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ADOPTED BUDGET

FISCAL YEARS 2015-16 AND 2016-17



BUDGET FOR FISCAL YEARS 2015-16 and 2016-17

Mission Statement

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

CITY COUNCIL



Mayor Jill Techel



Vice Mayor Scott Sedgley



Juliana Inman



Mary Luros



Peter Mott

Napa, California





BUDGET FOR FISCAL YEARS 2015-16 and 2016-17

CITY STAFF

Mike Parness, City Manager
Nancy Weiss, Assistant City Manager
Michael Barrett, City Attorney
Roberta Raper, Finance Director
Dorothy Roberts, City Clerk
Darlene Colaso, Human Resources Director
Steve Potter, Police Chief
Mike Randolph, Fire Chief
Rick Tooker, Community Development Director
Jacques LaRochelle, Public Works Director
John Coates, Parks and Recreation Services Director

***Prepared By:
The Finance Department
June 2015***

City of Napa Organizational Chart

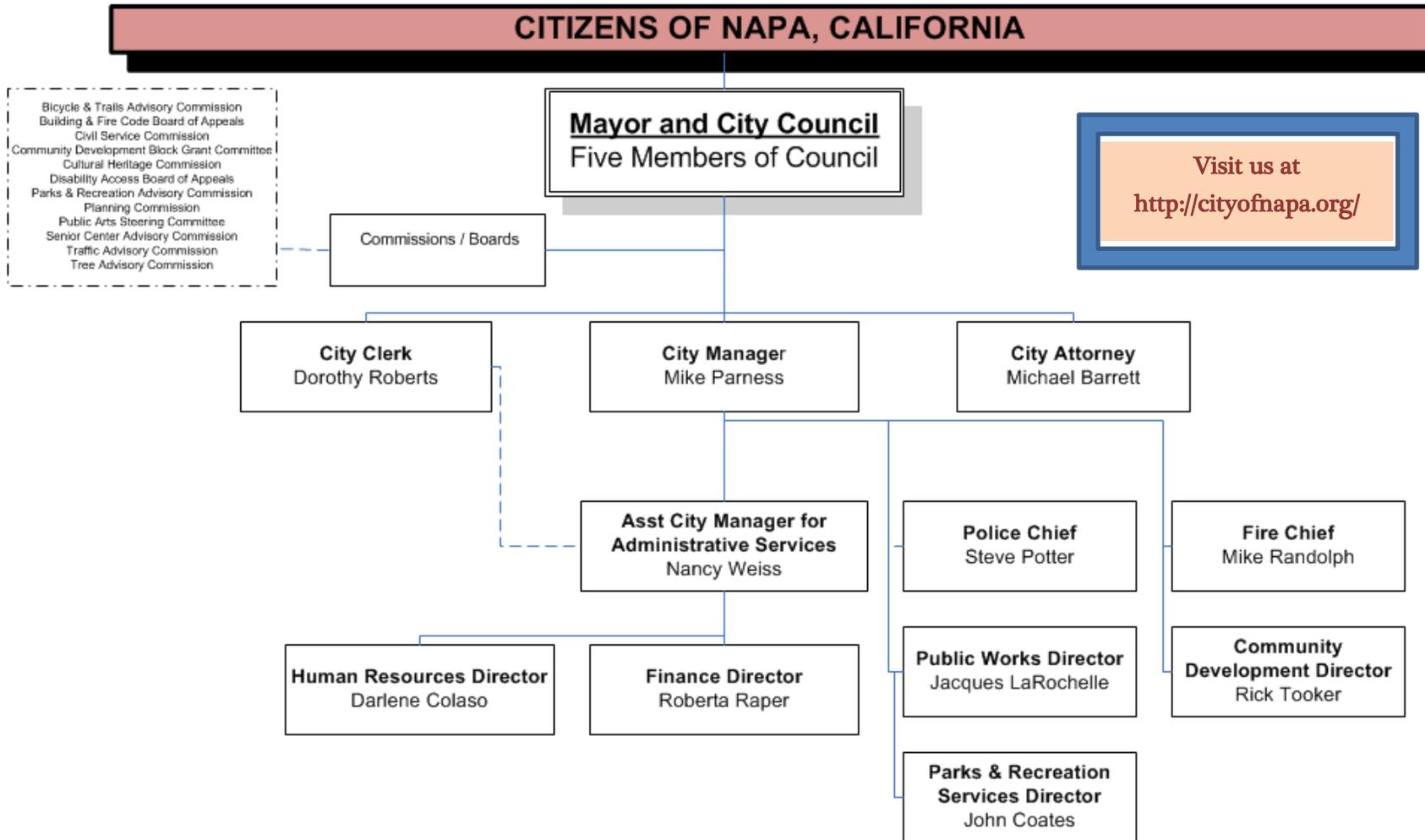


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Reader's Guide to the Budget

Fiscal Years 2015-16 & 2016-17

Reader's Guide to the Budget

The organization, content and presentation of the information in the City of Napa's biennial budget document are designed to satisfy the specific needs of its various users. Citizens, bondholders, public officials, and city employees often require different information and even prefer different levels of detail. This document is organized and structured in such a way as to make it easy to locate the specific content required to meet either external informational or internal managerial needs.

In general terms of design, the document is presented as follows:

- Background and general budget preparation information and fund summaries is presented in the initial sections:
 - ⇒ Section 1: City Manager's Introduction;
 - ⇒ Section 2: Council Priorities; and
 - ⇒ Section 3: Budget Overview
- Detailed budget information is presented in the next sections, specifically:
 - ⇒ Section 4: Budget by Department / Program;
 - ⇒ Section 5: Private Purpose Trust Fund; and
 - ⇒ Section 6: Housing Authority of the City of Napa
- The Five Year Capital Improvement Program is presented in Section 7.
- The Appendices includes other important information, specifically:
 - ⇒ Appendix A: Five Year Staffing Plan
 - ⇒ Appendix B: Resolutions Adopting the FY 2015-16 & FY 2016-17 Budget
 - ⇒ Appendix C: Inter-fund Transfers and Advances
 - ⇒ Appendix D: Fiscal Policy
 - ⇒ Appendix E: Summary of 2015 Long Term Financial Plan
 - ⇒ Appendix F: Revenue Assumptions for the FY 2015-16 & FY 2016-17 Budget
 - ⇒ Appendix G: FY 2014-15 Appropriations Limit
 - ⇒ Appendix H: Budget Process
 - ⇒ Appendix I: Program Budget/Performance Metrics
 - ⇒ Appendix J: Fleet Replacement Schedule
 - ⇒ Appendix K: Glossary of Terms and Acronyms

The titles of the major sections and a general description of each section's contents are provided below:

City Manager's Introduction

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

Council Priorities

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



Reader's Guide to the Budget

Fiscal Years 2015-16 & 2016-17

Budget Overview

The Budget Overview provides a snapshot of the information contained in the full budget document, focusing on charts that show “big picture” views of revenues and expenditures for the General Fund, Special Revenue Funds, Capital Improvement Funds, and Proprietary Funds. Also included are the economic assumptions used in building the budget, staffing plans, debt summary, and projected fund balance and planned use of/contribution to reserves for the biennial budget period.

Budget by Department / Program

The budget by Department / Program section presents the City budget on a functional / programmatic basis including program metrics and direct and indirect costs, as well as budgetary appropriations by Department. Information included in this section includes five-year staffing levels by department, revenue and expenditure appropriation details. Major accomplishments for the prior budget cycle as well as key initiatives for the Fiscal year 2015-16 and 2016-17 cycle are presented by program. For more detailed information on the change to programmatic budget and performance metrics see Appendix I.

Private Purpose Trust Fund Budget

The Private Purpose Trust Fund budget section provides the organizational structure, staffing, purpose and source of funding for the Successor Agency to the Napa Community Redevelopment Agency.

Housing Authority of the City of Napa Budget

The Housing Authority of the City of Napa budget section provides the organizational structure, staffing, purpose and source of funding for the Housing Authority for the budget period. In addition, major accomplishments, budget changes and key initiatives are provided to put a story to the numbers.

Five-Year Capital Improvement Program

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

Appendices

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Napa
California**

For the Biennium Beginning

July 1, 2013

A handwritten signature in black ink, reading "Jeffrey R. Egan".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Napa, California for its biennial budget for the biennium beginning July 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



City Manager Introduction

*Fiscal Years
2015-16 & 2016-17*



CITY MANAGER
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July 1, 2015

I am pleased to present the City of Napa Budget for Fiscal Years 2015-16 and 2016-17. This document provides a comprehensive overview of City activities and programs during the two year period beginning July 1, 2015. The budget identifies the City's organizational structure, includes program descriptions, provides an overview of the City's financial condition and summarizes budget priorities and issues. These elements combine to enhance the utilization of this document as a communication device, a financial plan, a policy tool and an operations guide for the City Council, employees and citizens of Napa.

The Adopted Budget for all City funds totals \$224.1 million in FY 2015-16 and \$188.8 million in FY 2016-17. In accordance with the direction of the City Council, this budget represents a spending plan that balances the need to be responsive in providing services to residents, businesses and visitors within the limits of available resources. The City Council priorities discussed in your February 2015 Workshop were a key consideration during development of this two year budget. The Adopted Budget reflects the following priorities established by the City Council:

- Efficient and Stable Organization
- Enhance Vitality and Sustainability through Economic Development
- Quality Service to the Community
- Streets, Sidewalk and Infrastructure; including parks and downtown improvements
- Where We Live (Housing and Quality of Life)

Key Points

- The Adopted Budget contains no recommended tax increases, major fee adjustments or new assessments. The annual update to the Master Fee Schedule will be presented to Council in Summer 2015.
- Revenue growth in the General Fund is projected to continue at 4.1% in FY 2015-16 rising to 5.6% in FY 2016-17 due mainly to increased Property Tax, (increased property values coupled with increased resale activity), Sales Tax (increased sales activity and new businesses), and Transient Occupancy Tax (increased off-season activity coupled with additional rooms in the second year).
- Operating revenue will continue to keep pace with expenditures levels to ensure the City's ability to respond to the current and future needs of the community.
- There are a number of staffing changes included in the Adopted Budget, most notably in Police, Parks and Recreation and Public Works to maintain appropriate staffing levels for park and facility maintenance, development review, plan check and inspection, and to staff the enhanced downtown maintenance

and enforcement efforts as well as to assist the City in developing and implementing new storm drainage mandates.

