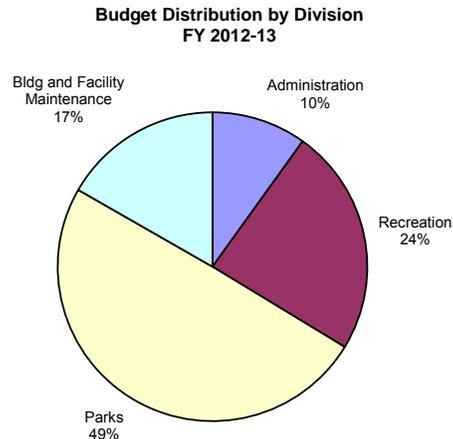
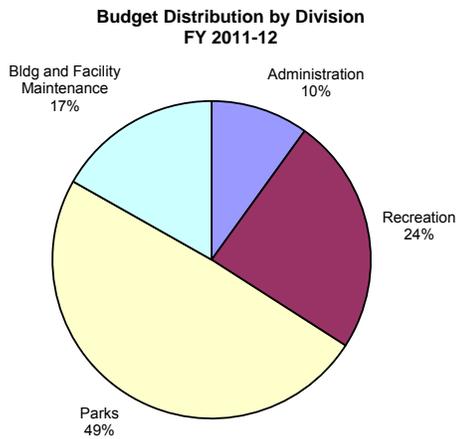


Full Time Equivalent (FTE) Employees:



Parks & Recreation Services Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 329,604	331,110	328,359	338,282	2%	338,282	0%
Charges for Services	878,562	941,973	795,326	828,903	-12%	838,801	1%
Interest on Investments	(48)	-	-	-		-	
Miscellaneous Revenue	102,728	103,000	115,000	153,798	49%	153,798	0%
Operating Transfers In	-	-	50,000	211,228		211,227	0%
Revenues Total	1,310,846	1,376,083	1,288,685	1,532,211	11%	1,542,108	1%
Category Expenditure Summary							
Salaries and Wages	3,288,083	3,415,127	3,121,166	2,994,552	-12%	2,980,290	0%
Benefits	1,565,702	1,288,797	1,335,181	1,442,673	12%	1,517,156	5%
Materials and Supplies	743,711	826,919	1,061,352	820,321	-1%	826,284	1%
Services	1,445,909	1,534,881	1,480,638	1,329,825	-13%	1,325,681	0%
Capital Outlay	-	10,000	10,097	-	-100%	-	
Operating Expenditures	7,043,405	7,075,724	7,008,434	6,587,371	-7%	6,649,411	1%
Net Impact of Operations	\$ (5,732,559)	(5,699,641)	(5,719,749)	(5,055,160)	-11%	(5,107,303)	1%
Net Contribution / (Use)	\$ (5,732,559)	(5,699,641)	(5,719,749)	(5,055,160)	-11%	(5,107,303)	1%



Key Initiatives for Fiscal Years 2011-13:

- Scale back programs to match reduced demand as a result of the recession.
- Increase reserved picnic areas in four parks.
- Develop relocation plan for the skate park using Park Development/Acquisition funds.
- Participate in fee study to provide cost recovery data for establishing facility rental fees.
- Enhance After-School Enrichment Program using Grant Funds.
- Leverage current part-time budget to hire a new entry-level classification of laborer to provide consistency and maintenance standards implementation.
- Address the budget deficiencies at the Napa Golf Course.
- Prepare for opening of newly constructed river front plazas.

Parks and Recreation Services Department Administration Division

Division Overview:

The Administration Division of the Parks and Recreation Services Department provides administrative support to the multiple divisions within the department: Parks, Recreation, and City Facility Maintenance.

Responsibilities of this division include:

- Administrative oversight, budget support, and personnel management.
- Provides project and budget management.
- Manages the Municipal Golf Course management contract and provides budget oversight.
- Manages the joint use agreement with Napa Valley Unified School District and various cooperative addendums.
- Provides administrative support for general operations such as payroll, purchasing, document management, customer service, recreation registrations, special events, and facility rentals.
- Manages the internal and external Citizen Relationship Management requests.
- Manages the RecWare Safari software program used for recreation registration and facility rentals.
- Manages the Department budget that includes General Fund, Park Acquisition and Development Funds, Parking Fund, and Golf Fund Budgets.
- Provides support to the Department’s Capital Improvement Program.
- Identifies and applies for grant funding for park and recreational amenities.
- Implements the approved Parks and Recreation Master Plan document.
- Develops reports, recommendations and support to the City Council and also to their appointed Tree Advisory, Senior Center Advisory, Park and Recreation Advisory Commissions.
- Provides administrative and technical support to the private non-profit Foundation of Napa Recreation.
- Manages the citywide special event permitting process.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	6.00	6.00	5.00	5.00	5.00
Part-Time	0.33	0.33	0.33	-	-
Admin Division FTE	6.33	6.33	5.33	5.00	5.00

Parks and Recreation Services Department Administration Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 9,722	500	1,200	500	0%	500	0%
Operating Transfers In				7,675		7,675	
Revenues Total	9,722	500	1,200	8,175	1535%	8,175	0%
Category Expenditure Summary							
Salaries & Wages	421,795	405,231	368,759	398,110	-2%	397,983	0%
Benefits	291,645	173,954	211,484	182,078	5%	188,429	3%
Materials & Supplies	8,758	23,585	19,000	8,757	-63%	8,757	0%
Services	73,473	138,194	135,793	64,614	-53%	61,749	-4%
Operating Expenditures	795,671	740,964	735,036	653,559	-12%	656,918	1%
Net Impact of Operations	\$ (785,949)	(740,464)	(733,836)	(645,384)	-13%	(648,743)	1%
Net Contribution / (Use)	\$ (785,949)	(740,464)	(733,836)	(645,384)	-13%	(648,743)	1%

Major Budget Changes for Fiscal Years 2011-13:

- Budget for a contribution from the Parking Fund (Operating Transfers In) to offset a portion of the General Fund salary and benefit expenses of administrative staff that provide budget and administrative oversight to the fund.
- Reduction in the Materials and Supplies category is due to elimination of one copier lease and reductions in general office supply budget.
- Reduction in the Services category due to the expiration of a 10-year contract with Napa Valley Unified School District for a monetary contribution towards the cost of maintaining School District owned sport fields used by the schools and community groups.

Parks & Recreation Services Department

Recreation Services Division

Division Overview:

The Parks and Recreation Services Department, Recreation Division, provides a diverse selection of recreational programming to the community. Programs are varied, including offerings for adult and youth that are both passive and active in nature. The Division operates a large swimming safety program by offering lessons for all skill and age levels during the summer months at pools owned by Napa Valley Unified School District. The summer day camp program offers both traditional and specialty camps and serves hundreds of school age children throughout the summer months. Sport programs for both adults and youth are offered throughout the year as well as a wide variety of specialty classes. Programs are offered at a variety of locations including city facilities, Napa Valley Unified School District facilities, and private facilities. Staff also provide programs and services that are specialized for adults over age 50 at the Napa Senior Activity Center. The Division interacts collaboratively with outside agencies, local groups and non-profit organizations to provide programs, activities, and special events that reach the broadest segment of our community.

Responsibilities include:

- Managing and implementing the terms of the After School Enrichment Program State Grant through a contract with the Napa County Office of Education.
- Staff assignment for managing the city-wide Special Event Process.
- Planning and managing Free, Downtown Recreational/Cultural Special Events.
- Managing the Napa Senior Activities Center Facility and Senior Programming.
- Creating and managing a wide array of recreational programs for all ages.
- Staffing the Senior Advisory Commission.
- Developing and distributing marketing materials including a recreation activity catalogues to over 33,000 households, 3 times per year.
- Managing a seasonal aquatic and day camp program.
- Coordinate programming and managing contracts with specialty class instructors.
- Developing and managing adult and youth sport activities in the form of instruction, leagues, and tournaments.
- Developing and managing pre-school age programs to provide early childhood development and exposure to good sportsman philosophies.
- Managing a part-time work force of more than 150 seasonal employees.
- Work cooperatively with Napa Valley Unified School District under the joint use agreement to utilize School District Facilities (gyms, pools, classrooms) for community recreation programs.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	Amended		
			2010-11	2011-12	2012-13
Full-Time	7.00	7.00	6.00	6.00	6.00
Part-Time	20.75	20.89	20.89	15.75	15.85
Recreation Division FTE	27.75	27.89	26.89	21.75	21.85

Parks & Recreation Services Department

Recreation Services Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 329,604	331,110	328,359	338,282	2%	338,282	0%
Charges for Services	820,056	943,023	789,126	822,903	-13%	832,801	1%
Miscellaneous Revenue	(20)						
Operating Transfers In				6,400		6,400	-
Revenues Total	1,149,640	1,274,133	1,117,485	1,167,585	-8%	1,177,483	1%
Category Expenditure Summary							
Salaries & Wages	910,467	1,028,034	885,569	827,762	-19%	827,449	0%
Benefits	230,594	285,896	208,027	267,717	-6%	276,835	3%
Materials & Supplies	174,468	215,419	150,966	178,714	-17%	166,819	-7%
Services	336,499	373,175	342,921	324,179	-13%	322,812	0%
Capital Outlay	-	-	97	-		-	
Operating Expenditures	1,652,029	1,902,524	1,587,580	1,598,372	-16%	1,593,916	0%
Net Impact of Operations	\$ (502,389)	(628,391)	(470,095)	(430,787)	-31%	(416,433)	-3%
Net Contribution / (Use)	\$ (502,389)	(628,391)	(470,095)	(430,787)	-31%	(416,433)	-3%

Major Budget Changes for Fiscal Years 2011-13:

- Use of previously received revenue from After School State Grant to offset additional expenses for decreasing student-instructor ratios and provide an increase in specialty programs for the State funded after school enrichment program.
- Reduced Charges for Services revenue due to current economy and trends for last two budget years.
- Transfer in funding from the Napa Community Redevelopment Agency Funds to help offset the cost of cultural programming for downtown Napa, such as the free Friday night music events in Veteran's Memorial Park.
- Reduction in Salaries & Benefits due to the elimination of the Full Time Recreation Superintendent.
- Reduction in Salaries, Materials & Supplies and Services categories are a result of a reduction in program expenses and consolidation of resources due to lower participation in self sustaining recreation program during hard economic times.
- Allocate funding from the After School Grant for seasonal bilingual clerical assistance to mitigate the impact of the program on front counter workload.

Parks & Recreation Services Department

Parks Division

Division Overview:

The Parks & Recreation Services Department Parks Division is responsible for the planning, operations, and maintenance of over 800 acres of parks, trails, open space, and landscaped areas and the maintenance and care of the City of Napa’s urban forest. The Park Superintendent manages the program divisions of parks, street trees, and the maintenance of city owned facilities.

The Division also provides support to the Public Works Department on Public Works managed programs such as the 10-mile paving program and the various sidewalk repair programs.

Responsibilities include:

- Maintenance and operation of 50 City parks.
- Managing a wide variety of amenities such as sports fields, picnic areas, play equipment, walking and hiking trails, boat launches, BMX track, amphitheater, plazas, and dedicated off leash dog areas.
- Review private development applications for their impact to existing park and recreation facilities and their impacts on the urban forestry program. Large developments are reviewed for potential mitigation measures for the increased usage of facilities. Comments are delivered to the Planning Department through the PERC (Project Evaluation Review Committee) process.
- Consult on street tree removals with citizens and city staff and support the Tree Advisory Commission.
- Manage the “Adopt-A-Park” Program.
- Provide field support for private special events, City sponsored special events, and private facility rentals.
- Respond to external maintenance service requests through the CRM (service center software) program.
- Interact with the public on program responsibilities.
- Manages the department wide Safety Program.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	24.00	24.00	20.00	22.00	22.00
Part-Time	1.96	1.96	1.96	3.05	2.15
Parks Division FTE	25.96	25.96	21.96	25.05	24.15

Parks & Recreation Services Department

Parks Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 38,877	-	5,000	5,500		5,500	0%
Interest on Investments	(48)	-	-	-		-	
Miscellaneous Revenue	103,224	101,450	115,000	153,798	52%	153,798	0%
Operating Transfers In	-	-	-	197,153		197,152	0%
Revenues Total	142,053	101,450	120,000	356,451	251%	356,450	0%
Category Expenditure Summary							
Salaries & Wages	1,545,768	1,541,961	1,412,442	1,411,708	-8%	1,407,518	13%
Benefits	808,476	636,185	700,377	791,642	24%	844,259	13%
Materials & Supplies	308,909	321,380	409,392	317,327	-1%	316,635	-1%
Services	808,540	769,392	743,560	710,078	-8%	721,626	2%
Capital Outlay	-	10,000	10,000	-	-100%	-	
Operating Expenditures	3,471,693	3,278,918	3,275,771	3,230,755	-1%	3,290,038	2%
Net Impact of Operations	\$ (3,329,640)	(3,177,468)	(3,155,771)	(2,874,304)	-10%	(2,933,588)	2%
Net Contribution / (Use)	\$ (3,329,640)	(3,177,468)	(3,155,771)	(2,874,304)	-10%	(2,933,588)	2%

Major Budget Changes for Fiscal Years 2011-13:

- Increase in miscellaneous revenue due to installation of eight new reservation picnic areas in four different parks and expansion of four picnic areas in Kennedy Park, increasing capacity for private rentals to match increased demand, resulting in an increase in projected facility rental revenue.
- Decrease in capital outlay as no special projects are budgeted in operations in FY 11/12 or 12/13.
- Increase of Operating Transfers in from Parking Fund to offset a percentage of staff costs associated with Parks Superintendent administrative oversight and budgeting functions of parking facilities and for a percentage of staff that provide direct maintenance services to downtown parking facilities.
- Increase of Operating Transfers in from various Landscape Assessment District (LAD) Funds, to offset labor costs associated with maintaining LAD.
- Decrease part-time and increase full-time staffing budgets allowing for the hiring of two full-time maintenance positions that will be assigned alternative shifts, thus reducing the need for overtime expenditures; change provides more consistency in applying maintenance standards by having staff familiar with tasks be consistently assigned; reduces the amount of resources required for training new part-time hires; decreases the need for one-on-one supervision.
- Reduce seasonal maintenance staff and reorganize work based on priority established by levels of public usage.