- The Adopted Budget presents budget appropriations in programmatic form for the first time. Over the past 12 months, city staff has been working to define and group City services into functional programs, and developing program metrics to provide a rubric for ongoing assessment of program effectiveness and performance. This programmatic look at City Services crosses funding sources and departmental lines to provide a comprehensive understanding of the resources needed and utilized to provide services.
- The recovery efforts from the 6.0 earthquake experienced by Napa on August 24, 2014 will continue through fiscal year 2015-16 and possibly 2016-17 as necessary. Permanent repair projects scheduled for FY 2015-16 are included. Many of the projects were added in fiscal year 2014-15, and will be carried over until completion.

General Fund

The Adopted General Fund operating budget is balanced in each of the next two fiscal years. Revenue assumptions are conservative but realistic. The largest source of revenue to the General Fund, Property Tax, is projected to increase by 5% in 2015-16 and an additional 5% in 2016-17. The second largest source of General Fund revenue, Sales Tax, is projected to increase by 5% in FY 2015-16 and an additional 9% the following year. Transient Occupancy Tax (TOT) is the third largest source of General Fund revenue. TOT is projected to increase by 3% in FY 2015-16 and an additional 7% in FY 2016-17. Continued growth in these three major revenue sources is a positive indication of the City of Napa's strong fiscal health.

Fiscal Policies

In an effort to present clear fiscal direction, the City Council has adopted a number of fiscal policies. One key group of fiscal policies includes the Reserve Policies. In fiscal year 2014-15, the City contracted with Government Finance Officers' Association (GFOA) to perform a risk assessment analysis of the City's General Fund reserves and to develop recommendations for the appropriate level of reserves recommended to mitigate various risk factors. Based on their analysis, GFOA recommended reserve levels between 22 to 36 percent. A revision to the reserve policy is included in the Adopted budget which increases the target reserve level for the City to 20 percent (14 percent Emergency Reserve, 5 percent Operating Reserve, and one percent contingency reserve.) Based on the City's existing reserve policy totaling 16 percent (12 percent Emergency reserve, 3 percent Operating reserve and one percent contingency reserve), the City needs to increase reserves by 25 percent (four percentage points). The reserves are expected to be fully funded as of the end of FY 2014-15 using nonrecurring General Fund undesignated balance.

Capital Improvement Plan

The Adopted Budget includes a Capital Improvement Plan for the next five year period with capital projects totaling \$77.7 million. Of this amount, \$36 million is budgeted in FY 2015-16 and \$11.2 million in FY 2016-17. Projects funded from the General Fund will total \$10.1 million over the next two year period. Included among the major capital expenditures requested during this budget cycle from various funding sources is funding for the Anaerobic Digestion to Biofuel project (\$15.5 million), water system improvements (\$6.0 million), Street and Sidewalk Improvements (\$4.4 million); costs associated with construction of Fire Station #5 (\$2.3 million), as well as various facility, park and storm drain projects.

State of the City

One of the primary goals for the City over the past few years has been economic and operational sustainability. Thanks to an improving local economy, strong fiscal policies and ongoing labor cost containment measures we have made significant progress toward our stabilization goals. It's good news that we are in a position to continue the strategic restoration of programs and services that were reduced during the lean years. Just as we took a conservative approach to cutting services, we will continue to move conservatively to restore them during the current two-year budget cycle and beyond.

The challenges for FY 2015-16 & FY 2016-17 center around ensuring adequate funding for various capital and infrastructure projects, impact of new development on service delivery, working through the FEMA process to insure the City receives the maximum reimbursement for all permanent project work related to the earthquake, and addressing employee compensation to ensure the City is able to retain and attract high quality employees. Some of the items included in the Budget consistent with Council priorities include:

- Administration – Continue to study and update development impact fees to more accurately fund necessary infrastructure to serve new development. Specifically, the Parks and Recreation Facility Impact Fee and Street Improvement/Underground Utility Impact Fees will be studied during the two year budget cycle.
- Public Works – Develop Request for Proposals for the City Hall consolidation/services analysis, collaboration with NCTPA on construction of the Oak Knoll segment of the Vine Trail, develop an Arterial/Gateway Beautification plan, create a policy on trucked water, and intergovernmental coordination for drought response and stormwater funding alternatives.
- Community Development – Planned activities include the preparation of a reuse plan for the former CineDome site, initiating amendments to regulations of Vacation Rentals, preparation of a draft ordinance for second units, and preparing a work program for initiation of a comprehensive update to the General Plan.
- Police Department – Provide enhanced security in the downtown central core and surrounding areas to provide greater citizen and officer safety. Continue movement toward implementation of the Neighborhood Based Policing Model and the Police Reserve program to ensure a high level of safety for the citizens of Napa.
- Fire Department – The design of the new Fire Station #5, located at the corner of Browns Valley Road and Laurel Avenue, was approved in January 2015. Construction is scheduled to begin in late 2015 and will take approximately one year to complete.
- Parks and Recreation – Planned activities include a review and analysis of downtown event spaces such as the Dwight Murray Plaza and Oxbow Bypass, pursue collaborative opportunities to establish a rent-a-bike program, and enhancing maintenance of hardscape and landscape in the downtown corridor.

The City of Napa continues to see economic recovery which has resulted in an increase in the City's revenue base, while also experiencing an increase in the demand for public services. Due to long range fiscal planning, ongoing financial controls over spending and an advantageous position in a strong economic niche market, the City remains in a stronger position than many other local agencies.

It is important that as the City continues to re-gain fiscal stability we remain cautious to not over-obligate our elastic revenue base. A continuing fiscal challenge for the City is rising employee compensation costs. We will need to closely monitor the cost impacts of adding new employees, rising salaries, and benefit cost increases including significant anticipated increases in pension costs expected to take effect in FY2016-17.

Economic development continues to be an important area of focus. Projects on the horizon include:

- The Shops at Napa Center - The property owner has completed Phase I renovations which included a “face lift” of the common area pathways, landscaping, furnishings, architectural improvements, painting, etc. Construction is currently underway to create the new five-story, 183-room Archer Hotel on First Street. Work will continue through 2015 with the opening expected in late 2016 or early 2017.
- Vieavage Resort at Stanly Ranch – The proposed project is a 110-unit luxury resort hotel and destination spa to be managed by Auberge Resorts. Final design and project approval is anticipated in 2015, with opening expected in 2017.
- The Meritage Resort – This property will undergo another expansion, with nine acres added to hold 134 new rooms, a wine/culinary center, outdoor event space and a 10,000 square foot conference center.
- CineDome Theater site and Nearby Parking – The CineDome developer was not prepared to proceed with funding and completing a Master Plan for the property. During this budget cycle, staff will work to develop a comprehensive Master Plan for reuse of the CineDome property, including the Napa Sanitation District parcel and the adjoined City property.
- Oxbow Neighborhood/Core Downtown – The process of approving a re-use plan for the former Copia site, now known as 500 First Street, will continue with the Planning Commission and City Council in 2015. Completion of China Point Overlook, a new “pocket park” on the southwest corner of First Street and Soscol Avenue, and increasing public space and the attractiveness of this spot adjacent to the river and the future bypass channel.
- Gasser Development/Soscol Corridor - Plans are already underway for a Hampton Inn, a new fitness center, and multiple restaurants and retailers. Nearby, the Vista Tulocay residential development on the Gasser property will create 483 new housing units on 18 acres.
- Napa Pipe - The passage of Measure A in November 2014 expanded the Rural-Urban Limit line to encompass the development on the former Napa Pipe site. This accomplishment allows the potential annexation of this property that is surrounded on three sides by the City. Costco has filed a comprehensive application seeking to build on the site but has to wait for the Developer to provide the necessary infrastructure.

Summary

In spite of the stronger economic outlook, developing a viable spending plan for the next two year period requires careful planning, long range vision and aggressive management of limited resources. This Budget was developed utilizing these guidelines and is consistent with the assumptions included in the adopted Long Term Financial Plan.

As City Manager, I am committed to continuing the management of the economic resources of this City in a conservative and responsive manner. The City Council will be appraised on an ongoing basis of the status of these efforts. I welcome your input, your advice and your guidance.

Acknowledgements

In closing, I would like to express my appreciation to the City Council for providing positive leadership and direction during the preparation of this budget. I also want to thank the dedicated City Department Managers and their key staff members who have worked countless hours to prepare this budget. Lastly, I wish to acknowledge the incredible dedication and hard work of the City's budget team. Their collective contributions are appreciated and I extend my sincere thanks for a job well done.



Mike Parness
City Manager

The hard work and dedication to excellence by the City's budget team is hereby acknowledged.

Nancy Weiss, Assistant City Manager
Roberta Raper, Finance Director
Deanna Andrews, Finance Manager
Sara Gallegos, Finance Analyst
Desiree Brun, Assistant to the City Manager
Budget Coordinators
Budget Technicians

CIP Team:

Jacques LaRochelle, Public Works Director
Eric Whan, Deputy Director of Public Works - Engineering
Mark Andrilla, Senior Civil Engineer
Julie Lucido, Senior Civil Engineer
Heather Maloney, Administrative Services Manager – Public Works



City Council Priorities

*Fiscal Years
2015-16 & 2016-17*

Council Priorities

Each year, the Napa City Council meets to discuss the key issues facing the City of Napa and to strategize opportunities and solutions to meet the City’s needs. During this workshop, City departments present to the Council recommended projects and options to help address the various needs of the community. The City Council considers the recommendations and facilitates development of a list that reflects the core strategies and priority activities for the City in the upcoming budget year.

After establishing the core strategies and priority activities, the City Manager and Department Directors begin developing a budget to incorporate the critical priorities into the City’s spending plan. If additional funds or staffing are required to implement a program or projects, a decision package analysis is developed to explain the additional funding request. The City Council then considers the overall budget that includes requests for any necessary funding for implementing the established priorities and ongoing operational needs.

After establishing the core strategies and priority activities and providing funding where necessary, the City Manager and Department Directors establish work plans to implement the approved initiatives. The City Manager then tracks progress of the priorities in the project tracking forms that are presented in the Quarterly Reports to Council throughout the budget year. Overall progress is then assessed at the priority workshop the following year.

The sections below provide information about the City’s established priorities. The first section gives a status of past priority projects, while the second section addresses the priorities for the FY 2015-16 and FY 2016-17 budget cycle.

Section 1: FY 2013-14 & FY 2014-15 Priorities Status

Core Strategy	Priority	Description and Progress
Financial Stability	Sustainable Compensation Package	<ul style="list-style-type: none"> • Successful negotiations with all bargaining units, providing Cost of Living Adjustments for all positions, while maintaining a projected positive operating position in the Long Term Financial Plan.
	User Fee Study	<ul style="list-style-type: none"> • The City Council, on July 22, 2014, reviewed and approved updates to Citywide user fees effective November 1, 2014.
	Building Reserve Fund	<ul style="list-style-type: none"> • The City Council amended the City’s General Fund Reserve Policy in 2013 to provide that a portion of the unassigned fund balance in excess of 3 percent of the operating budget be transferred to the Capital Facilities Reserve Fund.

Council Priorities

Section 1: FY 2013-14 & FY 2014-15 Priorities Status (continued)

Core Strategy	Priority	Description and Progress
Efficient and Stable Organization	Succession Planning and Development	<ul style="list-style-type: none"> • Instituted new, innovative hiring methods including expanding use of social media and local organizations to attract qualified applicants, bilingual application workshops for entry-level positions, and more inclusive selection process. • Revamped on-boarding to improve new hire first impressions of City and to better orient new hires for success. • Review compensation in situations where there is a demonstrated recruitment/attraction issue.
	City Charter Review	<ul style="list-style-type: none"> • Authored and successfully initiated a November 2014 ballot for Charter Amendments updating personnel systems.
	Organizational Development	<ul style="list-style-type: none"> • Conducted 8-session Leadership Academy and 2-day Command Presence Leadership Training. • Conducted classes for managers on <i>Reference Checking and Managing Employee Performance</i>. • Participated in Napa/Solano/Yolo Employment Relations Consortium, providing 16 classes related to leading and managing employees.
	Financial Systems Enhancements	<ul style="list-style-type: none"> • The majority of the organizational changes recommended in the 2012 operational audit of the Finance Department have been implemented. Several additional financial policies are in the process of being drafted. These policies will be finalized and implemented (including staff training) during FY 2015-16.
	Work Order Asset Management System	<ul style="list-style-type: none"> • Asset mapping has been completed. • Work Order processing for Water scheduled to go-live in early FY 2015-16.

Council Priorities

Section 1: FY 2013-14 & FY 2014-15 Priorities Status (continued)

Core Strategy	Priority	Description and Progress
Enhance Vitality and Sustainability through Economic Development	Sign Ordinance	<ul style="list-style-type: none"> • A thorough review of current ordinance was completed in December 2014 to determine which issues need to be addressed. • Stronger enforcement of sign violations. In 2013-14, six percent of code enforcement cases (116 out of 1,929 total cases) were sign violations.
	Downtown Upgrades and Maintenance	<ul style="list-style-type: none"> • Two of three downtown parking garages were updated with removal of old wood trellises and new paint. • Additional resources have been allocated to the maintenance of plazas and landscapes in the downtown area to address new public places such as the Main Street Boat Dock, 9/11 Memorial Garden and new landscaping as part of the Napa Creek project. • Streets in Downtown corridor were overlaid with new asphalt and new thermo-plastic pavement striping installed. • First and Second Street Two-way Conversion completed. This was the first major City project from the Downtown Napa Specific Plan. • Once Redevelopment Area bonds were available in early 2014, First Street Streetscape Improvements work was accelerated to allow construction before First and Second Streets were converted to two-way. • Third and Fourth Street Two-way Conversion is currently in planning process for 2015 construction. • Concept design and public outreach for the redesign and construction of the Dwight Murray Plaza area is scheduled to begin in 2015.
	Reuse Plans	<ul style="list-style-type: none"> • CineDome developer was not prepared to proceed with funding and completing a Master Plan for the property.
	Second Units	<ul style="list-style-type: none"> • Completed initial research on second unit regulations and conducted outreach to stakeholder groups. • Reviewed alternatives to encourage additional units (e.g. paying down the cost of infrastructure or fees).

Council Priorities

Section 1: FY 2013-14 & FY 2014-15 Priorities Status (continued)

Core Strategy	Priority	Description and Progress
Quality Service to the Community	Neighborhood and Downtown Policing Program	<ul style="list-style-type: none"> • Increased community contact through neighborhood meetings. • Expanded Community Outreach via social media and web page content as part of the Neighborhood Based Policing initiative. • Used Officers on bicycles to address security and quality of life issues in the downtown and adjacent areas.
	Police Reserve Program	<ul style="list-style-type: none"> • Due to current vacancies for Police Officer Trainee positions, there has not been interest from potential candidates in this program. Once these vacancies are filled, we anticipate increased interest.
	Recreation Opportunities	<ul style="list-style-type: none"> • Developed new partnerships with the Community College and local businesses to provide a variety of new senior trips, youth summer camps, and enrichment programs. • Created a new special event (The Spring Fling) at JFK Park to showcase our recreation programs to the community and our partnerships with Police, Fire and Recycling. This “try-before-you-buy” format includes program demonstrations and hands-on activities. • Developed a 5k foot race to benefit the Parks and Recreation’s youth scholarship program. • Continue work with the Napa Valley Unified School District staff to improve the access and overall quality of the youth sports fields. • Completed a Senior Center Feasibility Study which identified demographics and desires of both current and future seniors. Gathered input from many different segments of the community. • Increased utilization of our Parks to provide Recreation programs such as summer camps, youth sports clinics, and special events. • Upgrades to web-site and brochure have made program information easier to navigate. • Increased the availability of Las Flores and Senior Center for “self-directed”, drop-in recreation. • Worked with Fire Department staff to develop the Hands Only CPR Challenge.

Council Priorities

Section 1: FY 2013-14 & FY 2014-15 Priorities Status (continued)

Core Strategy	Priority	Description and Progress
Streets, Sidewalks and Infrastructure	Fire Station No. 5	<ul style="list-style-type: none"> • New 5,200 SF Station located at the southwest corner of Browns Valley Road and Laurel Street. • Design is underway, construction is scheduled to begin in late fall 2015 and take approximately one year to complete.
	Downtown Specific Plan	<ul style="list-style-type: none"> • Developed an implementation strategy for the plan and identify funding sources now that Redevelopment is gone. In FY 2014-15 CDD secured a grant to fund preparation of a parking management study, infrastructure financing strategy, and an active transportation improvement plan in the downtown area. The parking study is already underway (see next item) and the other two studies are to follow which will help identify funding sources for downtown area improvements.
	Downtown Parking Management Strategy	<ul style="list-style-type: none"> • Began the process to identify parking facility needs and develop a plan for financing, possibly in conjunction with Downtown Specific Plan. The comprehensive Downtown Parking Management Plan is scheduled to be completed in the summer 2015. A Key Initiative for FY 2015-16 and FY 2016-17 is to begin implementing the plan to include updating the in-lieu parking fee, amending the parking exempt boundaries, and installing temporary parking.
	Local Financing Program for Streets and Sidewalks	<ul style="list-style-type: none"> • 10-Mile paving program was implemented through solid waste rates contribution and use of gas tax funds. • Sidewalk Improvement Program implemented through the use of various funding sources including General Fund, Gas Tax, and CDBG to place 1,200 cubic yards of concrete per year. • Initial work related to Measure T funding (to be available in July 2018) began, including work towards establishing the City's "Maintenance of Effort" requirement.

Council Priorities

Section 2: FY 2015-16 & FY 2016-17 Priority Projects

Core Strategy	Priority	What to Expect
Efficient Stable Organization	City Hall Consolidation / Services Analysis	<ul style="list-style-type: none"> • Develop Request for Qualifications for selection of top three qualified design/build teams for Project. • Develop Request for Proposals with performance specifications to obtain detailed proposals for Project implementation. • Evaluate Proposals to determine best suited and financially feasible Proposal. • Depending on Council direction, consider contract for design/build services for new City Hall and begin development of design and construction documents.
	Body Cameras for Police	<ul style="list-style-type: none"> • Body worn video cameras and Digital Evidence Management system request for funding in FY 2016-17. • Continued evaluation of data retention, storage, privacy rights and crime victim concerns will occur in FY 2015-16.
	Intergovernmental Coordination	<ul style="list-style-type: none"> • Coordinate efforts in drought response and water supplies. • Ordinance for watershed protection and mitigation strategy. • Explore interest in consolidated street sweeping services from surrounding jurisdictions. • Pursue alternative stormwater program funding sources and, where feasible, collaborate with other jurisdiction within the County. • Continue to collaborate on sustainability initiatives where beneficial; such as successful PACE Program and Single Use Plastic Bag Ordinance.
	Hiring and Training Options	<ul style="list-style-type: none"> • Police and Fire reserves, increased diversity, local hiring.
	Build Fire Station #5	<ul style="list-style-type: none"> • Construction of Fire Station 5 is scheduled to begin in late 2015.