Parks & Recreation Services Department Buildings and Facilities Division

Division Overview:

The Parks and Recreation Services Department, Buildings and Facilities Division is managed by the Parks Superintendent and is responsible for maintenance and operations of City owned buildings and miscellaneous facilities. Due to recent re-organization changes due to attrition, the front line-supervisor in this Division is also responsible for supervising Park Division staff providing maintenance of the downtown areas which includes parks, public plazas and three parking structures, and providing landscape maintenance of City owned facilities. Buildings and Facilities Division staff also provide maintenance service in indoor park facilities (buildings) and park restrooms.

Responsibilities include:

- Provide custodial service and building maintenance for 136,683 square feet in 19 City owned buildings.
- Maintaining and cleaning six elevators.
- Provide daily custodial service and ongoing maintenance to six permanent park restroom facilities, including restrooms in the newly opened Trancas Crossing Park and soon to be opened O'Brien Park restroom.
- Provide maintenance of the downtown areas including building and parking facility landscapes, plazas, walkways, and Veteran's Memorial Park.
- Provide skilled repair, maintenance and construction support in buildings, parks and parking garages.
- Manage contract work performed by specialized trade contractors.
- Maintain the mechanical aspect and downloads of electronic door access system for City facilities.
- Perform equipment and furniture moves and meeting set ups for core City facilities.
- Provides maintenance support to leased City facilities.
- Respond to internal electronic maintenance work order requests for service for City Facilities.
- Negotiate and manage contracts for professional and technical maintenance services (such as HVAC) for City owned facilities.
- Respond to internal and external maintenance service requests through the City's CRM (service center software) program.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	9.00	9.00	6.00	6.00	6.00
Part-Time	-	-	1.03	1.03	0.41
Bldg & Facility Maint FTE	9.00	9.00	7.03	7.03	6.41

Parks & Recreation Services Department

Buildings and Facilities Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 9,907			-		-	
Miscellaneous Revenue	(476)	-	-	-		-	
Operating Transfers In	-	-	50,000	-		-	
Revenues Total	9,431	-	50,000	-	0%	-	0%
Category Expenditure Summary							
Salaries & Wages	410,054	439,901	454,396	356,971	-19%	347,341	-3%
Benefits	234,987	192,763	215,293	201,237	4%	207,631	3%
Materials & Supplies	251,576	266,535	481,994	315,523	18%	334,073	6%
Services	227,396	254,120	258,364	230,953	-9%	219,494	-5%
Operating Expenditures	1,124,013	1,153,319	1,410,047	1,104,684	-4%	1,108,539	0%
Net Impact of Operations	\$ (1,114,582)	(1,153,319)	(1,360,047)	(1,104,684)	-4%	(1,108,539)	0%
Net Contribution / (Use)	\$ (1,114,582)	(1,153,319)	(1,360,047)	(1,104,684)	-4%	(1,108,539)	0%

Major Budget Changes for Fiscal Years 2011-13:

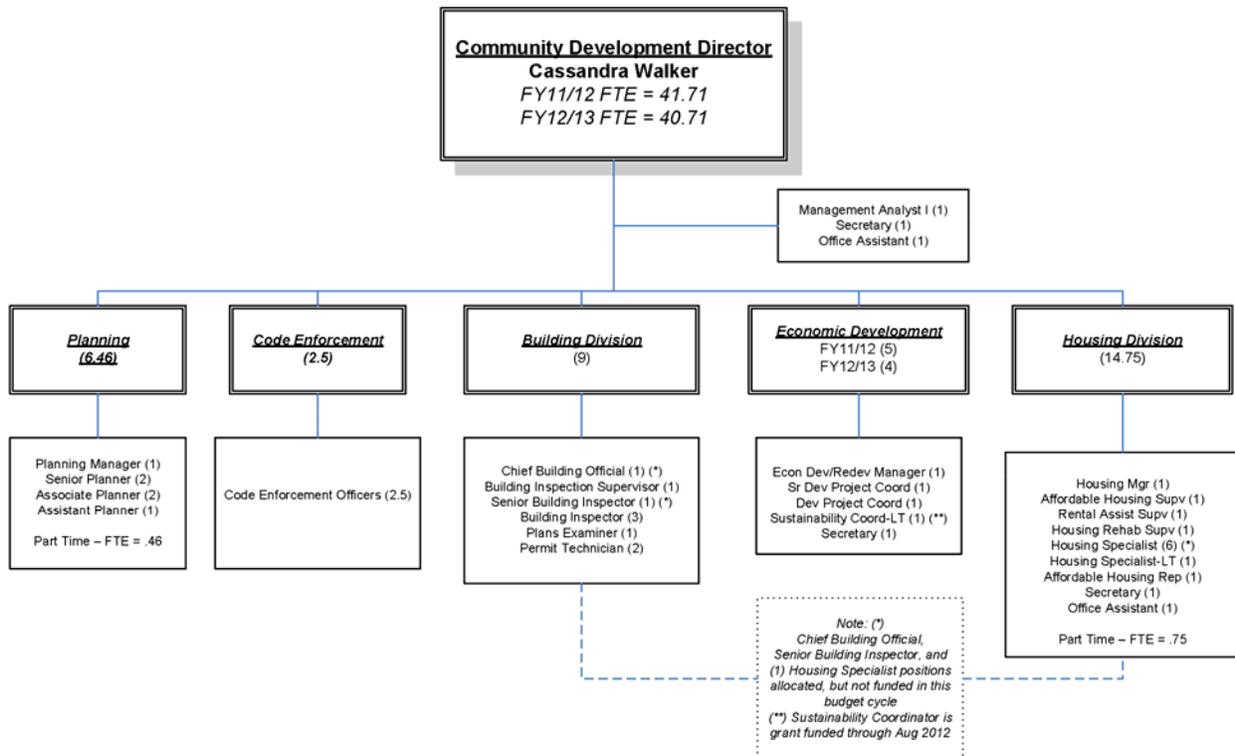
- Decrease Salaries & Benefits for extra-help custodial staffing the Senior Center Facility.
- Decrease Salaries & Benefits for extra-help facility attendant staffing at the Senior Center.
- Decrease Salaries & Benefits by reducing overtime budget due to implementation of shift changes for custodial services, providing efficiencies by servicing buildings during times of non-occupancy.
- Mitigate loss of extra-help custodial staff and increase in maintenance responsibilities by redistribute existing resources to provide maintenance of newly constructed City facilities including new permanent restrooms at Trancas Crossing and O'Brien Parks and two new downtown river front plazas; allocating resources on a priority basis.
- Other mitigation measures will require reductions in internal custodial services including elimination of interoffice mail delivery; will prioritize health and safety maintenance requests.
- Increase in the Materials & Supplies category due to the redistribution of PG&E costs to this budget key.
- Decrease in the Services category due to the redistribution of internal services of PC replacement, the reduction of internal fleet charges due to the reduction of vehicles, and the reduction of outside equipment rental due to the purchase of equipment from parking fund for use in garage/parking maintenance.

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Community Development Department

Mission Statement:

To guide the creation and maintenance of a safe, vibrant, diverse and sustainable community.



Community Development Department

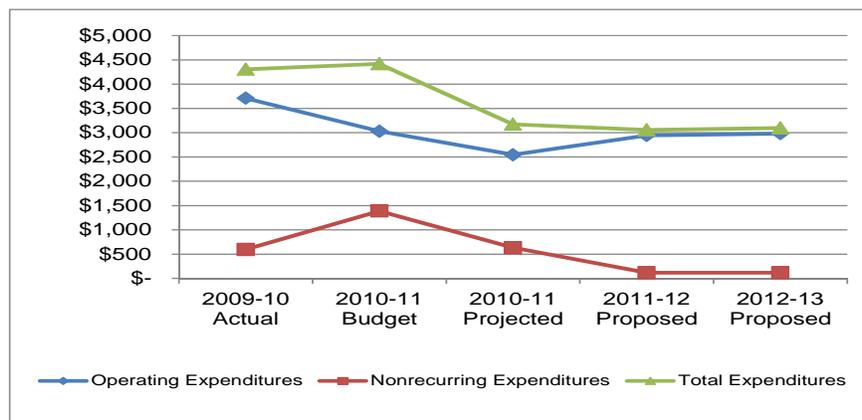
Department Overview:

The Community Development Department provides community planning and development review, business retention and new business recruitment, redevelopment programs, building permitting and inspection, safe and clean neighborhoods, and affordable housing programs and Section 8 housing services to the citizens of Napa. These services are provided by the Building, Code Enforcement, Economic Development, Housing and Planning Divisions. The Department provides significant coordination between property owners, developers and businesses, and other City departments and outside agencies to ensure successful projects and programs. The Department manages the Redevelopment Agency, and also administers and maintains the General Plan and Zoning Ordinance, and prepares studies and documentation to address future planning needs.

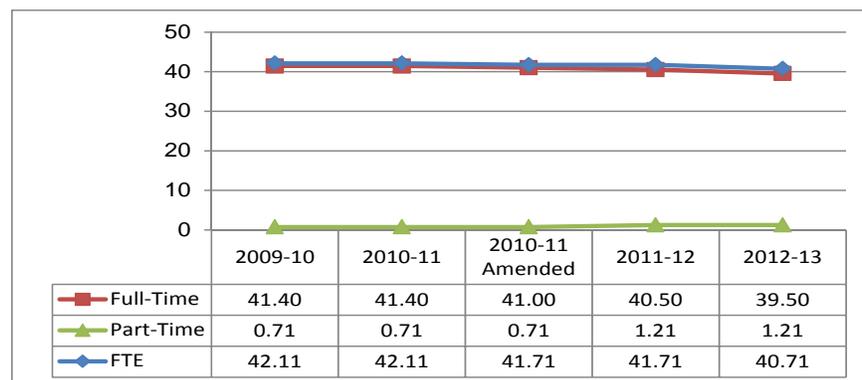
Major Accomplishments in Fiscal Years 2009-11:

- Processed St. Regis Resort project.
- Adopted Medical Marijuana Ordinance and began the applicant selection process.
- Issued approximately 5,500 Building Permits.
- Adoption of new ordinances for Public Art, High Performance Building, Reasonable Accommodation and Density Bonus.
- Completed Opera House Plaza and the Napa Art Walk 2010.
- Addressed approximately 2,200 Code Enforcement Cases over two years.

Expenditure/Budget Trends (In Thousands):

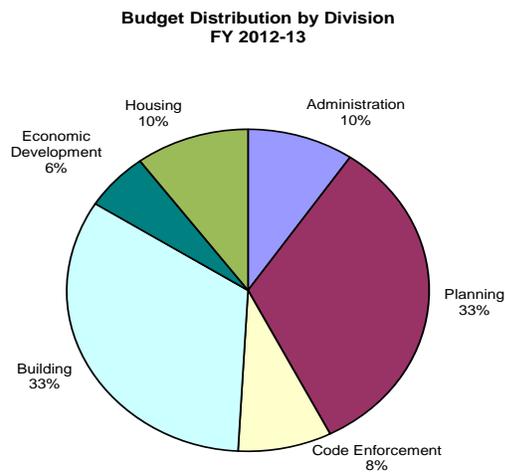
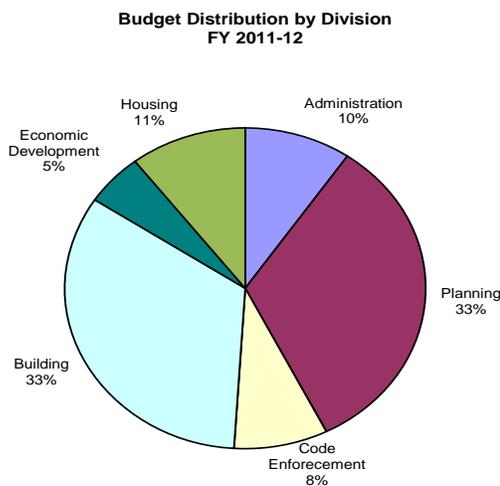


Full Time Equivalent (FTE) Employees:



Community Development Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Licenses and Permits	\$ 868,771	862,000	941,000	951,000	10%	951,000	0%
Intergovernmental	25,000	-	-	-		-	
Charges for Services	490,204	462,000	210,530	238,668	-48%	238,668	0%
Miscellaneous Revenues	630	-	-	-		-	
Operating Transfers In	49,403	49,608	49,608	60,167	21%	60,580	1%
Revenues Total	1,434,008	1,373,608	1,201,138	1,249,835	-9%	1,250,248	0%
Category Expenditure Summary							
Salaries and Wages	1,548,946	891,173	821,072	1,448,941	63%	1,470,987	2%
Benefits	1,364,891	1,174,254	1,192,799	654,586	-44%	680,496	4%
Materials and Supplies	35,070	37,507	30,250	34,372	-8%	34,422	0%
Services	761,306	922,236	764,052	800,048	-13%	790,536	-1%
Capital Outlay	-	5,000	-	5,000	0%	5,000	
Operating Expenditures	3,710,213	3,030,170	2,808,173	2,942,947	-3%	2,981,441	1%
Net Impact of Operations	\$ (2,276,205)	(1,656,562)	(1,607,035)	(1,693,112)	2%	(1,731,193)	2%
Nonrecurring Revenues	699,800	320,507	239,970	-		-	
Nonrecurring Expenses	596,210	1,388,710	630,572	114,037		114,812	
Net Impact of Nonrecurring	103,590	(1,068,203)	(390,602)	(114,037)	-	(114,812)	-
Net Contribution / (Use)	\$ (2,172,615)	(2,724,765)	(1,997,637)	(1,807,149)	-34%	(1,846,005)	2%



Key Initiatives for Fiscal Years 2011-13:

- Napa Pipe Supplemental EIR Review and Comment.
- Sub-Regional Housing Needs Assessment (RHNA) process.
- Use Permit for one Medical Marijuana Dispensary.
- Adoption of Downtown Specific Plan.
- Kaiser Data Center, Meritage Hotel Expansion, and Gasser Theatre inspections.
- Opera House Loan Agreement.

Community Development Department Administration Division

Division Overview:

The Administrative Division is comprised of the Community Development Director and clerical support staff. The Community Development Director leads the Department by setting and managing departmental and division goals and objectives, and is the City's public representative for planning, building, code enforcement, economic development and housing programs. The Administrative Division's clerical staff is responsible for providing administrative support to all divisions, except the Economic Development and Housing Divisions.