Council Priorities

Section 2: FY 2015-16 & FY 2016-17 Priority Projects (continued)

Core Strategy	Priority	What to Expect
Enhanced Vitality and Economic Development	Regional issues and coordination	<ul style="list-style-type: none"> • Amend the City's wine regulations (WDO) in industrially-zoned areas and the City's sign regulations. • Complete an economic development plan including encouraging and fostering partnerships with other cities and the county within the greater Napa Valley.
	Analysis of Downtown Event Space	<ul style="list-style-type: none"> • Review all existing events in downtown area to determine which ones integrate into other public spaces such as Oxbow Bypass and Dwight Murray Plaza to maximize their impact and productivity.
	Reasonable Impact Fees	<ul style="list-style-type: none"> • Continue to study and update development impact fees to more accurately fund necessary infrastructure to serve new development. Specifically, the Parks and Recreation Facility Impact Fee and Street Improvement/ Underground Utility Impact Fees will be studied during the two year budget cycle.
	Business Retention Program	<ul style="list-style-type: none"> • Complete an economic development plan to include a more robust business retention plan and encouraging and fostering partnerships with other cities and the county within the greater Napa Valley.
	CineDome Reuse Plan	<ul style="list-style-type: none"> • Complete a comprehensive Master Plan for reuse of the CineDome and Copia properties, including the Napa Sanitation District parcel and the City parking lot.
	Free Wi-Fi Downtown	<ul style="list-style-type: none"> • The Napa Chamber of Commerce has taken the active lead on this project and will present the City with a proposal for implementation.
	Review sign ordinance and enforcement	<ul style="list-style-type: none"> • Amend the sign ordinance. • Continued enforcement of sign regulations.

Council Priorities

Section 2: FY 2015-16 & FY 2016-17 Priority Projects (continued)

Core Strategy	Priority	What to Expect
Provide Quality Services to the Community	City Coordination in Neighborhoods	<ul style="list-style-type: none"> Improve and enhance communications between City and neighborhoods.
	Lake Hennessey Dock replacement	<ul style="list-style-type: none"> Dock construction to be completed in July 2015.
	Kennedy Park Plan	<ul style="list-style-type: none"> Utilize the long term master planning document to direct future investments that support current and emerging needs in the community.
	Rent-a-bike program	<ul style="list-style-type: none"> Pursue collaborative opportunities to establish this program.
	Free Community Events	<ul style="list-style-type: none"> Utilize as a vehicle to create and sustain community through programs and special events in parks and related public spaces.
	Alternative transportation (transit, bikes, trails)	<ul style="list-style-type: none"> Collaborate with NCTPA on coordination of construction for the Oak Knoll Segment of the Vine Trail, as well as the development of an alignment and plans for the gap closure between Vallejo and Third Streets. Work with NCTPA to improve infrastructure near bus stops and along pedestrian corridors. Continue to pursue grant opportunities to implement other projects identified in the Bike Master Plan.

Core Strategy	Priority	What to Expect
Where We Live	Affordable Housing	<ul style="list-style-type: none"> Assist 80 households with housing rehab grants/loans, 10 households with down payment assistance to first-time home and mobile homes purchases.
	Vacation Rentals	<ul style="list-style-type: none"> Protect and promote housing opportunities by initiating amendments to regulations of Vacation Rentals.
	Second Units	<ul style="list-style-type: none"> Preparation of draft ordinance, CEQA review and public hearings with City Council and Planning Commission.
	Housing the Homeless	<ul style="list-style-type: none"> Continue to support homeless programs and the Continuum of Care grant programs.
	Preparing for General Plan Update	<ul style="list-style-type: none"> Prepare a work program for and initiation of comprehensive update to General Plan.

Council Priorities

Section 2: FY 2015-16 & FY 2016-17 Priority Projects (continued)

Core Strategy	Priority	What to Expect
Streets, Sidewalks and Infrastructure	Arterial/Gateway Beautification	<ul style="list-style-type: none"> • Enhance entry corridors into City through development of landscape medians and parkways. • Arterial/Gateway Beautification plan will be developed to establish priority improvement areas and potential uses.
	Parking Management	<ul style="list-style-type: none"> • Implement the Downtown Parking Management Plan to include updating the in-lieu parking fee, amending the parking exempt boundaries, and installing temporary parking.
	Downtown Maintenance and Security	<ul style="list-style-type: none"> • Enhance maintenance of hardscape, landscape in the downtown corridor to include parking garages, parking lots and sidewalks and public plazas. • Increase Police staffing by two new officers to be assigned in the Downtown central core and surrounding areas to provide greater citizen and officer safety. In addition these officers would provide training to the Citizen Ambassador program proposed by the Downtown Merchants Association.
	Water Policy	<ul style="list-style-type: none"> • Develop policy on trucked water.
	Traffic Calming, synchronized signals	<ul style="list-style-type: none"> • Identify priority corridors and develop synchronization plans to implement. • Implement traffic calming measures through incremental approach in targeted areas near schools and in neighborhoods with systemic issues.
	Five point intersection	<ul style="list-style-type: none"> • Complete alternative analysis and facilitate public meeting. • Complete Draft Project Initiation Document and work with Caltrans to begin project development and design.
	Roundabouts	<ul style="list-style-type: none"> • Complete design, acquire necessary right of way and work with Caltrans to advertise project for construction.



Budget Overview

*Fiscal Years
2015-16 & 2016-17*



General Fund

*Fiscal Years
2015-16 & 2016-17*

General Fund

Operating Revenue Comparison

General Fund Operating Revenues and Year-to-Year Comparison

\$76.2 million in revenues projected for 2015-16

\$80.5 million in revenues projected for 2016-17

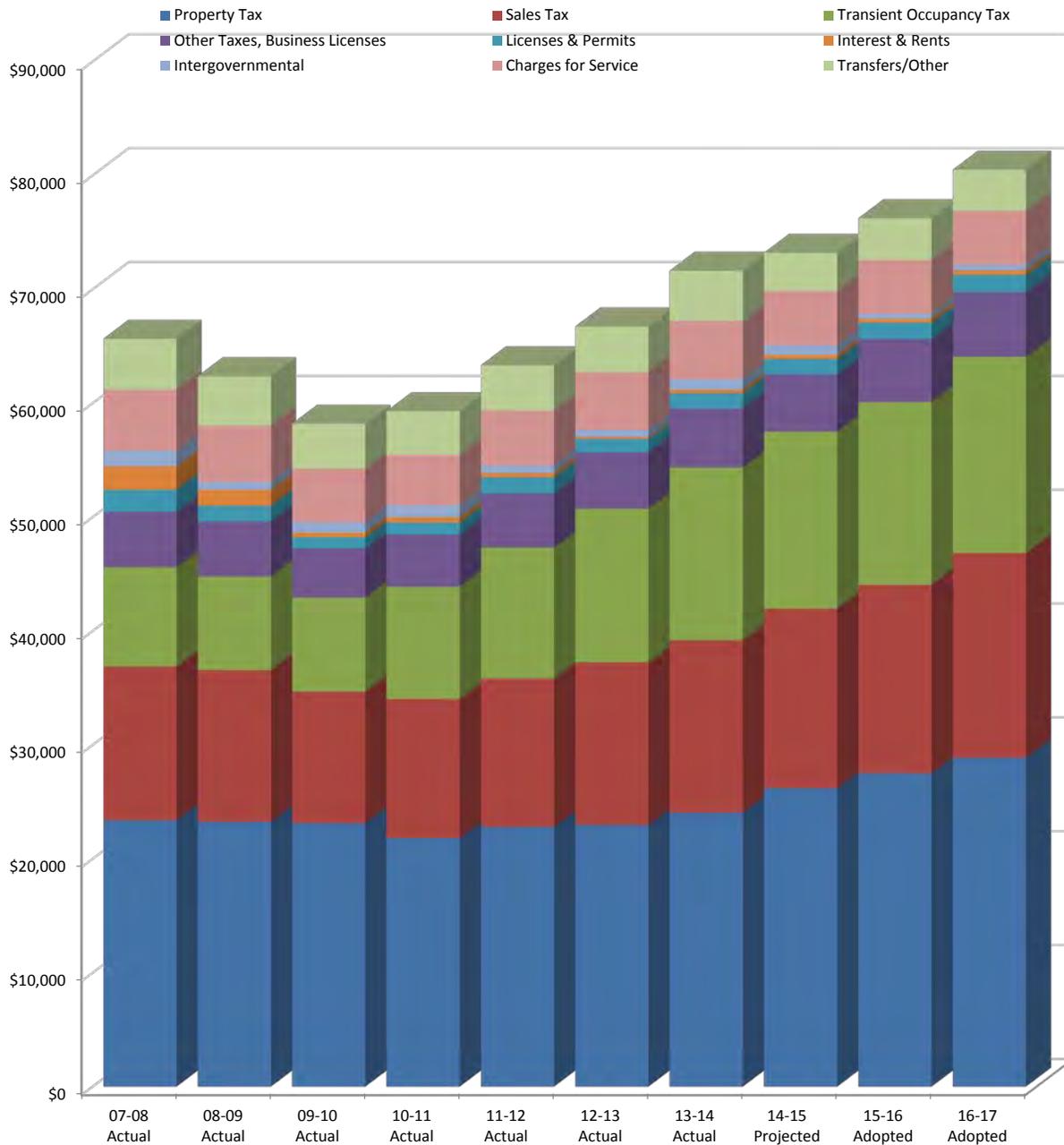
Property Tax, Sales
Tax and Transient
Occupancy Tax
continue to show
strong increases

General Fund Operating Revenues for FY 2015-16 are projected to be \$76.2 million (excluding one-time revenues), representing a 4% increase compared to FY 2014-15 projected revenues of \$73.2 million. FY 2016-17 Operating Revenues are projected to increase by an additional 6% to \$80.5 million. The growth in revenues reflects the nationwide economic recovery, seen locally in the impact on the City's main revenue sources – Property Tax, Sales Tax and Transient Occupancy Tax.