The administration services of the division include: departmental transactions (timekeeping, purchasing, contract management), agenda coordination for the Planning Commission, Cultural Heritage Commission, Inter-departmental Review (IDR) meetings to review development applications, head various specialized ad hoc, advisory and steering committees, and working groups and sub-committees formed on an as needed basis related to land development process and special projects.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11	2011-12	2012-13
			Amended		
Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time	-	-	-	-	-
Admin Division FTE	4.00	4.00	4.00	4.00	4.00

Community Development Department Administration Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Revenues Total	\$ -	-	-	-		-	
Category Expenditure Summary							
Salaries & Wages	309,037	168,309	162,858	155,647	1%	155,579	1%
Benefits	162,985	64,839	59,338	78,828	1%	82,201	1%
Materials & Supplies	1,532	2,149	2,000	2,149	0%	2,149	0%
Services	39,134	42,806	37,496	45,227	10%	44,027	-2%
Operating Expenditures	512,688	278,103	261,692	281,851	1%	283,956	1%
Net Impact of Operations	\$ (512,688)	(278,103)	(261,692)	(281,851)	1%	(283,956)	1%
Nonrecurring Revenues	-	-	-	-		-	
Nonrecurring Expenses	87,014	58,271			-100%		
Net Impact of Nonrecurring	(87,014)	(58,271)	-	-	-100%	-	
Net Contribution / (Use)	\$ (599,702)	(336,374)	(261,692)	(281,851)	-16%	(283,956)	1%

Major Accomplishments in Fiscal Years 2009-11:

- Facilitated the reorganization of the Housing Division.
- Hired new Planning Manager.

Major Budget Changes for Fiscal Years 2011-13:

- Increase in the Services category is due to General Liability allocation (city wide allocation increase).
- No nonrecurring expenditures planned for this budget cycle.

Community Development Department Planning Division

Division Overview:

The Planning Division is comprised of the Long Range Planning and Current Planning sections; however, assignments occur across sections to best utilize resources, respond to changes in development activity and address special projects. Core services for Long Range Planning include: providing, in collaboration with decision-makers and the community, legally adequate plans and regulations; developing and updating the General Plan, neighborhood and specific plans, and the Zoning Ordinance; maintaining census and demographic data, completing annual housing reports, maintaining development/approvals databases; working with LAFCO on annexations; and coordinating with ABAG on RHNA allocations, jobs/housing projections and related issues.

Core services for Current Planning include processing development applications (e.g., use permits, variances, subdivision maps, etc.); conducting CEQA evaluations; responding to public inquiries regarding development and the City’s application review process; reviewing business licenses and building permits, and conducting inspections; and implementing the City’s cultural heritage/preservation work program including reviewing historic inventories and surveys, historic district formation, and historic building reviews.

In conjunction with these functions, the Planning Division also provides liaison support to the Planning Commission and Cultural Heritage Commission and coordinates the PERC (Project Evaluation and Review Committee) and IDR (Inter-Departmental Review) for processing of development applications, as well as committees that are formed for special projects.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	7.00	7.00	6.00	6.00	6.00
Part-Time	0.23	0.23	0.23	0.46	0.46
Planning Division FTE	7.23	7.23	6.23	6.46	6.46

Community Development Department Planning Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 25,000	-	-	-		-	
Charges for Services	426,391	440,000	175,250	208,668	-53%	208,668	0%
Miscellaneous	630	-	-	-		-	
Revenues Total	452,021	440,000	175,250	208,668	-53%	208,668	0%
Category Expenditure Summary							
Salaries & Wages	492,527	613,500	506,297	579,527	-6%	584,174	1%
Benefits	215,720	197,051	197,044	231,770	18%	241,717	4%
Materials & Supplies	13,200	9,753	8,000	10,473	7%	10,473	0%
Services	121,226	134,818	105,110	149,409	11%	147,291	-1%
Operating Expenditures	842,673	955,122	816,451	971,178	2%	983,655	1%
Net Impact of Operations	\$ (390,652)	(515,122)	(641,201)	(762,510)	48%	(774,987)	2%
Nonrecurring Revenues	-	320,507	239,970	-	-100%	-	
Nonrecurring Expenses	457,061	591,023	190,772	-	-100%	-	
Net Impact of Nonrecurring	(457,061)	(270,516)	49,198	-	-100%	-	
Net Contribution / (Use)	\$ (847,713)	(785,638)	(592,003)	(762,510)	-3%	(774,987)	2%

Major Accomplishments in Fiscal Years 2009-11

- Approved two hotels including the moderately-priced Soscol Hotel (90 rooms) and Meritage Village-Phase II (165 rooms and large conference facility).
- Amended the General Plan for the St. Regis Resort project at Stanley Ranch (245 rooms and vacation rentals).
- Approved the 8,200 sq. ft. Soscol Gateway Transit Center at Fourth and Burnell Streets, which is under construction and will be completed in 2012.
- Approved the Cinemark Theatre on the 8.2-acre Gasser property behind South Napa Market Place.
- Adopted the Reasonable Accommodation Ordinance and Small Lot Subdivisions Ordinance to implement Housing Element Program.

Major Budget Changes for Fiscal Years 2011-13:

- Reduction in Charges for Service category is because of low number of planning permit applications.
- Increase in professional services to reflect needed Historic Preservation Ordinance update, implementation of the Downtown Specific Plan, and abandoned building enforcement strategy. In FY13 will pursue Historic District and Landmark designations and continue with implementation of the Downtown Specific Plan.
- No non-recurring activity planned for this budget cycle.

Community Development Department Code Enforcement Division

Division Overview:

The Code Enforcement Division is responsible for enforcing the City's Municipal Code, including the Zoning Ordinance and the California Building and Safety Codes. Code enforcement staff responds to complaints filed by the community, City departments and outside agencies, and address media inquiries. Code enforcement covers public nuisances, zoning and land use violations, and building code violations including, but not limited to, setback encroachments, unpermitted signs, unsafe living conditions, property maintenance and derelict buildings, recreational vehicle parking, and construction without a permit. Code enforcement staff is also responsible for supporting the Special Multi-Agency Resource Team (SMART), which is a collaborative effort involving state, county and local agencies and non-profit groups to provide coordinated enforcement services in "at risk" areas to protect the quality of life of Napa residents and the business community. In conjunction with these functions, code enforcement staff also provides support to the Administrative Hearing Board responsible for review of violations that cannot be resolved through the use of compliance orders, citations or the SMART program. As part of this budget we are reducing the code enforcement staffing level by 0.5 to allow cross training to occur with fire inspection. Code enforcement activities will be supplemented by planners and building inspectors during this economic downturn.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	3.00	3.00	3.00	2.50	2.50
Part-Time	-	-	-	-	-
Code Enforcement Division FTE	3.00	3.00	3.00	2.50	2.50

Community Development Department Code Enforcement Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 61,760	22,000	35,000	30,000	36%	30,000	0%
Revenues Total	61,760	22,000	35,000	30,000	36%	30,000	0%
Category Expenditure Summary							
Salaries & Wages	215,940	137,770	144,482	128,369	-7%	128,331	0%
Benefits	98,626	85,314	85,310	54,426	-36%	56,320	3%
Materials & Supplies	5,446	8,000	4,000	5,000	-38%	5,000	0%
Services	12,133	71,778	61,562	59,852	-17%	59,633	0%
Operating Expenditures	332,145	302,862	295,354	247,647	-18%	249,284	1%
Net Impact of Operations	\$ (270,385)	(280,862)	(260,354)	(217,647)	-23%	(219,284)	1%
Nonrecurring Revenues	-	-	-	-		-	
Nonrecurring Expenses	-	-	-	-		-	
Net Impact of Nonrecurring	-	-	-	-		-	
Net Contribution / (Use)	\$ (270,385)	(280,862)	(260,354)	(217,647)	-23%	(219,284)	1%

Major Accomplishments in Fiscal Years 2009-11

- Addressed approximately 2,200 Code Enforcement Cases over two years.
- Code Enforcement Priority Setting – Work Program.
- Coordinating the Neighborhood Enhancement Team (NET) which focuses on life safety issues, high profile problem properties and neighborhood preservation.
- Work closely with Napa Valley Fair Housing to identify and address substandard housing.
- Manage community-based clean-up efforts, such as the Martin Luther King Jr. Day of Service Clean-Up and Graffiti Paintout involving the coordination of over 50 volunteers.
- Coordinated with NRWS a process for rectifying several hundred delinquent accounts resulting in over \$50,000 fees recovered in FY 2010-11.
- Demolition and abatement of dangerous structures, such as at 1400 Muir Street.

Major Budget Changes for Fiscal Years 2011-13:

- Increase in Charges for Services category to reflect increased collection of citation penalties.
- Reduction in Salaries and Benefits due to transfer of 0.5 FTE to allow cross training with Fire Prevention effective 7/1/2011. Code enforcement activities will be supplemented by planners and building inspectors.
- Reduction in Materials and Supplies category to reflect lower supply purchases as part of cost containment strategies.
- Reduction in Services category to reflect reduced printing and training expenses as part of cost containment strategies.

Community Development Department Building Division

Division Overview:

The Building Division provides the following services to the citizens of Napa, the development community, and to city staff: plan checking, inspections, code interpretations, complaint response, pre-construction coordination, and address assignments.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	9.00	9.00	9.00	9.00	9.00
Part-Time	-	-	-	-	-
Building Division FTE	9.00	9.00	9.00	9.00	9.00

Community Development Department Building Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Licenses and Permits	\$ 868,771	862,000	941,000	951,000	10%	951,000	0%
Charges for Services	34	-	280	-		-	
Revenues Total	868,805	862,000	941,280	951,000	10%	951,000	0%
Category Expenditure Summary							
Salaries & Wages	769,707	526,008	538,561	538,072	2%	537,884	0%
Benefits	320,484	221,399	239,122	250,889	13%	260,259	4%
Materials & Supplies	6,174	9,855	8,500	10,500	7%	10,500	0%
Services	124,010	244,891	243,846	180,912	-26%	180,043	0%
Operating Expenditures	1,220,375	1,002,153	1,030,029	980,373	-2%	988,686	1%
Net Impact of Operations	\$ (351,570)	(140,153)	(88,749)	(29,373)	-79%	(37,686)	28%
Nonrecurring Revenues			-	-		-	
Nonrecurring Expenses							
Net Impact of Nonrecurring	-	-	-	-		-	
Net Contribution / (Use)	\$ (351,570)	(140,153)	(88,749)	(29,373)	-79%	(37,686)	28%

Major Accomplishments in Fiscal Years 2009-11

- Approval of the High Performance Building Ordinance.
- Reduction in the Solar Panel Fee.
- Reduction in Public Art Fee related to Maintenance and Solar Panels.

Major Budget Changes for Fiscal Years 2011-13:

- Increase in the Licenses and Permits category for smaller projects to bring more in line with FY 2010-2011 projected.
- Increase in the Materials and Supplies category to purchase required code books.
- Reduce outside professional services contract because of the lack of large projects.
- Reduced mandatory training because of loss of two positions last year (Chief Building Official retirement and one inspector).
- Promotion of one Senior Building Inspector to Supervising Building Inspector.

Community Development Department Economic Development Division

Division Overview:

The Economic Development Division provides a full range of economic development services, with a focus on business retention and marketing, new business development, targeted business recruitment, business liaison activities, and economic indicators and trend data. The Division provides coordination between property owners, developers and business owners, and other City departments and outside agencies to ensure successful projects. Economic Development staff members work closely with new business start-ups, providing potential business location and permitting assistance. The Division manages the Redevelopment Agency and implements capital improvement projects and programs that benefit the two project areas, utilizing tax increment and bond funds. The Division collaborates with community business organizations to achieve a healthy local economy, including the Tourism Improvement District local committee, Napa Downtown Association, Downtown Property and Business Improvement District, Small Business Development Center, Chamber of Commerce, and Workforce Investment Board.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	5.40	5.40	5.00	5.00	4.00
Part-Time	-	-	-	-	-
Economic Dev Division FTE	5.40	5.40	5.00	5.00	4.00

Community Development Department Economic Development Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 2,019	-	-	-		-	
Operating Transfer In	49,403	49,608	49,608	60,167	21%	60,580	1%
Revenues Total	51,422	49,608	49,608	60,167	21%	60,580	1%
Category Expenditure Summary							
Salaries & Wages	28,401	(126,468)	(132,091)	47,326	-137%	65,020	37%
Benefits	248,339	208,184	212,950	38,674	-81%	40,000	3%
Materials & Supplies	8,718	7,750	7,750	6,250	-19%	6,300	1%
Services	148,164	162,568	50,714	56,989	-65%	56,402	-1%
Capital Outlay	-	5,000	-	5,000	0%	5,000	0%
Operating Expenditures	433,622	257,034	139,323	154,239	-40%	172,722	12%
Net Impact of Operations	\$ (382,200)	(207,426)	(89,715)	(94,072)	-55%	(112,142)	19%
Nonrecurring Revenues	699,800	-	-	-		-	
Nonrecurring Expenses	26,882	739,416	439,800	114,037	-85%	114,812	1%
Net Impact of Nonrecurring	672,918	(739,416)	(439,800)	(114,037)	-85%	(114,812)	1%
Net Contribution / (Use)	\$ 290,718	(946,842)	(529,515)	(208,109)	-78%	(226,954)	9%

Major Accomplishments in Fiscal Years 2009-11

- Initiated the City Sustainability Program under a two-year federal grant, and will be seeking longer term funding to keep the program moving forward.
- Assisted with the formation of the Napa Tourism Improvement District (NTID) and continue to work with the City of Napa Local Committee on marketing activities.
- Developed a Business Liaison hand-out for distribution by the Napa Chamber of Commerce, Small Business Development Center, and local real estate brokers, and posted on the City's website to increase business awareness of available assistance.
- Completed Opera House Plaza and the Napa Art Walk 2010.

Major Budget Changes for Fiscal Years 2011-13:

- In December 2012 the Parkway Plaza redevelopment plan will expire. Support for the Economic Development Division will need to shift to the Soscol Gateway project area to the extent feasible and the General Fund.
- Eliminated \$100,000 contribution to Napa Destination Council (expenditure - Services) as the Napa Tourism Improvement District formation was successful and provides the organization funding support.
- Increase in Salaries & Benefits due to reallocation of labor distribution to reflect historical expenditures.
- Sustainability Coordinator position eliminated in FY 2012-13 unless extended by additional grant funding.

Community Development Department Housing Division

Division Overview:

Working in partnership with City departments and government agencies, community agencies and the private sector, the Housing Division operates a variety of programs to provide decent, safe, affordable housing to qualified residents. These programs are divided into two categories: those funds that are generated by or directly granted to the City of Napa and those funds that are generated by or directly granted to the Housing Authority.

All Housing Division costs are funded by designated federal, state and local funds except a contribution from the General Fund for the operation of the Homeless Shelter and Fair Housing Napa Valley. The City of Napa Housing Programs which includes Federal and State funds including Community Development Block Grant (CDBG), HOME, HELP and CalHome, as well as the City's Inclusionary Fund. The programs utilizing these funds include affordable housing development, acquisition and rehabilitation, assistance to first-time homebuyers, housing rehabilitation, and other community development activities. The Housing Authority Programs include Federal funds including the administration of Section 8 Housing Vouchers; Mainstream Vouchers; Mod Rehab project based rental assistance; Continuum of Care Funds; the 20% Housing Set-Aside from the Redevelopment Agency; the Local Housing Fund; the Operating Reserve Fund and the management of Housing Authority owned properties. These properties include the 50 units of affordable senior housing called Laurel Manor and the office building on Seminary Street.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	13.00	13.00	14.00	14.00	14.00
Part-Time	0.48	0.48	0.48	0.75	0.75
Housing FTE	13.48	13.48	14.48	14.75	14.75

Community Development Department Housing Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Revenues Total	\$ -	-	-	-		-	
Category Expenditure Summary							
Salaries & Wages	(266,666)	(427,946)	(399,035)	-		-	
Benefits	318,738	397,466	399,035				
Services	316,638	265,375	265,324	307,659	16%	303,140	-1%
Operating Expenditures	368,710	234,895	265,324	307,659	31%	303,140	-1%
Net Impact of Operations	\$ (368,710)	(234,895)	(265,324)	(307,659)	31%	(303,140)	-1%
Nonrecurring Expenses	25,252	-	-	-		-	
Net Impact of Nonrecurring	(25,252)	-	-	-		-	
Net Contribution / (Use)	\$ (393,962)	(234,895)	(265,324)	(307,659)	31%	(303,140)	-1%

Major Accomplishments in Fiscal Years 2009-11

- Award of 100 Non Elderly Disabled Housing Vouchers.
- Issued the First Notice of Funding Availability (NOFA) and selected three projects.
- Housing Division Reorganization.
- 2010-2015 Consolidated Plan Adoption.
- Analysis of Impediments to Fair Housing Report Adoption.
- Housing Authority Five Year Plan Adoption (2010-2015).
- Adoption of Policies on Foreclosures (City) and Policies on Options to Purchase (HACN).

Major Budget Changes for Fiscal Years 2011-13:

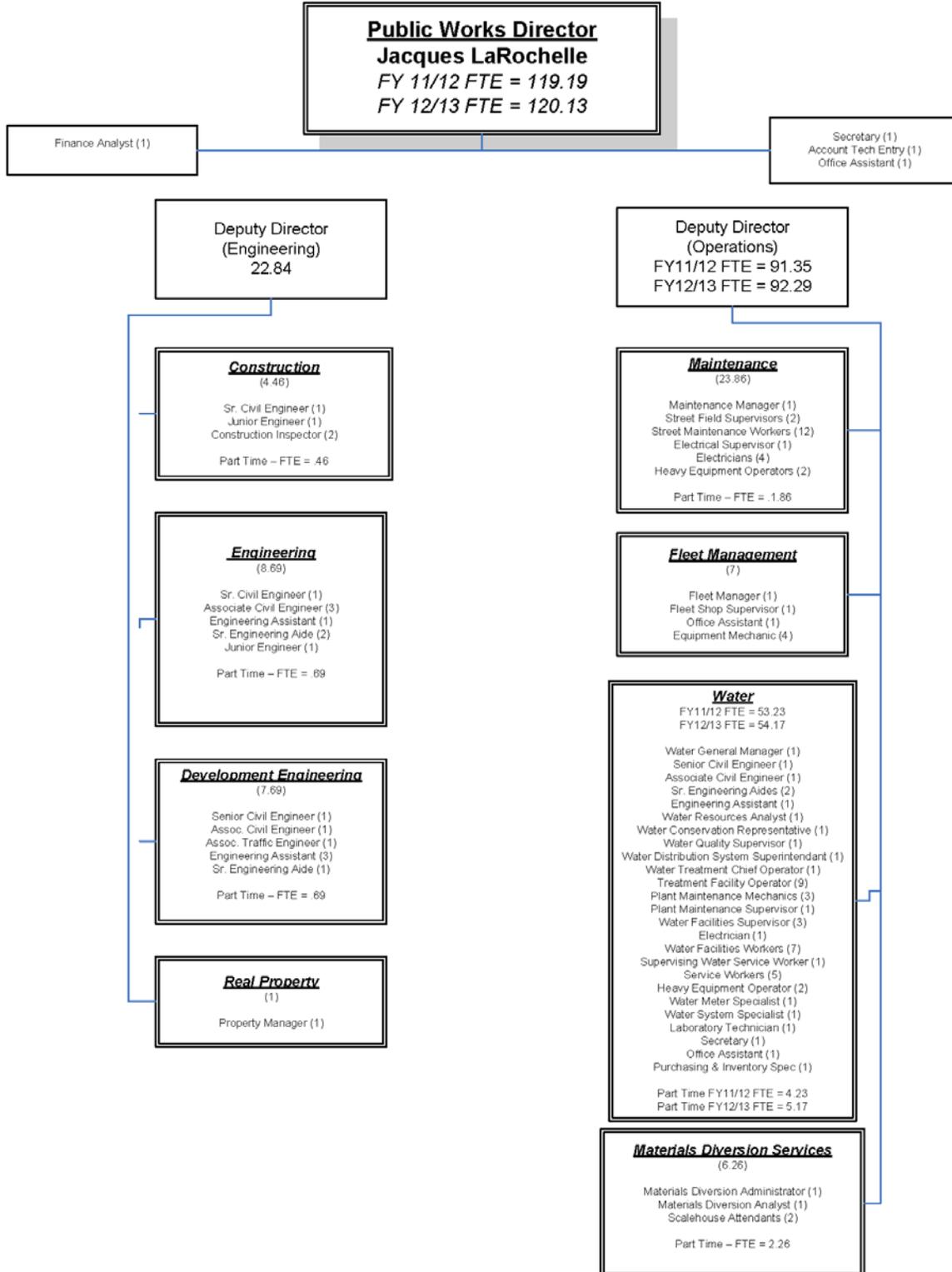
- Increase in the Services category is due to General Liability allocation (city wide allocation increase).

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Public Works Department

Mission Statement:

Public Works provides professional, cost-effective and efficient services that support and enhance our community's quality of life.



Public Works Department

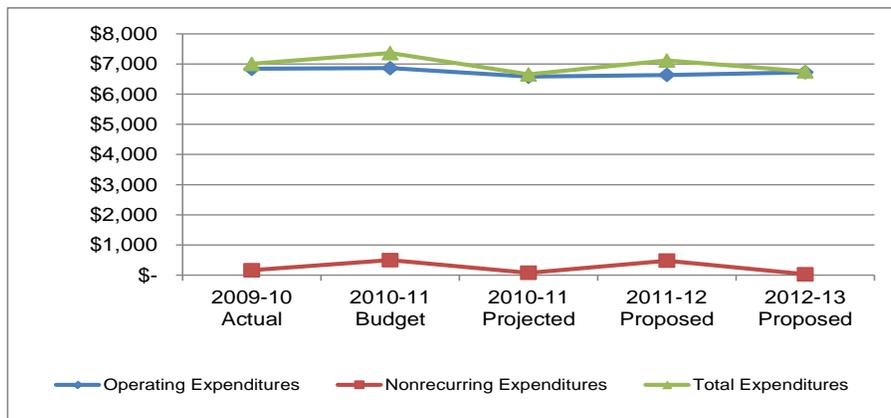
Department Overview:

The Public Works Department's core objectives are to design, construct, operate and maintain the City's public infrastructure and services generally consisting of streets, storm drains, sidewalks, bridges, electrical, water, materials diversion and fleet. Cumulatively, the Public Works Department oversees a \$66 million budget. Public Works also manages the Capital Improvement Program with 105 new projects totaling \$47.7 million.

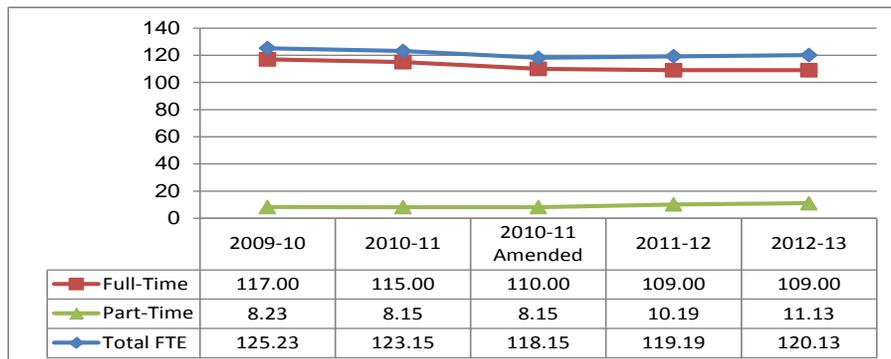
Major Accomplishments in Fiscal Years 2009-11:

- Street Resurfacing Program – Completed 10 miles of paving and embarked on the second year, currently on schedule to complete another 10 miles of the program.
- Capital Improvement Program – Several large projects involving the repaving of streets and the installation and repair of sidewalk, drainage facilities, and street trees have been completed. These projects include First and Second Streets, Main Street, Soscol Avenue and Browns Valley Road, and East Avenue.
- Edward Barwick Jamieson Canyon Water Treatment Plant – Upgrade complete.
- Infrastructure Master Plan – A report outlining the next 60 miles of local streets to be repaved, including pavement condition and infrastructure repairs and upgrades to sidewalks, curb ramps, water and sewer facilities, and street trees.
- Received a \$1,000,000 competitive grant for Cold-in-Place asphalt recycling on Freeway Drive, Golden Gate Drive and a portion of Solano Avenue.
- Acquired a hot asphalt patch truck to address on-going pothole problem.

Expenditure/Budget Trends (In Thousands):



Full Time Equivalent (FTE) Employees:



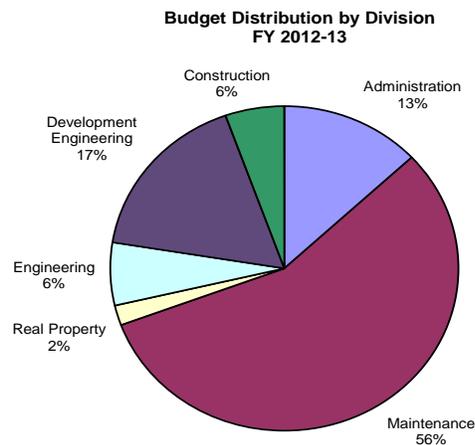
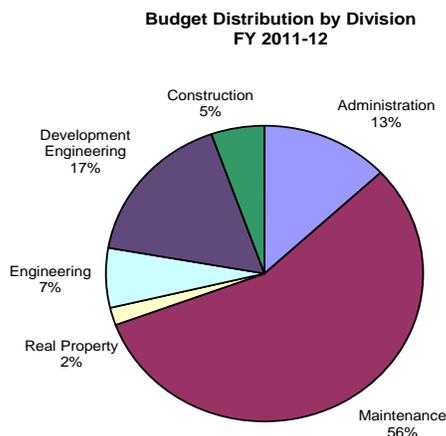
Public Works Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Licenses & Permits	81,592	35,601	56,468	34,000	-4%	34,000	0%
Intergovernmental	48,395	-	75,000	55,000		55,000	0%
Charges for Services	202,606	189,768	169,189	144,000	-24%	144,000	0%
Miscellaneous	7,500	7,500	7,500	7,500	0%	7,500	0%
Operating Transfer In	-	-	-	114,331		115,090	1%
Revenues Total	\$ 340,093	232,869	308,157	354,831	52%	355,590	0%

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Expenditure Summary							
Salaries and Wages	2,579,759	2,731,685	2,380,555	2,387,836	-13%	2,411,772	1%
Benefits	1,938,977	1,726,357	1,860,245	1,742,193	1%	1,815,650	4%
Materials and Supplies	784,404	806,863	856,287	853,925	6%	860,243	1%
Services	1,521,462	1,547,260	1,443,350	1,625,574	5%	1,621,501	0%
Capital Outlay	1,994	41,700	35,700	25,100	-40%	15,100	-40%
Transfers Out	13,500	8,233	2,000	-	-100%	-	
Operating Expenditures	6,840,096	6,862,098	6,578,137	6,634,628	-3%	6,724,266	1%
Net Impact of Operations	\$ (6,500,003)	(6,629,229)	(6,269,980)	(6,279,797)	-5%	(6,368,676)	1%

Nonrecurring Revenues	197,945	687,680	19,178	668,502	-3%	-	-100%
Nonrecurring Expenses	163,596	500,636	77,144	480,974	-4%	30,000	-94%
Net Impact of Nonrecurring	34,349	187,044	(57,966)	187,528	0%	(30,000)	-116%

Net Contribution / (Use)	\$ (6,465,654)	(6,442,185)	(6,327,946)	(6,092,269)	-5%	(6,398,676)	5%
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Key Initiatives for Fiscal Years 2011-13:

- Continue coordination with Flood District and Army Corps on the Napa Creek, Railroad Relocation and Oxbow Bypass projects.
- Design and construction of various CIP projects including repaving of Linda Vista (Redwood to Trower), O'Brien Park Bathrooms, Big Ranch Road Widening, and two bike lane projects.
- Start of coordination and design for new Rule 20A utility underground project on Jefferson Street (Lincoln to Claremont).