Within the City of Napa, property values are on the rise. The median single family home price rose 8.6% between January 2014 and January 2015. Revenue from property tax is projected to increase by 5% in FY 2015-16 and an additional 5% in FY 2016-17 based on increased market activity. Increases in consumer spending have positively impacted the City's sales tax revenue. Continued strength in the tourism industry, reduced unemployment as well as anticipated new business activity will result in further increases in revenue from taxable sales. Increases of 5% in FY 2015-16 and 9% the following year are forecasted. The City of Napa is highly dependent on tourism to generate revenue to the General Fund. The City's Transient Occupancy Tax is the third largest source of General Fund revenue and was significantly impacted by the economic downturn. Revenue from this source has increased steadily in each of the last three years. Projections for FY 2015-16 and FY 2016-17 include increases of 3% and 7%, respectively, with the increase due to the building of new hotel rooms.

General Fund Operating Revenue Comparison

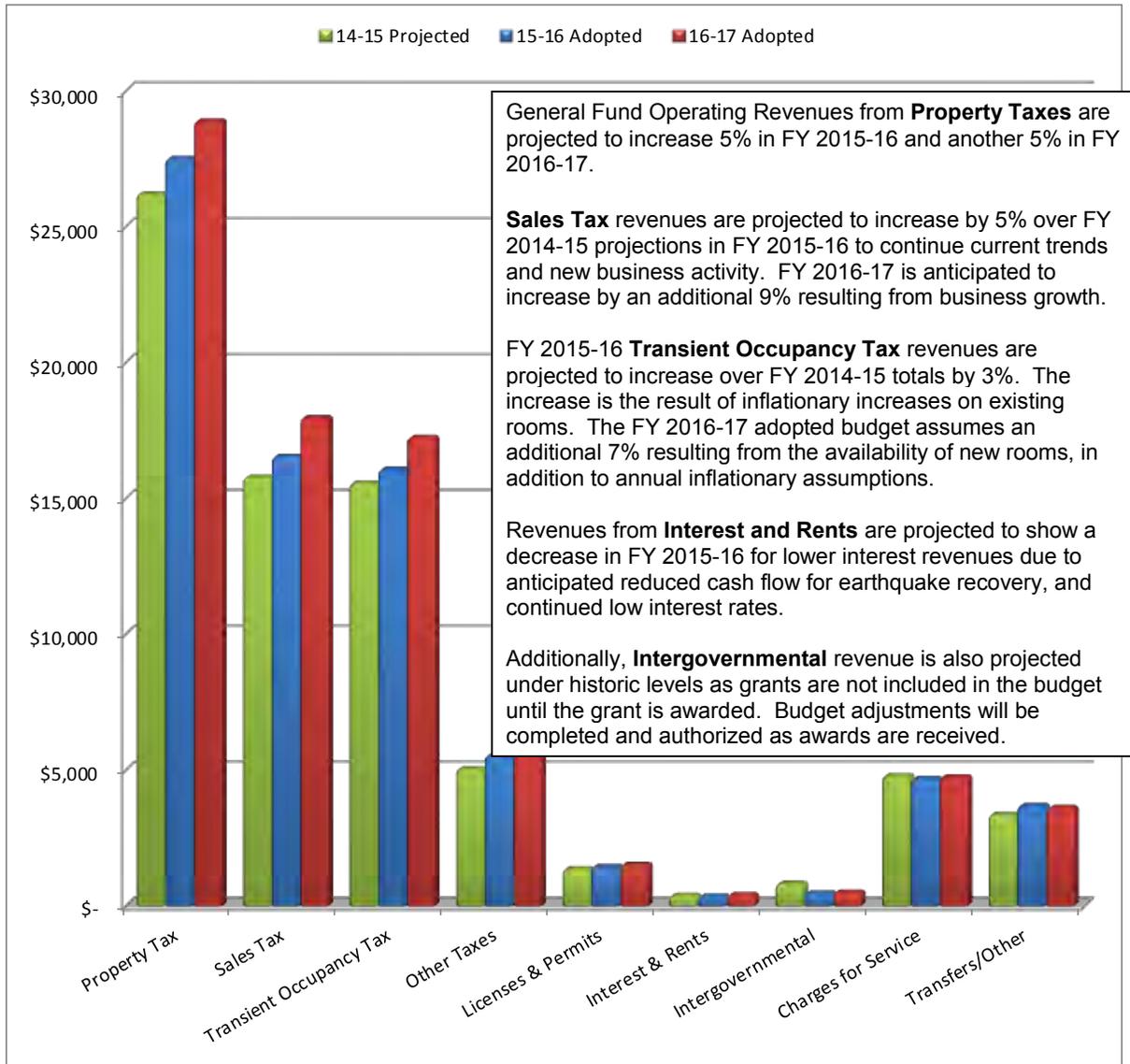
(In Thousands)



Revenue Category	07-08 Actual	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Projected	15-16 Adopted	16-17 Adopted
Property Tax	\$ 23,365	\$ 23,251	\$ 23,111	\$ 21,822	\$ 22,794	\$ 22,959	\$ 24,033	\$ 26,190	\$ 27,500	\$ 28,875
Sales Tax	13,502	13,288	11,559	12,192	13,019	14,267	15,150	15,760	16,530	17,960
Transient Occupancy Tax	8,725	8,242	8,256	9,872	11,505	13,506	15,170	15,550	16,060	17,223
Other Taxes, Business Licenses	4,848	4,823	4,325	4,571	4,744	4,928	5,178	5,030	5,527	5,681
Licenses & Permits	1,960	1,398	968	1,046	1,423	1,179	1,328	1,350	1,440	1,510
Interest & Rents	2,040	1,392	397	477	394	181	319	369	345	402
Intergovernmental	1,380	679	916	1,047	649	637	927	814	466	497
Charges for Service	5,378	4,950	4,718	4,436	4,801	5,062	5,088	4,776	4,682	4,734
Transfers/Other	4,445	4,341	3,938	3,825	3,986	4,005	4,432	3,356	3,679	3,605
Total Revenues	\$ 65,644	\$ 62,363	\$ 58,188	\$ 59,288	\$ 63,315	\$ 66,725	\$ 71,624	\$ 73,194	\$ 76,228	\$ 80,486

General Fund Operating Revenue by Category

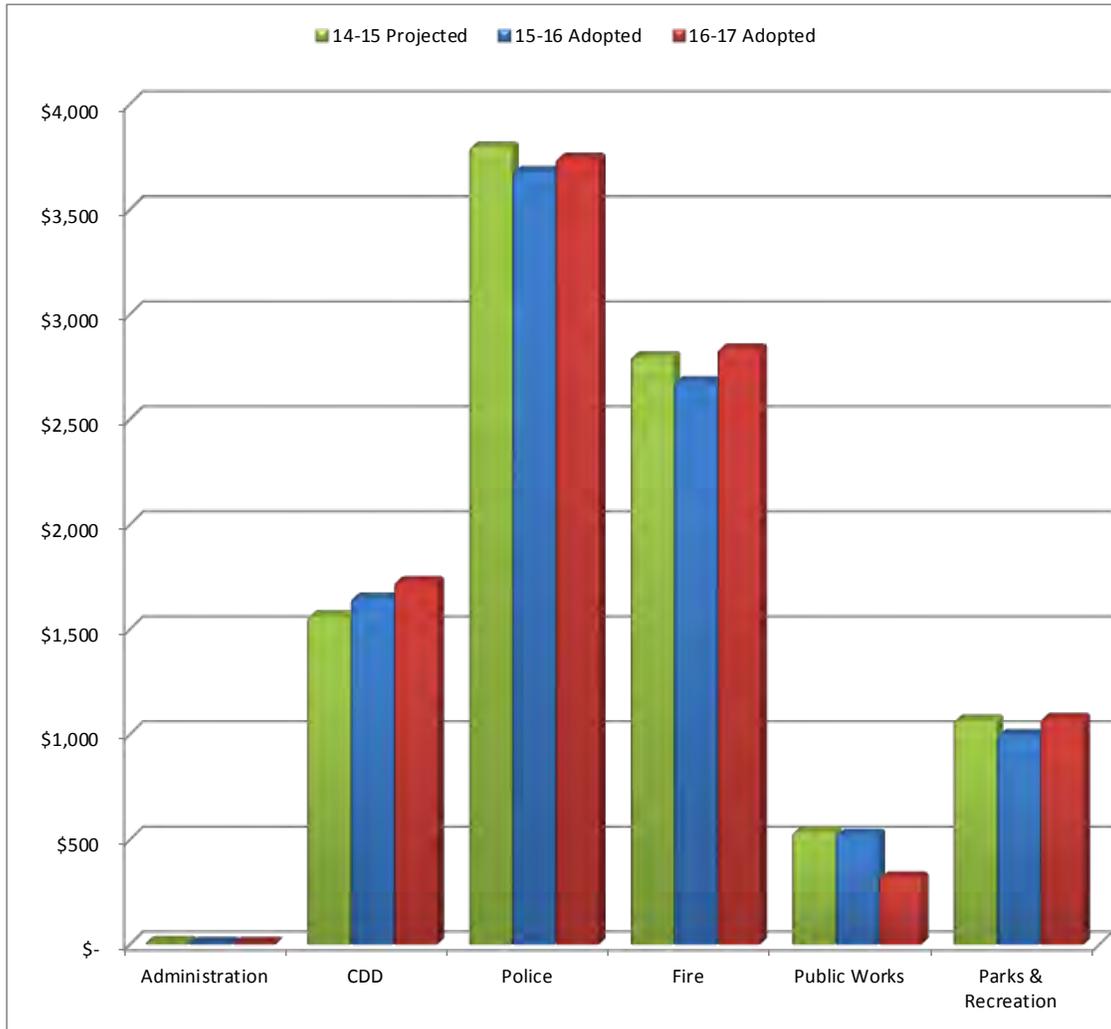
(In Thousands)