Public Works Department Administration Division

Division Overview:

The Public Works Department Administration Division provides management oversight and direction to Public Works divisions to achieve Council objectives, address citizen’s concerns and meet departmental goals. This division is focused on delivery of quality customer service for both our internal (City) and external (citizens, other agencies) customers. The administrative functions include:

- Managing financial transactions, such as: fee collection and records; deposit accounts; CIP expenditures; and grant funding.
- Contract management.
- Payroll records maintenance and reporting.
- Personnel management and development.
- Purchases and inventory control.
- Department agenda coordination for upcoming Council meetings as well as specialized ad hoc, advisory and steering committees, and working groups and sub-committees formed on an as-needed basis.
- Long-term records storage and management.
- Budget planning and administration.
- Support for processing of land development applications in the public right-of-way.
- Community Service Building front counter customer service for walk-in and phone-in customers.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	7.00	7.00	7.00	7.00	7.00
Part-Time	-	-	-	-	-
Admin Division FTE	7.00	7.00	7.00	7.00	7.00

Public Works Department Administration Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 48,395	-	75,000	55,000		55,000	0%
Charges for Services	11,376	-	5,700	-		-	
Revenues Total	59,771	-	80,700	55,000		55,000	0%
Category Expenditure Summary							
Salaries & Wages	510,231	534,181	521,057	522,029	-2%	524,692	1%
Benefits	308,400	304,697	335,292	247,487	-19%	258,468	4%
Materials & Supplies	38,045	18,125	35,082	36,085	99%	36,085	0%
Services	144,703	216,177	172,210	60,016	-72%	57,544	-4%
Capital Outlay	-	5,000	1,000	-	-100%	-	
Operating Expenditures	1,001,379	1,078,180	1,064,641	865,617	-20%	876,789	1%
Net Impact of Operations	\$ (941,608)	(1,078,180)	(983,941)	(810,617)	-25%	(821,789)	1%
Nonrecurring Revenues	197,945	676,180	7,678	668,502	-1%	-	-100%
Nonrecurring Expenses	163,596	489,136	65,644	480,974	-2%	30,000	-94%
Net Impact of Nonrecurring	34,349	187,044	(57,966)	187,528	0%	(30,000)	-116%
Net Contribution / (Use)	\$ (907,259)	(891,136)	(1,041,907)	(623,089)	-30%	(851,789)	37%

Major Accomplishments for Fiscal Years 2009-11:

- Administrative oversight of multifunctioning department including 3 enterprise funds and CIP program.
- Provided direct support to new IFAS Payroll Implementation.

Major Budget Changes for Fiscal Years 2011-13:

- \$100,000 annual cost share for administration of Napa County Stormwater Pollution Prevention Program was budgeted in PW Administration division in the past budget cycle. This expense has now been moved to Development Engineering division overseeing the National Pollutant Discharge Elimination System (NPDES) program.
- Eliminate vacant Administrative Assistant position.
- Reduction in personnel and professional services in Public Works will result in delayed response to special requests or projects.

Public Works Department Engineering Division

Division Overview:

The Engineering Division is responsible for: development, budgeting, and implementation of the City's 5-Year Capital Improvement Program, management and/or design of all of the Public Works Department's Capital Improvement projects (excluding Water and select Materials Diversion Enterprise projects), and providing assistance to other City Departments/Divisions in the management and design of other City Capital Improvement Projects and providing general engineering and administrative support.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11	2011-12	2012-13
			Amended		
Full-Time	9.00	7.00	8.00	8.00	8.00
Part-Time	0.69	0.69	0.69	0.69	0.69
Engineering Division FTE	9.69	7.69	8.69	8.69	8.69

Public Works Department Engineering Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Licenses & Permits	\$ 48,297	4,791	14,468	-	-100%	-	
Charges for Services	-	-	1,500	-		-	
Revenues Total	48,297	4,791	15,968	-	-100%	-	
Category Expenditure Summary							
Salaries & Wages	155,226	244,302	120,447	125,303	-49%	110,012	-12%
Benefits	269,119	198,069	244,724	229,831	16%	236,768	3%
Materials & Supplies	5,891	2,500	2,000	3,400	36%	3,400	0%
Services	64,132	60,671	55,650	73,650	21%	70,926	-4%
Capital Outlay	1,564	3,000	1,000	-	-100%	-	
Operating Expenditures	495,932	508,542	423,821	432,184	-15%	421,106	-3%
Net Impact of Operations	\$ (447,635)	(503,751)	(407,853)	(432,184)	-14%	(421,106)	-3%
Net Contribution / (Use)	\$ (447,635)	(503,751)	(407,853)	(432,184)	-14%	(421,106)	-3%

Major Accomplishments for Fiscal Years 2009-11;

- Delivered design packages for 17 Capital Improvement projects, including:
 - East Avenue Rehabilitation
 - First and Second Street Rehabilitation
 - Main Street Rehabilitation
 - Trancas Crossing Park
 - Seminary Street Bridge Rail Replacement

Major Budget Changes for Fiscal Years 2011-13;

- Approximately 90% of one Associate Civil Engineer position has been allocated to a source other than the General Fund.
- One Associate Civil Engineer position was vacated due to retirement and not filled.
- One Associate Civil Engineer position was transferred from the Development Engineering Division.
- Reduction in revenue due to inaccurate coding of revenues posted in Trak-it, then distributed to GL accounts. This coding error will be corrected in the upcoming cycle.
- The professional services budget was decreased from the adjusted FY10/11 budget. The reason for the increase in the Services category in the proposed FY11/12 budget is due to an increase in General Liability (city-wide increase).

Public Works Department Development Engineering Division

Division Overview:

The Development Engineering Division is responsible for the following program areas; entitlement review and plan check for private development; traffic planning and operations; floodplain management; National Pollutant Discharge Elimination System (NPDES) compliance; and encroachment permits and sidewalk cost-share program.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	10.00	10.00	7.00	7.00	7.00
Part-Time	0.69	0.69	0.69	0.69	0.69
Development Eng FTE	10.69	10.69	7.69	7.69	7.69

Public Works Department Development Engineering Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Licenses & Permits	\$ 32,862	30,810	42,000	34,000	10%	34,000	0%
Charges for Services	124,663	120,776	104,296	102,000	-16%	102,000	0%
Revenues Total	157,525	151,586	146,296	136,000	-10%	136,000	0%
Category Expenditure Summary							
Salaries & Wages	703,610	798,304	743,534	620,319	-22%	634,482	2%
Benefits	357,352	333,593	326,182	261,427	-22%	275,488	5%
Materials & Supplies	4,261	265	5,022	9,300	3409%	9,300	0%
Services	186,426	206,750	243,045	222,230	7%	220,110	-1%
Operating Expenditures	1,251,649	1,338,912	1,317,783	1,113,276	-17%	1,139,380	2%
Net Impact of Operations	\$ (1,094,124)	(1,187,326)	(1,171,487)	(977,276)	-18%	(1,003,380)	3%
Nonrecurring Revenues		11,500	11,500		-100%	-	
Nonrecurring Expenses		11,500	11,500		-100%		
Net Impact of Nonrecurring	-	-	-	-		-	
Net Contribution / (Use)	\$ (1,094,124)	(1,187,326)	(1,171,487)	(977,276)	-18%	(1,003,380)	3%

Major Accomplishments for Fiscal Years 2009-11:

- Reviewed over 200 private development applications including Gasser Theater and Big Ranch, Mayacamas, and Crosswinds Subdivisions.
- Completed engineering plan check of approximately 25 private development projects including Napa Crossings Phases 1 & 2 and Meritage Hotel Expansion.
- Coordinated and optimized the traffic signal timing of the Trancas Street, Lincoln Street, and Jefferson Street corridors.
- Facilitated design of new Trancas/Highway 29 Park-n-Ride facility, assist with design and installation of new traffic signals along Soscol Boulevard at Mckinstry Street and 8th Street intersections and at the Imola Avenue/Hwy 29 intersection, and in-pavement lighted crosswalks across Lincoln Street at Napa High School and Napa Street at St. John's School.
- Solicited grant funding for Lincoln St. bicycle lane striping, traffic signal interconnection and optimization along Lincoln Street, Soscol Boulevard and Imola Avenue corridors.
- Supported regional transportation & planning initiatives such as the Highway 29 Corridor Plan, Napa Downtown Specific Plan, and the County-Wide Bicycle Transportation Plan.
- Represented the Department's interests by attending meetings of the Napa County Transportation & Planning Agency (NCTPA) Technical Advisory Commission, Napa County Flood Control and Water Conservation District (NCFCWCD) Technical Advisory Panel, and the Napa Downtown Specific Plan Steering Committee.
- Conducted six (6) meetings of the City's Bicycle and Trails Advisory Committee.
- Reduced the City's National Flood Insurance Program Community Rating System rating from "8" to "6" resulting in over \$200k annual savings for local flood insurance policy-holders.
- Reviewed plans for the Napa Creek Flood Protection Project and completing the Salvador Creek Flood Insurance Rate Map Study.
- Reduced Napa River pollution by investigating over 20 illicit discharge complaints.
- Managed the Weather Room during approximately 20 rain events.

Public Works Department Development Engineering Division

Major Accomplishments for Fiscal Years 2009-11 (continued):

- Approved over 1,000 encroachment permits and 200 traffic control plans for construction activity and special events within the public right-of-way.
- Eliminated tripping hazards at over 160 sites through the Sidewalk Cost-Share Program.

Major Budget Changes for Fiscal Years 2011-13:

- Departmental reorganization resulted in the transfer of responsibilities and duties of the former Transportation Engineering Division to the Development Engineering Division.
- Increase in the Materials and Supplies category reflects the inclusion of former Transportation Engineering Division budget.
- Development Engineering Division and Transportation Engineering Division reduced professional services budget for consultants by 61%.
- Eliminate vacant Senior Engineering Aide position.
- Reduction of personnel by eliminating Transportation Engineering Division and combining with Development Engineering Division will result in traffic counts, speed surveys, and intersection studies taking longer to complete.

Public Works Department

Real Property Division

Division Overview:

The Real Property Division handles all right-of-way and real estate matters for the City and the Redevelopment Agency. Typical duties include investigation and determination of City/Agency property rights, purchasing and selling real property; appraisal services; coordinating the relocation of tenants, homeowners, and businesses that may be displaced by a City project; processing the dedication and abandonment of public easements; and leasing City property to private users or leasing private property for City use.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	1.00	1.00	1.00	1.00	1.00
Part-Time	-	-	-	-	-
Real Property Division FTE	1.00	1.00	1.00	1.00	1.00

Public Works Department Real Property Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Revenues Total	\$ -	-	-	-		-	
Category Expenditure Summary							
Salaries & Wages	82,436	92,465	92,465	80,571	-9%	85,545	5%
Benefits	34,817	34,481	34,447	35,105	-9%	36,431	5%
Services	9,555	12,050	7,020	12,084	0%	11,572	-3%
Operating Expenditures	126,808	138,996	133,932	127,760	-8%	133,548	5%
Net Impact of Operations	\$ (126,808)	(138,996)	(133,932)	(127,760)	-8%	(133,548)	5%

Major Accomplishments for Fiscal Years 2009-11:

- Sale of remnant parcel to Riverwood Apartments, refunding \$140,000 to the Street Improvement Fund (Underground Component).
- Transfer of Redevelopment Agency owned parcels to the City.
- Negotiation & acquisition of opportunity purchase of 2408 First Street for future intersection improvements at First Street & California Blvd.
- Acquisition of numerous temporary property rights necessary for the completion of various CIP Projects.

Major Budget Changes for Fiscal Years 2011-13:

- There will be a slight decrease in Salaries and Benefits in FY 2011-12 as some time will be spent in support of Capital Improvement Projects, and will be charged directly to the appropriate project.

Public Works Department Maintenance Division

Division Overview:

The Public Works Maintenance Division is responsible for a wide range of services to maintain and operate City facilities within the public right-of-way including: streets, concrete facilities including curb, gutter, sidewalks, storm drain system, street signs, roadway striping, traffic signals, street lights, electrical systems in all City facilities, water distributions and treatment facilities, and watershed.

In addition, the Division provides Street Cleaning (sweeping) and Graffiti Removal services. City streets are currently cleaned every six weeks with increased service levels during the fall leaf season. The Graffiti Removal section works full time removing or painting over graffiti on City and utility company assets and properties as well as on private property where the graffiti can be seen from the public right of way.

Emergency and after-hours response to ensure safe and efficient travel on City streets and uninterrupted delivery of safe drinking water is a primary mission of the Maintenance Division. The Division plays a key roll in the City of Napa Emergency Operations Center.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	23.00	23.00	22.00	22.00	22.00
Part-Time	1.38	1.38	1.38	1.86	1.86
Maintenance Division FTE	24.38	24.38	23.38	23.86	23.86

Public Works Department Maintenance Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Charges for Services	\$ 13,373	15,400	40,869	-	-100%	-	
Miscellaneous	7,500	7,500	7,500	7,500	0%	7,500	0%
Operating Transfer In	-	-	-	114,331		115,090	1%
Revenues Total	20,873	22,900	48,369	121,831	432%	122,590	1%
Category Expenditure Summary							
Salaries & Wages	975,199	871,108	749,816	899,902	3%	897,249	0%
Benefits	813,058	714,946	768,647	834,532	17%	869,017	4%
Materials and Supplies	730,090	783,673	811,883	795,420	1%	805,988	1%
Services	1,058,905	971,706	900,640	1,190,674	23%	1,197,437	1%
Capital Outlay	430	33,700	33,700	15,100	-55%	15,100	0%
Operating Transfer Out	13,500	8,233	2,000	-	-100%	-	
Operating Expenditures	3,591,182	3,383,366	3,266,686	3,735,628	10%	3,784,792	1%
Net Impact of Operations	\$(3,570,309)	(3,360,466)	(3,218,317)	(3,613,797)	8%	(3,662,202)	1%
Construction							

Major Accomplishments for Fiscal Years 2009-11:

- Created a three man concrete strike team. This team removed, replaced and installed more than 500 cubic yards of sidewalk, curb & gutter and ADA ramps.
- Acquired a new "HOT" patch truck. This piece of equipment gives the city the ability to purchase asphalt in the colder months (keeping it warm and pliable) for utility patching and pothole repairs. Being able to keep the material hot reduces the waste factor and allows increased production.
- Installed ten ADA ramps in various locations throughout the City.
- Implemented an LED streetlight program. To date we have changed 146 streetlights leading to an annual energy savings of approximately \$11,000.
- City Electrical Division designed and installed the traffic signal at Soscol & McKinstry.
- City Electrical Division designed the traffic signal at Eighth and Soscol.

Major Budget Changes for Fiscal Years 2011-13:

- Added part time Electrician due to heavy maintenance load.
- Materials & Supplies category increased for additional asphalt purchases to reflect use of new "Hot" Patch Truck to increase quality and quantity of pothole repairs.
- Contribution to Street Cleaning from the Storm Water Assessment Fund was reclassified as an Operating Transfer In (Revenue) rather than an Inter-department Credit (offset in Expenditure). This makes the Services category appear to increase.
- Services category budget was increased due to increased Fleet costs for new "Hot" Patch Truck and increased maintenance costs associated with greater use of maintenance vehicles for paving, sidewalk, and general maintenance program.