Revenue Categories	14-15 Adjusted Budget	14-15 Projected	15-16 Adopted	Dollar Change	%	16-17 Adopted	Dollar Change	%
Property Tax	\$ 24,690	\$ 26,190	\$ 27,500	\$ 1,310	5%	\$ 28,875	\$ 1,375	5%
Sales Tax	15,485	15,760	16,530	770	5%	17,960	1,430	9%
Transient Occupancy Tax	15,525	15,550	16,060	510	3%	17,223	1,163	7%
Other Taxes	4,899	5,030	5,527	497	10%	5,681	154	3%
Licenses & Permits	1,381	1,350	1,440	90	7%	1,510	70	5%
Interest & Rents	400	369	345	(24)	-6%	402	57	17%
Intergovernmental	793	814	466	(348)	-43%	497	31	7%
Charges for Service	4,560	4,776	4,682	(94)	-2%	4,734	52	1%
Transfers/Other	3,356	3,356	3,679	323	10%	3,605	(74)	-2%
Total Revenues	\$ 71,089	\$ 73,194	\$ 76,228	\$ 3,034	4.1%	\$ 80,486	\$ 4,258	5.6%

General Fund Operating Revenue by Function

(In Thousands)



Functions	14-15 Adjusted Budget	14-15 Projected	15-16 Adopted	Dollar Change	%	16-17 Adopted	Dollar Change	%
Administration	\$ 5	\$ 8	\$ 2	\$ (6)	-75%	\$ 3	\$ 1	29%
CDD	1,612	1,563	1,649	86	5%	1,728	78	5%
Police	3,714	3,797	3,680	(117)	-3%	3,744	64	2%
Fire	2,824	2,797	2,679	(118)	-4%	2,834	155	6%
Public Works	388	537	524	(13)	-2%	321	(203)	-39%
Parks & Recreation	1,065	1,069	999	(70)	-7%	1,075	77	8%
Total Revenues	\$ 9,608	\$ 9,770	\$ 9,533	\$ (238)	-2%	\$ 9,704	\$ 172	2%

* NOTE: General Government revenues are not included in the above chart as they are General Fund revenues not tied to a specific department. They are noted below for completeness

General Government	61,481	63,423	66,695	3,272	5%	70,782	4,087	6%
Total Revenues	\$ 71,089	\$ 73,194	\$ 76,228	\$ 3,034	4%	\$ 80,486	\$ 4,258	6%

General Fund

Operating Expenditure Comparison

General Fund Operating Expenditures and Year-to-Year Comparison

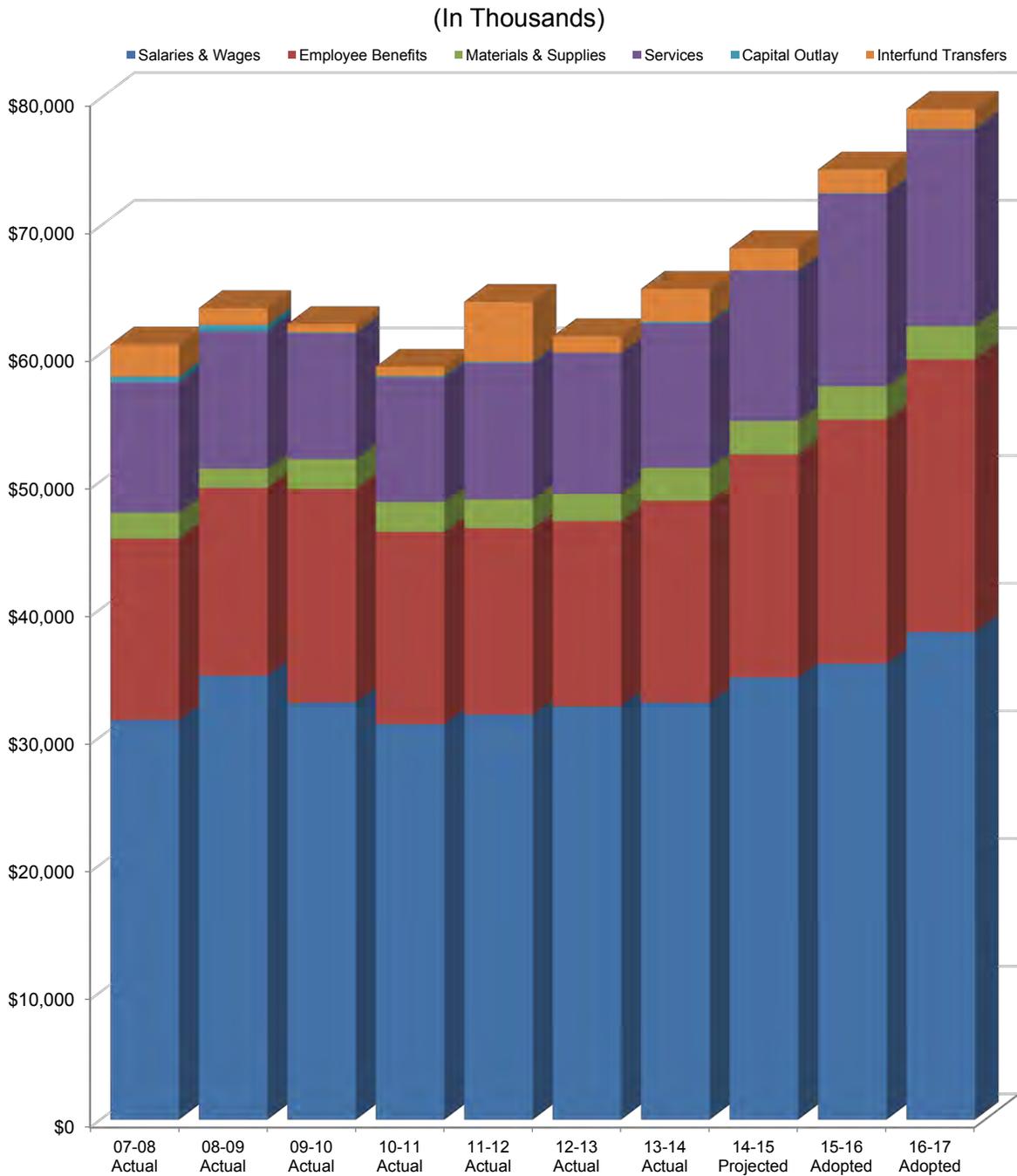
\$74.4 million in expenditures projected for 2015-16
\$79.2 million in expenditures projected for 2016-17

The total General Fund Operating Budget of \$74.4 million for 2015-16 represents a 9% increase in expenditures (\$6.2 million) compared to FY 2014-15 projected expenditures. An additional 6% (\$4.8 million) is programmed for FY 2016-17. These increases are described in more detail below:

Salary growth is under control in this budget, but the cost of benefits continues to rise

- **Salaries & Wages**, which make up the largest single component of General Fund expenditures, are projected to increase as follows:
 - 2.85% in FY 2015-16 and an additional 2.5% in FY 2016-17 due to anticipated cost of living adjustments;
 - The vacancy factor for this budget cycle has been increased from 2% to 3% to account for anticipated retirements and time to fill new positions.
 - 14.61 additional FTE are included in FY 2015-16 and an additional 2.37 FTE in FY 2016-17 to support expanded programs and increased demand for services. Many of these positions are partially funded by other agencies or other funds.
- The cost of **Employee Benefits** is projected to increase by 9% in FY 2015-16 and by an additional 12% in FY 2016-17 due to anticipated increases in healthcare, pension and other benefit costs, and new positions over the two year period.
- Expenditures for **Services** are projected to increase by 23% in FY 2015-16 and by an additional 2% in FY 2016-17, primarily due to state mandated storm water MS4 permit requirements and expanded services for the downtown area.
- **Capital Outlay** expenditures are projected to increase by \$40,100 in FY 2015-16 and an additional \$7,400 in FY 2016-17 for planned equipment and capital improvement needs.
- **Interfund transfers** are projected to increase by 7% in FY 2015-16 and then decrease by 16% in FY 2016-17. The significant transfer from the General Fund are for funding capital improvement projects. to support planned Capital Improvement Projects.