Public Works Department Construction Division

Division Overview:

The Construction Division provides construction management services to support the needs of Public Works and the City including engineering and inspection to Capital Improvement Projects (CIP), Development Projects, and Encroachment Permits.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time	0.46	0.46	0.46	0.46	0.46
Construction Division FTE	4.46	4.46	4.46	4.46	4.46

Public Works Department Construction Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Licenses & Permits	\$ 432	-	-	-			
Charges for Services	53,194	53,592	16,824	42,000	-22%	42,000	0%
Revenues Total	53,626	53,592	16,824	42,000	-22%	42,000	0%
Category Expenditure Summary							
Salaries & Wages	153,058	206,493	153,235	139,712	-32%	159,792	14%
Benefits	156,231	140,571	150,953	133,809	-5%	139,478	4%
Materials & Supplies	6,117	2,300	2,300	9,720	323%	5,470	-44%
Services	57,741	64,738	64,785	66,920	3%	63,912	-4%
Capital Outlay	-	-	-	10,000		-	-100%
Operating Expenditures	373,147	414,102	371,273	360,161	-13%	368,652	2%
Net Impact of Operations	\$ (319,521)	(360,510)	(354,449)	(318,161)	-12%	(326,652)	3%

Major Accomplishments for Fiscal Years 2009-11:

- Construction management of East Avenue Sidewalk and Street Rehabilitation.
- Completion of two Federal Aid Projects: Rehabilitation of Shurtleff Avenue, Kansas Avenue, Foster Road and Solano Avenue; and Rehabilitation of Soscol Avenue and Browns Valley Road.
- Completed 1st and 2nd Street Rehabilitation.
- Trancas / Highway 29 Park & Ride, and Main Street Rehabilitation.
- Inspection and management oversight of Riverfront Development, Avia, and Napa Square Projects.
- Major Encroachment Permit Work - Railroad Relocation Project and Napa Creek Flood Protection Project.

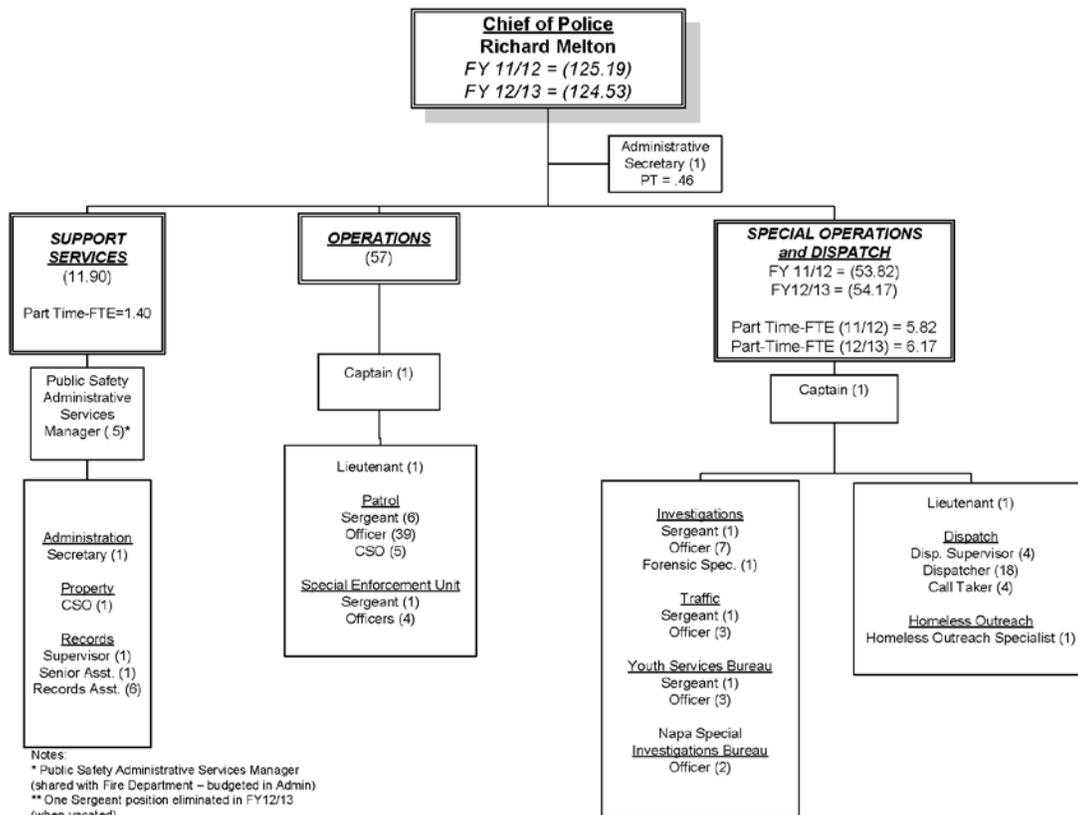
Major Budget Changes for Fiscal Years 2011-13:

- Reduction in revenue due to inaccurate coding of revenues posted in Trak-it, then distributed to GL accounts. This coding error will be corrected in the upcoming cycle.
- Savings in Salaries and Wages category is due to credits for charging to various CIP projects.
- Increase in equipment and supplies budgets due to purchase of equipment for implementation of in-house compaction testing program.

Police Department

Mission Statement:

The mission of the Napa Police Department, in partnership with the community, is to promote and maintain a peaceful, safe, and secure environment.



Police Department

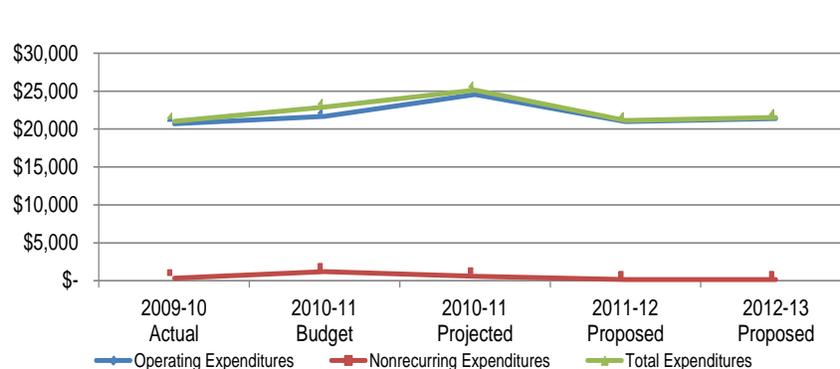
Department Overview:

The Police Department provides policing services to the residents and visitors of Napa by providing contemporary law enforcement services and by addressing quality of life issues. The Department also provides a variety of youth programs, provides dispatch services for City and county law enforcement, and City Fire and emergency ambulance calls, handles various City governed permits, and works with a wide spectrum of agencies to address quality of life and criminal issues.

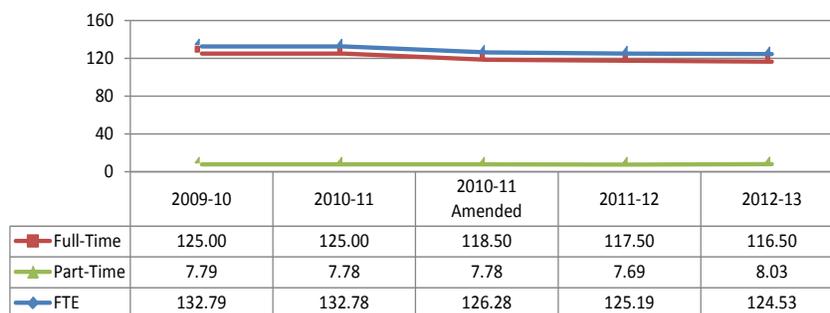
Major Accomplishments in Fiscal Years 2009-11:

- Implemented the restructure and reorganization of the department to provide better service to the community and to provide for internal succession planning.
- Implemented a new phone system which enabled wireless 9-1-1 calls in the Central Communications (Dispatch) Center service area to be directly received.
- Remodeled the Dispatch 9-1-1 center and added two workstations.
- Better utilization of information technology programs to combat crime and address quality of life issues.
- Assisted NVUSD in reducing truancy through refocused efforts of the School Resource Officers.
- Implementation of a new policy manual with online access capability. Involved a revision of all policies to include current policing standards and case law.
- Established Volunteer Program.

Expenditure/Budget Trends (In Thousands):

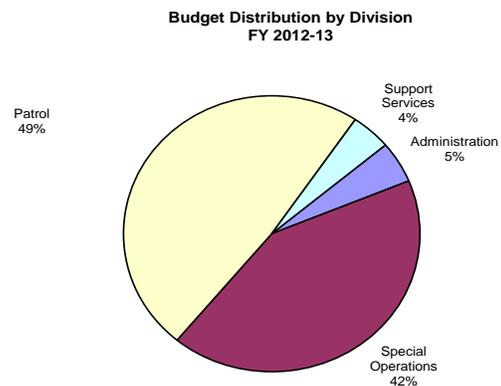
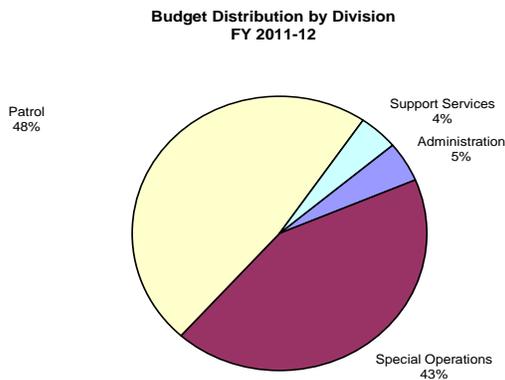


Full Time Equivalent (FTE) Employees:



Police Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Taxes	\$ 333,086	434,253	319,112	410,875	-5%	414,750	1%
Licenses and Permits	17,942	15,000	15,000	15,000	0%	15,000	0%
Intergovernmental	225,580	178,503	260,914	178,503	0%	178,503	0%
Charges for Services	2,512,254	2,592,200	2,568,700	2,670,700	3%	2,865,700	5%
Miscellaneous Revenue	-	4,382	3,681	-	-100%	-	-
Revenues Total	3,088,862	3,224,338	3,167,407	3,275,078	2%	3,473,953	6%
Category Expenditure Summary							
Salaries and Wages	12,337,258	12,902,338	11,184,268	12,308,960	-5%	12,345,041	0%
Benefits	5,864,968	5,996,943	5,175,025	5,749,515	-4%	5,944,301	3%
Materials and Supplies	202,257	263,892	256,083	202,102	-23%	202,102	0%
Services	2,154,972	2,418,903	2,424,160	2,641,502	9%	2,715,368	3%
Capital Outlay	-	15,803	15,803	-	-100%	-	-
Transfers Out	122,946	-	-	75,000	-	175,000	133%
Operating Expenditures	20,682,401	21,597,879	19,055,339	20,977,079	-3%	21,381,812	2%
Net Impact of Operations	\$ (17,593,539)	(18,373,541)	(15,887,932)	(17,702,001)	-4%	(17,907,859)	1%
Nonrecurring Revenues	322,786	1,221,996	562,592	94,815	-92%	-	-100%
Nonrecurring Expenses	353,346	1,193,262	589,144	142,401	-88%	142,400	0%
Net Impact of Nonrecurring	(30,560)	28,734	(26,552)	(47,586)	-266%	(142,400)	199%
Net Contribution / (Use)	\$ (17,624,099)	(18,344,807)	(15,914,484)	(17,749,587)	-3%	(18,050,259)	2%



Key Initiatives for Fiscal Years 2011-13:

- Reintroduce the crime analysis capabilities to better assist employees of the Police Department to address the needs of the community.
- Establish electronic training module for new policy manual.
- Increase utilization of Volunteer Program.
- Develop better community communications through various types of media.
- Examine opportunities for cost recovery on various types of crimes.
- Research the plausibility of implementing a Police Reserve Program.
- Re-evaluating the Red Light Camera Program.
- Reducing the number of calls for service involving Homeless Individuals by 10-15% by utilizing the Homeless Outreach Program.
- Development of a Marijuana eradication program with emphasis on enforcement of environmental laws.
- Further utilizing information technology to better address cross jurisdictional internet crime.
- Utilize information technology to obtain better efficiencies and effectiveness by officers.
- Training all officers on updated policies and procedures.
- Providing additional training to officers to enhance their job performance.

Police Department Administration Division

Division Overview:

The Administration Division is responsible for the direction, supervision, and compliance with standards for the entire department. It does so through policy development and implementation, by hiring, promoting and assigning personnel, and by administering discipline and rewards. It also maintains all administrative records and general orders, coordinates worker's compensation claims, maintains and supports scheduling software and department website, manages the departmental fleet, maintains payroll records, coordinates employee recruitment, inputs payroll information into the City automated system, coordinates department budget, purchasing and accounts receivable, and issues alarm permits. The objectives of the Administrative Bureau include recruitment, hiring and training of highly qualified personnel; ensuring departmental compliance with California P.O.S.T. standards; development and implementation of the department's training plan.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11	2011-12	2012-13
			Amended		
Full-Time	5.00	5.00	3.50	3.50	3.50
Part-Time	0.46	0.46	0.46	0.46	0.46
Admin Division FTE	5.46	5.46	3.96	3.96	3.96

Police Department Administration Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Taxes	\$ 294,113	399,253	294,112	385,875	-3%	389,750	1.00%
Licenses & Permits	17,942	15,000	15,000	15,000	0%	15,000	0.00%
Intergovernmental	-	-	10,000	-		-	-
Charges for Services	34,984	45,000	37,000	37,000	-18%	37,000	0.00%
Miscellaneous	-	4,382	3,681	-	-100%	-	-
Revenues Total	347,039	463,635	359,793	437,875	-6%	441,750	0.88%
Category Expenditure Summary							
Salaries and Wages	635,926	585,014	554,896	569,557	-3%	569,392	-0.03%
Benefits	324,028	265,190	281,756	264,573	0%	273,000	3.19%
Materials and Supplies	18,114	30,957	26,800	18,075	-42%	18,075	0.00%
Services	109,649	139,824	139,015	168,334	20%	156,119	-7.26%
Operating Expenditures	1,087,717	1,020,985	1,002,467	1,020,539	0%	1,016,586	-0.39%
Net Impact of Operations	\$ (740,678)	(557,350)	(642,674)	(582,664)	5%	(574,836)	-1.34%
Nonrecurring Revenues	-	-	-	-	0%	-	-
Nonrecurring Expenses	-	-	-	-	0%	-	-
Net Impact of Nonrecurring	-	-	-	-	0%	-	-
Net Contribution / (Use)	\$ (740,678)	(557,350)	(642,674)	(582,664)	5%	(574,836)	-1.34%

Major Accomplishments for Fiscal Years 2009-11:

- Successfully completed the Police/Fire Administrative Consolidation.
- Conducted staff cross training of essential functions.

Major Budget Changes for Fiscal Years 2011-13:

- The reduction in the Charges for Services revenue category reflects a more realistic expectation of revenue.
- The Miscellaneous revenue category includes a grant received in 2010-11. No grants are anticipated for 2011-12.
- The reduction in the Materials & Supplies expenditure category is because the 2010-11 budget includes a one-time grant allocation; this account is funded at the previous level.
- The increase in the Services expenditure category is the cost for the contract for services with the District Attorney's Office transferred to the Police Department's budget from the City Attorney's budget.

Police Department Special Operations Division

Division Overview:

The Special Operations Division includes Investigations, Traffic, Crime Prevention, Youth Services Bureaus, the 9-1-1 Communications Center (Public Safety Answering Point) and Napa Special Investigations Bureau (NSIB).

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	52.00	52.00	52.00	48.00	47.00
Part-Time	4.07	3.58	3.58	5.36	5.71
Special Ops Division FTE	56.07	55.58	55.58	53.36	52.71

Police Department Special Operations Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 207,327	178,503	178,503	178,503	0%	178,503	0%
Other Taxes	38,973	35,000	25,000	25,000	-29%	25,000	0%
Charges for Services	2,373,402	2,417,200	2,433,700	2,528,700	5%	2,723,700	8%
Revenues Total	2,619,702	2,630,703	2,637,203	2,732,203	4%	2,927,203	7%
Category Expenditure Summary							
Salaries and Wages	4,893,932	5,452,271	4,605,035	5,079,299	-7%	5,121,734	1%
Benefits	2,149,223	2,318,918	1,976,007	2,200,434	-5%	2,289,277	4%
Materials and Supplies	80,772	76,052	73,500	77,052	1%	77,052	0%
Services	1,141,665	1,295,531	1,285,397	1,432,809	11%	1,526,390	7%
Operating Transfers Out	-	-	-	75,000		175,000	133%
Operating Expenditures	8,265,592	9,142,772	7,939,939	8,864,594	-3%	9,189,453	4%
Net Impact of Operations	\$ (5,645,890)	(6,512,069)	(5,302,736)	(6,132,391)	-6%	(6,262,250)	2%
Nonrecurring Revenues	220,756	699,619	327,312	-	-100%	0%	
Nonrecurring Expenses	188,628	733,748	286,830	7,519	-99%	7,519	-
Net Impact of Nonrecurring	32,128	(34,129)	40,482	(7,519)	-78%	(7,519)	0%
Net Contribution / (Use)	\$ (5,613,762)	(6,546,198)	(5,262,254)	(6,139,910)	-6%	(6,269,769)	2%

Major Accomplishments for Fiscal Years 2009-11:

- Roy Melanson was indicted for Murder by a Napa County Grand Jury. Melanson was linked by DNA evidence to the 1974 murder of Anita Andrews.
- The Police Department and the Napa County Sheriff's Department created a Cold Case Unit to review unsolved murder and sexual assault cases utilizing DNA and Forensic Evidence.
- Received four-year funding from the Office of Traffic Safety for the 'Napa County Avoid the 9' campaign aimed at DUI enforcement.
- Reduction in the number of injury accidents related to traffic collisions resulted in a higher Office of Traffic Safety rating.
- Truancy intervention was the focus of School Resource Officers, which has resulted in a reduction of truancy at the middle and high school level.
- Reduction in the number of injury resulted in a lower rating by the Office of Traffic Safety.
- Responded to 272 calls for service in 2010 related to homeless issues. This is a significant reduction compared to the 723 calls for service in 2009.
- NSIB eradicated 104,466 marijuana plants in 2010 with a street value of \$313,000,000.

Major Budget Changes for Fiscal Years 2011-13:

- Reduction in Charges for Services revenue category represents the reduced funding by the Napa Valley Unified School District for the School Resource Officer (Decision Package).
- Reduction in Other Taxes revenue represents a more realistic expectation of revenue.
- Reduction to the overtime budget to meet reduction target.
- Appropriately allocated Captain's & Traffic Officers' time to the Red Light Camera account.
- Increases in Services expenditure category for Animal Shelter costs (Decision Package).
- Reduction in the number of part time help hours.
- Budgeted for miscellaneous traffic safety materials and equipment in the Red Light Camera section of the Traffic Fund.
- Non-recurring revenue and expenditure accounts relate to grant activity and will be handled as carryovers.

Police Department Operations Division

Division Overview:

The Operations Division is the primary service delivery unit of the Police Department. The Operations Division is also responsible for Patrol, deployment of Special Weapons and Tactics (SWAT) Team, Hostage Negotiations Team, K-9 Program, Police Training Officer Program, and providing alternative means of service delivery.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	56.00	56.00	54.00	57.00	57.00
Part-Time	0.46	0.46	0.46	0.46	0.46
Operations Division FTE	56.46	56.46	54.46	57.46	57.46

Police Department Operations Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ 18,253	-	56,608	-		-	
Charges for Services	70,655	100,000	68,000	75,000	-25%	75,000	0%
Revenues Total	88,908	100,000	124,608	75,000	-25%	75,000	0%
Category Expenditure Summary							
Salaries and Wages	6,195,595	6,395,595	5,498,585	6,112,300	-4%	6,106,283	0%
Benefits	3,088,751	3,220,701	2,703,540	3,055,740	-5%	3,144,690	3%
Materials and Supplies	80,320	131,708	131,708	81,400	-38%	81,400	0%
Services	826,792	877,538	865,803	926,984	6%	922,308	-1%
Operating Transfers Out	122,946	-	-	-			
Operating Expenditures	10,314,404	10,625,542	9,199,636	10,176,424	-4%	10,254,681	1%
Net Impact of Operations	\$ (10,225,496)	(10,525,542)	(9,075,028)	(10,101,424)	-4%	(10,179,681)	1%
Nonrecurring Revenues	102,029	522,377	235,280	94,815	-82%		-100%
Nonrecurring Expenses	164,718	459,514	302,314	134,882	-71%	134,881	0%
Net Impact of Nonrecurring	(62,689)	62,863	(67,034)	(40,067)	-164%	(134,881)	237%
Net Contribution / (Use)	\$ (10,288,185)	(10,462,679)	(9,142,062)	(10,141,491)	-3%	(10,314,562)	2%

Major Accomplishments for Fiscal Years 2009-11:

- Improved the Department's ability to address the quality of life and gang issues by creating the Special Enforcement Unit.
- Made improvement to parking enforcement by broadening the employees' role and use of technology.
- Filled the Operations' Lieutenant position.
- Begun transitioning to a Neighborhood Based Policing philosophy to better serve the community through addressing neighborhood needs.
- The Rapid Command Response Vehicle was purchased, outfitted, and put into service.
- Updated equipment and increased availability of less lethal devices to Patrol Officers.
- Police Officer reallocated to Cold Case Homicide Grant position.
- Police Officer reallocated to Office of Traffic Safety traffic enforcement position.
- Participated in several cross cultural community events.

Major Budget Changes for Fiscal Years 2011-13:

- Decrease in revenue for fines reflects more accurately the anticipated revenues.
- Reduction to the overtime budget as a cost saving measure.
- Budgeting appropriate divisions to better identify actual costs of programs.
- Reallocating 0.1 FTE Community Services Officer from Patrol to weekend parking enforcement.
- Appropriately allocated Captain's time to the Parking Ticket/Security account.
- Defer hire of Community Services Officer for six (6) months as a cost savings measure.
- Defer hire of Police Officer position for one (1) year as a cost savings measure.
- Eliminate a Sergeant position in year 2 as a cost savings measure.
- The 2010-11 budget for the Materials & Supplies expenditure category includes one-time budget allocation; this account funded at the previous level.
- Non-recurring revenue and expenditure accounts relate to grant activity and will be handled as carryovers.

Police Department Support Services Division

Division Overview:

The Support Services Division falls under the Administrative Division and handles administrative functions, the Records function, and the Property Room. All of these functions provide direct customer service to the community and support the field units and other employees.

The Administrative Services component provides administrative and clerical support, general information technology support, personnel liaison activities, grant management and fiscal operations.

The Records component provides customer service to citizens who come to or call the Department; maintain police records; provide support services for officers and the Communications Center; fingerprint new city employees, drug and sex registrants; process citations, reports and subpoenas for court purposes; process taxi, massage, concealed weapon and vendor permit applicants; report crime statistic to the Department of Justice; and maintain statistics for department use.

The Property function is responsible for the storage, maintenance and release of evidence, found property, and property held for safe keeping. This function also facilitates the destruction of contraband, laboratory analysis of drugs, and preservation of DNA evidence.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	10.00	10.00	9.00	9.00	9.00
Part-Time	2.80	3.28	3.28	1.40	1.40
Support Services FTE	12.80	13.28	12.28	10.40	10.40

Police Department Support Services Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ -	-	15,803	-		0	
Charges for Services	33,213	30,000	30,000	30,000	0%	30,000	0%
Revenues Total	33,213	30,000	45,803	30,000	0%	30,000	0%
Category Expenditure Summary							
Salaries and Wages	611,805	469,457	525,752	547,803	17%	547,631	0%
Benefits	302,965	192,133	213,722	228,768	19%	237,334	4%
Materials and Supplies	23,050	25,175	24,075	25,575	2%	25,575	0%
Services	76,867	106,010	133,945	113,375	7%	110,551	-2%
Capital Outlay	-	15,803	15,803	-	-100%	-	
Operating Expenditures	1,014,687	808,578	913,297	915,521	13%	921,091	1%
Net Impact of Operations	\$ (981,474)	\$ (778,578)	\$ (867,494)	\$ (885,521)	14%	\$ (891,091)	1%
Net Contribution / (Use)	\$ (981,474)	\$ (778,578)	\$ (867,494)	\$ (885,521)	14%	\$ (891,091)	1%

Major Accomplishments for Fiscal Years 2009-11:

- Police Department Records Management System (ILEADS) was upgraded.
- Successfully completed the California Law Enforcement Telecommunication System (CLETS) recertification and audit.
- Agreement obtained with the District Attorney's Office and Juvenile Probation for receipt of electronic police reports improving efficiencies.

Major Budget Changes for Fiscal Years 2011-13:

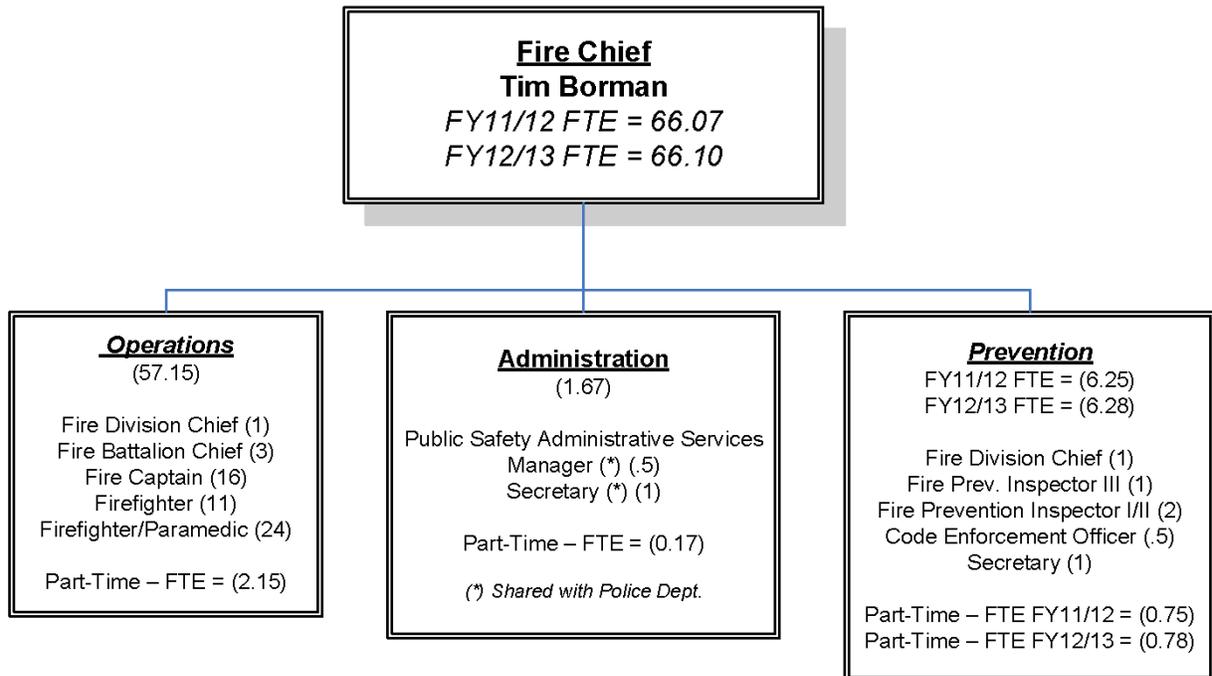
- The increase in Salaries and Wages expenditure category reflects correctly accounting for all FTE's in the appropriate division and allocating the actual costs.
- The increase in the Services expenditure category reflects the adjustment to the Citywide liability allocation; no operational increases were budgeted in this account.
- No capital outlay expenditures planned for budget cycle.

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Fire Department

Mission Statement:

Always Here, Always Ready, Serving You with Pride and Excellence.



Fire Department

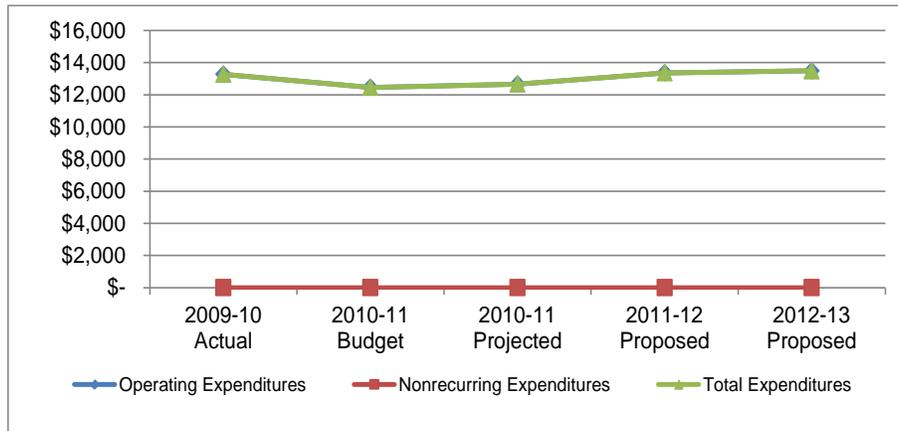
Department Overview:

The Fire Department is a multi-hazard, all risk response agency that provides emergency service to the citizens and visitors of the community. Its primary responsibility is to provide an effective and efficient means of protecting life, property and the environment while being a productive member of the municipal team and contributing to the realization of the City's overall goals. The department is divided into three functional divisions: Administration, Operations, and Prevention.