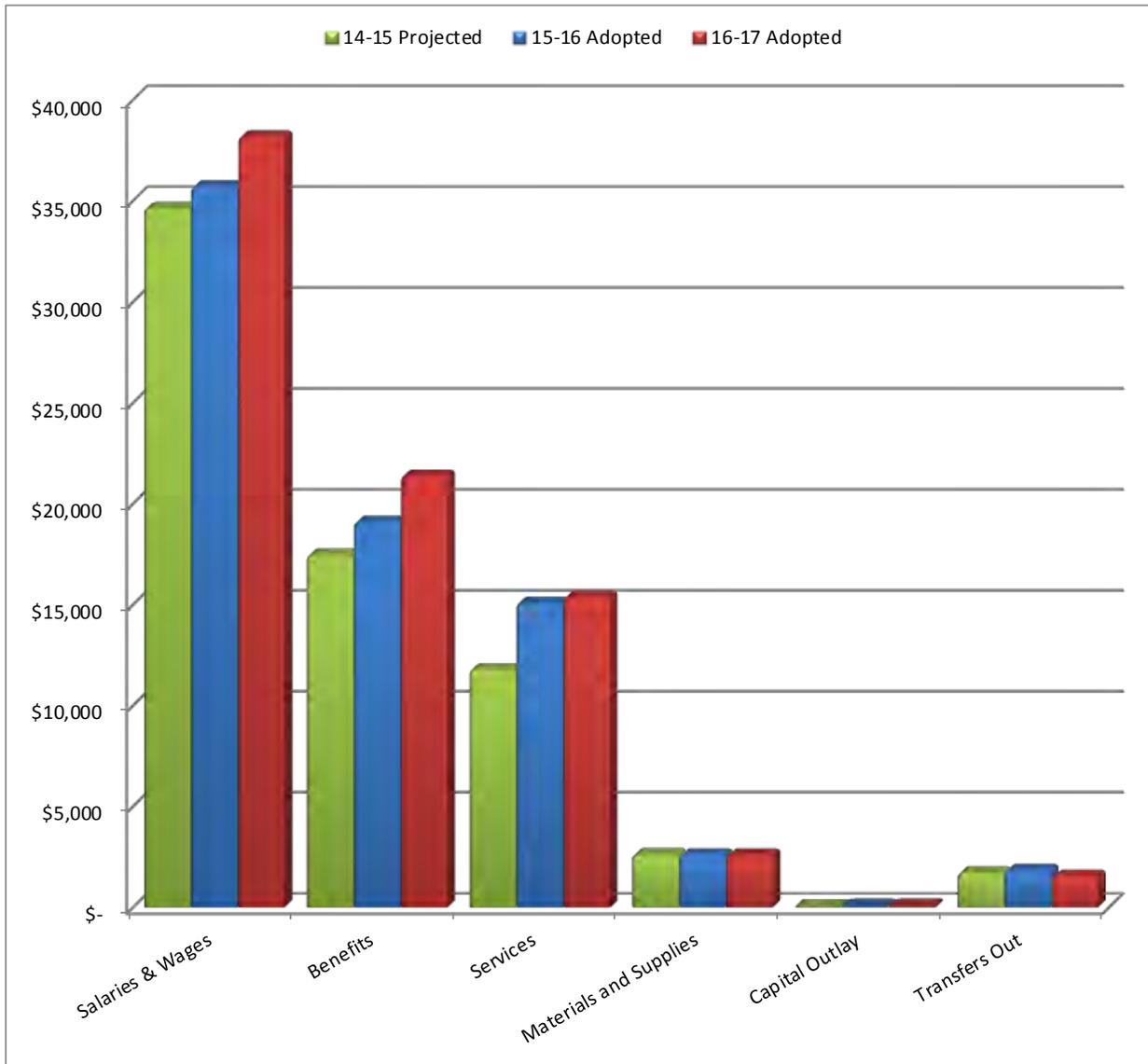
General Fund Operating Expenditure Comparison



Expenditure Categories	07-08 Actual	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Actual	13-14 Actual	14-15 Projected	15-16 Adopted	16-17 Adopted
Salaries & Wages	\$ 31,306	\$ 34,763	\$ 32,671	\$ 30,966	\$ 31,723	\$ 32,377	\$ 32,656	\$ 34,635	\$ 35,715	\$ 38,178
Employee Benefits	14,213	14,719	16,733	15,070	14,593	14,501	15,815	17,468	19,099	21,368
Materials & Supplies	2,023	1,502	2,320	2,343	2,271	2,157	2,575	2,623	2,614	2,612
Services	10,198	10,758	9,870	9,751	10,678	11,026	11,310	11,788	15,084	15,385
Capital Outlay	461	503	63	109	96	10	142	20	60	68
Interfund Transfers	2,520	1,319	657	733	4,702	1,285	2,575	1,720	1,846	1,557
Total Expenditures	\$ 60,720	\$ 63,565	\$ 62,314	\$ 58,973	\$ 64,062	\$ 61,355	\$ 65,073	\$ 68,254	\$ 74,418	\$ 79,168

General Fund Operating Expenditure by Category

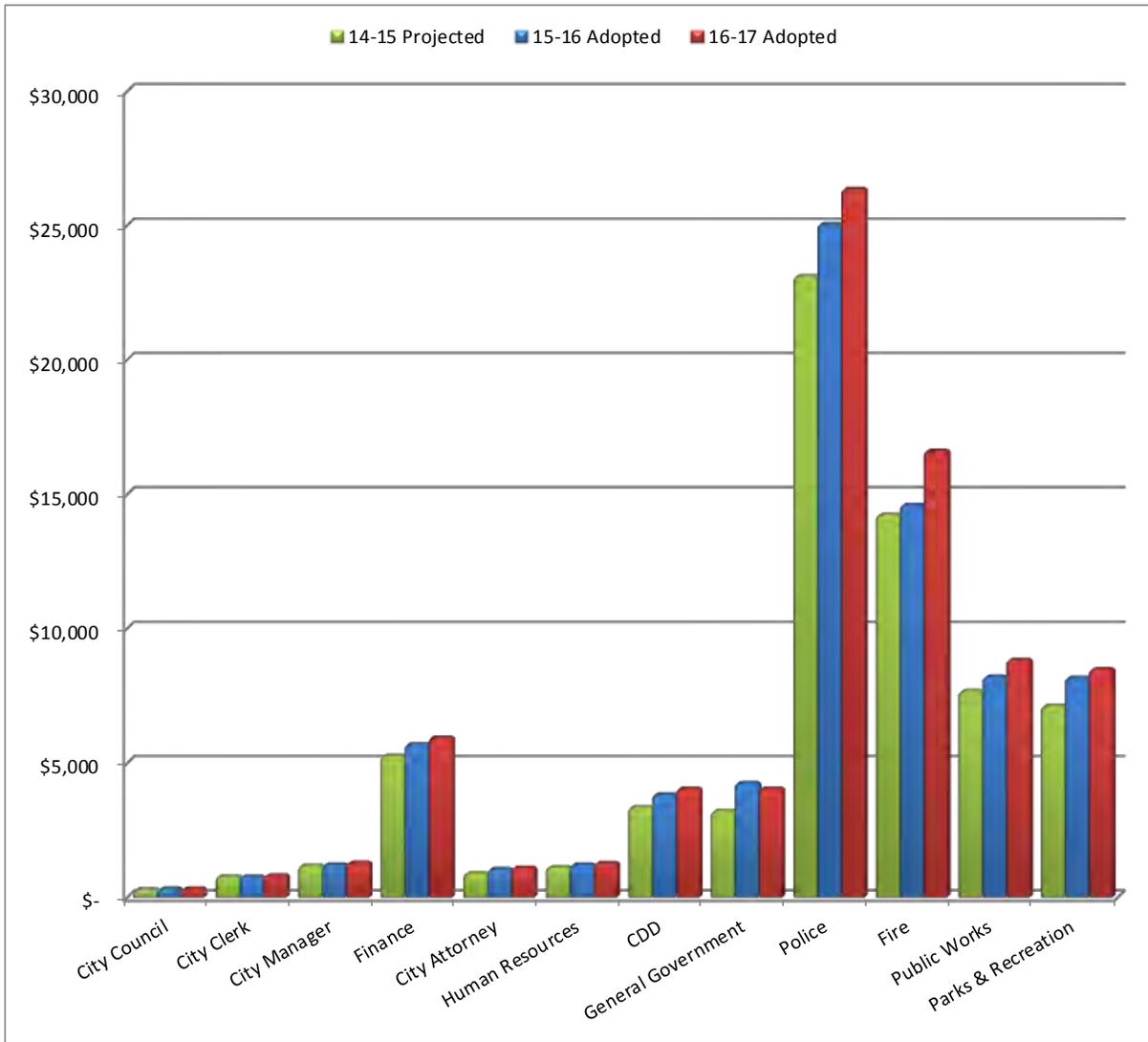
(In Thousands)



Category	14-15 Adjusted Budget	14-15 Projected	15-16 Adopted	Dollar Change	%	16-17 Adopted	Dollar Change	%
Salaries & Wages	\$ 33,583	\$ 34,635	\$ 35,715	\$ 1,080	3%	\$ 38,178	\$ 2,463	7%
Benefits	18,011	17,468	19,099	1,631	9%	21,368	2,269	12%
Services	14,044	11,788	15,084	3,295	23%	15,385	301	2%
Materials and Supplies	2,683	2,623	2,614	(9)	0%	2,612	(2)	0%
Capital Outlay	73	20	60	40	55%	68	8	13%
Transfers Out	1,815	1,720	1,846	126	7%	1,557	(289)	-16%
Total Expenditures	\$ 70,208	\$ 68,254	\$ 74,418	\$ 6,164	9%	\$ 79,168	\$ 4,750	6%