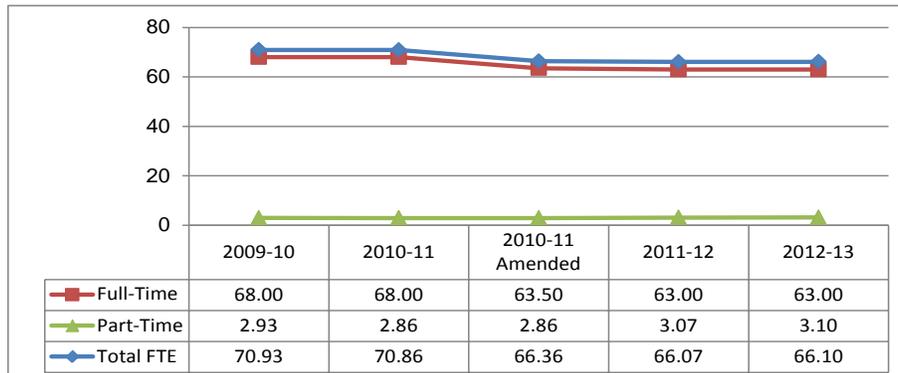
Major Accomplishments in Fiscal Years 2009-11:

- Received, equipped and trained personnel on the new Type 3 Wildland Engine received through a FEMA grant.
- Received a \$5,000 grant from Fireman's fund for extrication equipment.
- Updated the Hazard Mitigation Plan and received Council approval necessary to apply for Federal grants.
- Provided contractual services for American Canyon Fire Department for inspection, emergency coverage and project oversight.
- Consolidated administrative services with Police/Fire Administration.
- Developed ladder truck specification, solicited and reviewed bids, and received Council approval for replacement of 17-year-old ladder truck.
- Updated many of the Fire Department's Standard Operating Procedures.

Expenditure/Budget Trends (In Thousands):



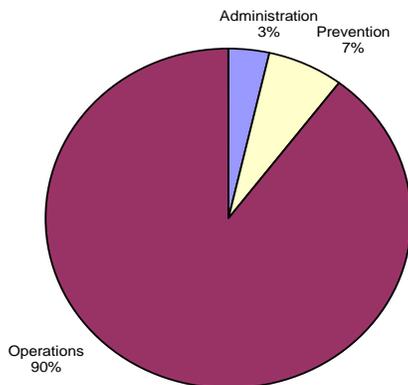
Full Time Equivalent (FTE) Employees:



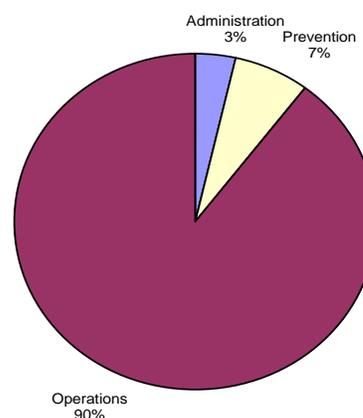
Fire Department

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Taxes	\$ 1,814,855	1,975,833	1,944,302	1,962,455	-1%	1,966,330	0%
Intergovernmental	17,050	25,000	33,001	25,000	-	25,000	-
Charges for Services	525,547	514,847	244,784	458,038	-11%	458,038	0%
Revenues Total	2,357,452	2,515,680	2,222,087	2,445,493	-3%	2,449,368	0%
Category Expenditure Summary							
Salaries and Wages	8,441,533	7,815,767	7,889,316	8,015,783	3%	8,042,932	0%
Benefits	3,857,752	3,515,753	3,677,002	4,140,177	18%	4,289,599	4%
Materials and Supplies	204,409	263,773	257,712	238,913	-9%	238,913	0%
Services	769,956	836,800	811,273	911,692	9%	906,646	-1%
Capital Outlay	-	26,497	26,497	60,000	126%	20,000	
Operating Expenditures	13,273,650	12,458,590	12,661,800	13,366,565	7%	13,498,090	1%
Net Impact of Operations	\$(10,916,198)	(9,942,910)	(10,439,713)	(10,921,072)	10%	(11,048,722)	1%
Nonrecurring Revenues	-	-	-	-		-	
Nonrecurring Expenses	-	-	-	-		-	
Net Impact of Nonrecurring	-	-	-	-	-	-	-
Net Contribution / (Use)	\$(10,916,198)	(9,942,910)	(10,439,713)	(10,921,072)	10%	(11,048,722)	1%

Budget Distribution by Division
FY 2011-12



Budget Distribution by Division
FY 2012-13



Key Initiatives for Fiscal Years 2011-13:

- Purchase equipment and train on the new ladder truck.
- Identify funding to make the truck company Advanced Life Support (ALS).
- Continue to seek consolidation or collaborative agreement for efficiency and cost savings.
- Continue to look for grants and other potential funding sources for a permanent classroom facility for Citywide use.
- Continue to provide Prevention, Suppression and Administrative support to the American Canyon Fire District.
- Recruit volunteers to assist with fire prevention programs and activities.
- Continue to implement the cited improvements in the Citygate Report.
- Revise and implement the Fire Department permit and services fees.

Fire Department Administration Division

Division Overview:

The Administration Division is primarily responsible for the day-to-day business management functions necessary to efficiently operate the Fire Department. This division serves as a resource to the other divisions to accomplish the goals of the Department. The programs assigned to this division include budget planning and administration; financial and payroll records and reporting; purchasing and inventory control; personnel activities; labor relations activities; clerical support services; and central records and management information.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11	2011-12	2012-13
			Amended		
Full-Time	3.00	3.00	2.50	2.50	2.50
Part-Time	0.16	0.16	0.16	0.17	0.17
Admin Division FTE	3.16	3.16	2.66	2.67	2.67

Fire Department Administration Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Taxes	\$ 294,113	399,253	399,253	385,875	-3%	389,750	1%
Intergovernmental	-	-	1,075	-		-	
Charges for Services	9,007	17,497	9,000	12,000	-31%	12,000	0%
Revenues Total	303,120	416,750	409,328	397,875	-5%	401,750	1%
Category Expenditure Summary							
Salaries & Wages	365,702	200,683	182,536	303,942	51%	303,838	0%
Benefits	181,862	63,925	153,276	141,142	121%	146,349	4%
Materials & Supplies	13,249	18,390	17,530	10,030	-45%	10,030	0%
Services	20,791	26,247	27,491	32,669	24%	31,990	-2%
Operating Expenditures	581,604	309,245	380,833	487,783	58%	492,207	1%
Net Impact of Operations	\$ (278,484)	107,505	28,495	(89,908)	-184%	(90,457)	1%
Net Contribution / (Use)	\$ (278,484)	107,505	28,495	(89,908)	-184%	(90,457)	1%

Major Accomplishments for Fiscal Years 2009-11:

- Successfully completed the Fire/Police Administrative Consolidation.
- Coordinated Public Information Officer (PIO) training for City employees.

Major Budget Changes for Fiscal Years 2011-13:

- The reduction in the Revenue accounts reflects a more realistic expectation of revenues.
- The Public Safety Administrative Services Manager position is shared with the Police Department.
- The increase in the Salary & Benefit expenditure category reflects fully funding of the Fire Chief's position.
- The reduction in the Materials & Supplies and Services categories represents reallocation of charges.

Fire Department Fire Prevention Division

Division Overview:

Primary Fire Prevention responsibilities include:

- Review and approve planned unit development projects
- Plan check
- Review and inspection of new construction activities
- Inspection of existing occupancies
- Inspection of all state mandated occupancies
- Inspection, testing and acceptance of fire protection systems
- Fire cause and origin determination
- Development and adoption of local codes and standard
- Train suppression personnel on fire prevention topics
- Weed abatement
- Public education

The primary goal is to prevent fires from starting and minimize the potential for loss of life, property and the environment. This is accomplished by requiring built-in fire protection, such as automatic fire sprinkler systems, fire resistive construction, adequacy of exiting, fire alarm systems, storage, use and handling of hazardous materials. The second method to reduce loss of life and property damage is through public education. Public education is one of the most cost effective methods of helping the Fire Department reach out to the community and educate the targeted vulnerable population of children and elderly.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11	2011-12	2012-13
			Amended		
Full-Time	7.00	7.00	6.00	5.50	5.50
Part-Time	0.31	0.31	0.31	0.75	0.78
Fire Prevention Division FTE	7.31	7.31	6.31	6.25	6.28

Fire Department Fire Prevention Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Intergovernmental	\$ -	15,000	10,000	15,000	0%	15,000	0%
Charges for Services	229,027	291,550	189,543	223,038	-23%	223,038	0%
Revenues Total	229,027	306,550	199,543	238,038	-22%	238,038	0%
Category Expenditure Summary							
Salaries & Wages	626,483	692,790	538,952	554,013	-16%	558,727	2%
Benefits	286,397	326,793	267,748	260,731	-16%	271,261	2%
Materials & Supplies	11,130	18,478	18,478	18,478	0%	18,478	0%
Services	71,392	78,816	64,775	66,709	-15%	65,730	-1%
Operating Expenditures	995,402	1,116,877	889,953	899,931	-19%	914,196	2%
Net Impact of Operations	\$ (766,375)	(810,327)	(690,410)	(661,893)	-18%	(676,158)	2%
Net Contribution / (Use)	\$ (766,375)	(810,327)	(690,410)	(661,893)	-18%	(676,158)	2%

Major Accomplishments for Fiscal Years 2009-11:

- Implemented the American Canyon Agreement to provide fire prevention administration services including plan review, residential occupancy inspection program, educational occupancy inspection program (Schools) and weed abatement.
- Successfully completed the adoption of the 2010 California Code of Regulations, Title 24, Parts 9 (Fire Code) including local amendments.
- Developed and implemented a new permit program for plan review and inspection of underground fire protection services.
- Completed the "Alta Heights Shaded Fire Break Project" (Firewise).

Major Budget Changes for Fiscal Years 2011-13:

- Reduction in Charges for Services revenue category reflects more appropriate level in these challenging economic times.
- Eliminated a vacant Fire Inspection I position, which was partially offset by the addition of 0.5 FTE Code Enforcement Officer (transfer from Community Development Department).
- Reduction in Services expenditures reflects copy center charges now budgeted under Purchasing and correctly distributing the fleet charges.
- Funds allocated from Fire Reserve PT help in Operations Division to help fund part time inspector (costs recovered through inspection fees).

Fire Department Operations Division

Division Overview:

The Operations Division is responsible for the delivery of both emergency and non-emergency services to the citizens of Napa. The types of incidents we primarily respond to include medical emergencies, all types of fire related calls, hazardous materials incidents, vehicle accidents, and a variety of other emergency and service calls. Our personnel are well trained and equipped to handle incidents in a safe and efficient manner.

In addition to responding to calls for service, Operations personnel perform a multitude of other tasks. They are responsible for maintaining the Department’s apparatus and tools of the trade. Providing public education throughout the community is a high priority along with conducting fire and life safety inspections in the business community. Physical fitness as well as maintaining a high level of proficiency in all aspects of the job is achieved by many hours of ongoing training and testing. In addition to numerous skills test in a number of specialized areas, fire suppression personnel are required to pass a physical fitness test once a year.

Other programs under the Operations Division include Water and Confined Space Rescue; Hazardous Materials; Disaster Preparedness and Response; Paramedic Program; Emergency Medical Dispatch; Apparatus and Equipment Program; Training Program; Physical Fitness Program; Fire Reserve Program; Explorer Program; Smoke Detector Program; Office of Emergency Services (OES) Mutual Aide response; disaster preparedness and response and Pre-fire Plans for commercial occupancies.

Full Time Equivalent (FTE) Employees:

Position Category	2009-10	2010-11	2010-11		
			Amended	2011-12	2012-13
Full-Time	58.00	58.00	55.00	55.00	55.00
Part-Time	2.46	2.39	2.39	2.15	2.15
Fire Operations Division FTE	60.46	60.39	57.39	57.15	57.15

Fire Department Operations Division

	2009-10 Actual	2010-11 Budget	2010-11 Projected	2011-12 Proposed	% Change	2012-13 Proposed	% Change
Category Revenue Summary							
Taxes	\$ 1,520,742	1,576,580	1,545,049	1,576,580	-	1,576,580	-
Intergovernmental	17,050	10,000	21,926	10,000	0%	10,000	0%
Charges for Services	287,513	205,800	46,241	223,000	8%	223,000	0%
Revenues Total	1,825,305	1,792,380	1,613,216	1,809,580	1%	1,809,580	0%
Category Expenditure Summary							
Salaries & Wages	7,449,347	6,922,294	7,167,828	7,157,828	3%	7,180,366	0%
Benefits	3,389,493	3,125,035	3,255,978	3,738,305	20%	3,871,990	4%
Materials & Supplies	180,029	226,905	221,704	210,405	-7%	210,405	0%
Services	677,773	731,737	719,007	812,314	11%	808,926	0%
Capital Outlay	-	26,497	26,497	60,000	126%	20,000	-67%
Operating Expenditures	11,696,642	11,032,468	11,391,014	11,978,852	9%	12,091,687	1%
Net Impact of Operations	\$ (9,871,337)	(9,240,088)	(9,777,798)	(10,169,272)	10%	(10,282,107)	1%
Net Contribution / (Use)	\$ (9,871,337)	(9,240,088)	(9,777,798)	(10,169,272)	10%	(10,282,107)	1%

Major Accomplishments for Fiscal Years 2009-11:

- Implemented the American Canyon Agreement to provide administrative support, Battalion Chief coverage, and fire and EMS training.
- Developed specifications for the replacement ladder truck.
- Updated the Hazard Mitigation Plan and received Council approval.

Major Budget Changes for Fiscal Years 2011-13:

- Salary and Benefits are adequately budgeted to reflect the actual costs of current staffing.
- The overtime budget was increased to reflect the increased cost because of reduced staffing levels.
- Money from the Fire Reserve part-time help was reallocated to help fund a part-time inspector position in Fire Prevention with the elimination of the Fire Inspector I position.
- The reduction in the Materials & Supplies category reflects the reallocation of charges.
- The increase in the Services category reflects the reinstatement of the apparatus replacement funding.
- Increase in the Capital Outlay expenditure category is to purchase the Advanced Life Support equipment for ladder truck (Decision Package).