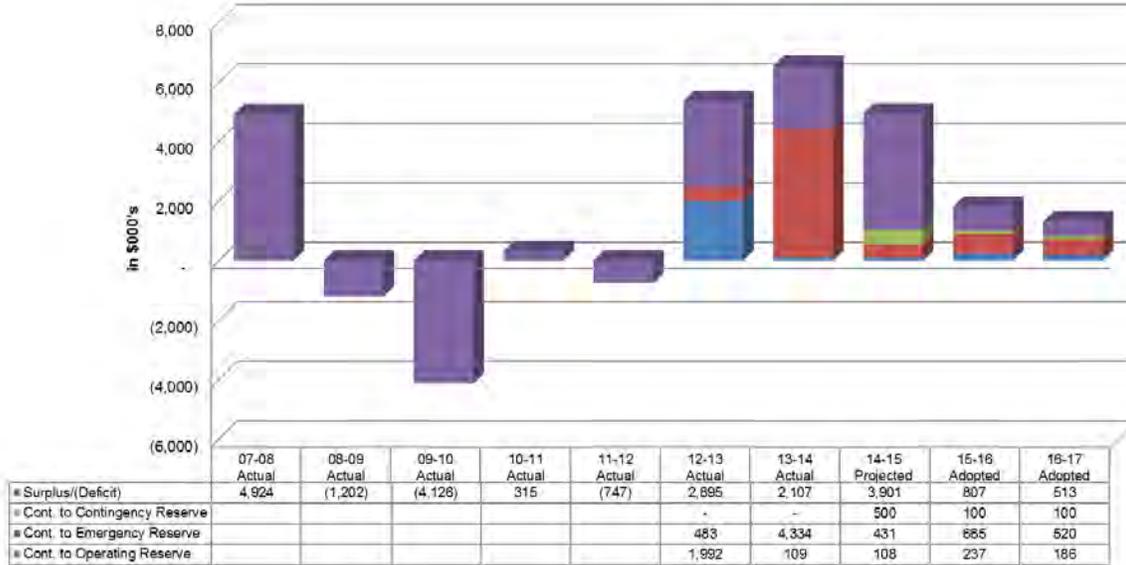
General Fund Operating Expenditures by Department

(In Thousands)



Departments	14-15 Adjusted Budget	14-15 Projected	15-16 Adopted	Dollar Change	%	16-17 Adopted	Dollar Change	%
City Council	\$ 338	\$ 297	\$ 323	\$ 26	9%	\$ 330	\$ 8	2%
City Clerk	811	782	777	(5)	-1%	820	43	5%
City Manager	1,316	1,182	1,223	41	3%	1,288	65	5%
Finance	5,443	5,267	5,700	433	8%	5,945	245	4%
City Attorney	1,021	893	1,050	157	18%	1,104	54	5%
Human Resources	1,146	1,122	1,219	96	9%	1,274	56	5%
CDD	3,430	3,357	3,834	477	14%	4,053	219	6%
General Government	3,878	3,217	4,254	1,037	27%	4,051	(202)	-5%
Police	23,331	23,111	25,050	1,940	8%	26,358	1,308	5%
Fire	14,325	14,230	14,606	377	3%	16,613	2,007	14%
Public Works	7,926	7,675	8,207	533	7%	8,842	634	8%
Parks & Recreation	7,244	7,122	8,175	1,052	15%	8,489	314	4%
Total Expenditures	\$ 70,208	\$ 68,254	\$ 74,418	\$ 6,165	6%	\$ 79,168	\$ 4,750	6%

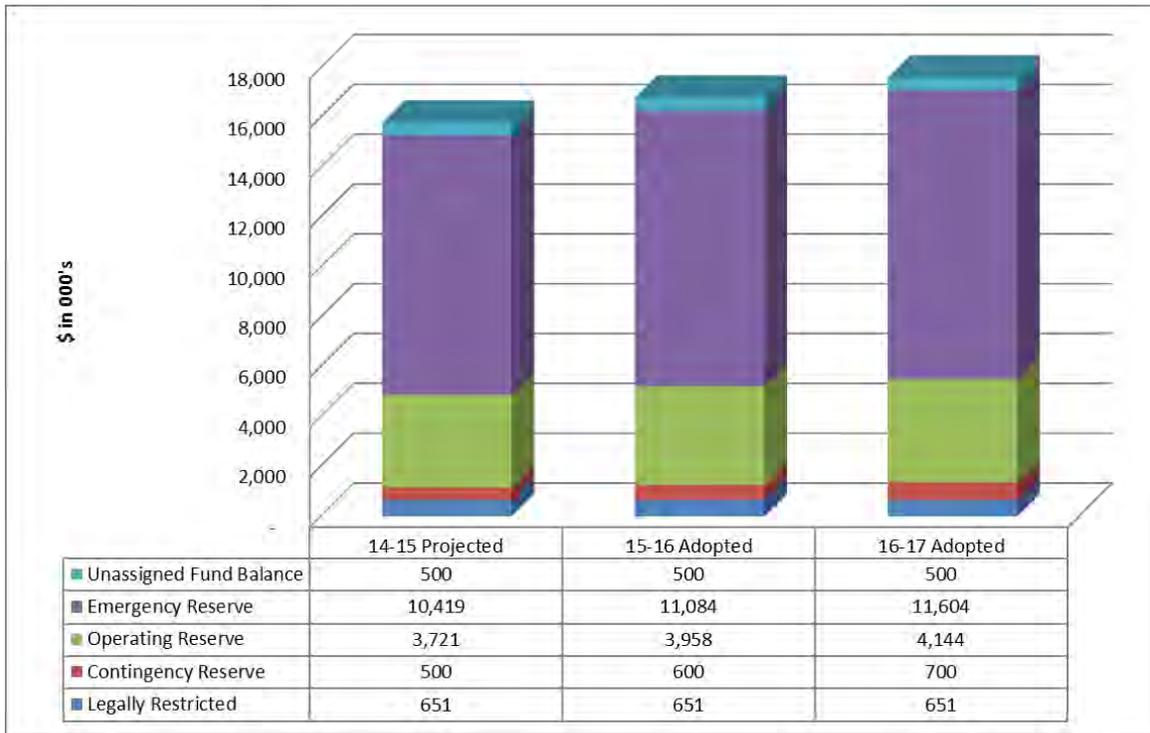
General Fund Operating Position



Operating position refers to the City's ability to match General Fund annual revenues to annual expenditures. If revenues exceed expenditures the City will have an operating surplus. The opposite is true if revenues fall below expenditures, then the result is an operating deficit. As indicated in the graph above, the City is proposing a balanced budget over the next two years, with sufficient balance to fund reserves to the fiscal policy levels.

General Fund

Fund Balance/Use of Reserves



Providing for future facilities and capital projects is consistent with the Fiscal Policy

The judicious set aside and use of reserve funds is vitally important for consistency in providing local government services. In FY 2014-15, the City was able to replenish the emergency reserve balance utilized for response to the August 2014 earthquake. Nonrecurring funds (reimbursements from FEMA and OES for earthquake response along with undesignated fund balance) were utilized in FY 2014-15 to fully fund the operating and emergency reserves to new fiscal policy levels of 5% and 14%, respectively, following GFOA's analysis of General Fund reserve levels required to mitigate various risks. Additionally, the contingency reserve will continue to be phased up to the policy level of 1% with \$0.1 million annual contribution increases until compliance with policy is reached. It is anticipated that the new fiscal policy funding levels for the operating and emergency reserves will continue to be funded in this budget cycle, with additional funds being set aside for future facilities and capital improvement program needs.

General Fund

Operating Budget Overview

	2012-13	2013-14	2014-15	2014-15	2015-16	2016-17
General Fund: Operations	Actual	Actual	Adjusted Budget	Projected	Adopted	Adopted
Revenues						
Property Tax	\$ 22,958,903	\$ 24,032,637	\$ 24,690,000	\$ 26,189,999	\$ 27,500,000	\$ 28,875,000
Sales Tax	14,266,682	15,149,638	15,484,828	15,759,828	16,530,000	17,960,000
Transient Occupancy Tax	13,506,303	15,169,869	15,525,000	15,550,000	16,060,000	17,223,250
Other Taxes	4,928,177	5,177,659	4,898,980	5,029,980	5,527,000	5,680,600
License and Permits	1,179,415	1,327,922	1,381,000	1,349,800	1,439,550	1,509,666
Charges for Services	5,062,042	5,087,846	4,560,281	4,775,730	4,681,558	4,733,781
Intergovernmental	637,176	927,046	793,069	813,859	466,161	497,138
Investment Earnings	3,803	115,442	172,500	172,500	180,000	182,500
Miscellaneous Revenues	176,979	203,861	227,518	196,518	165,115	219,795
Transfers In	4,005,452	4,432,404	3,355,572	3,355,571	3,678,642	3,604,650
Operating Revenues	66,724,932	71,624,324	71,088,747	73,193,785	76,228,026	80,486,380
Expenditures						
Salaries & Wages	32,376,832	32,656,375	33,583,207	34,634,735	35,714,917	38,178,384
Benefits	14,500,978	15,815,191	18,010,565	17,468,160	19,099,348	21,367,890
Services	11,026,220	11,309,749	14,043,680	11,788,030	15,083,510	15,384,608
Materials and Supplies	2,156,825	2,574,697	2,683,015	2,623,478	2,614,163	2,611,733
Capital Outlay	9,853	142,489	73,100	20,100	60,200	67,800
Transfers Out	1,284,504	2,574,894	1,814,689	1,719,689	1,846,114	1,557,492
Operating Expenditures	61,355,212	65,073,395	70,208,256	68,254,192	74,418,252	79,167,907
Operating Position	\$ 5,369,720	\$ 6,550,929	\$ 880,491	\$ 4,939,593	\$ 1,809,774	\$ 1,318,473
Other Sources/Uses						
Transfer to Nonrecurring for Earthquake Response			(4,000,000)	(4,000,000)		
Transfer from Nonrecurring to fund Reserves				3,195,705	-	-
Total Other Sources/(Uses)	\$ -	\$ -	\$ (4,000,000)	\$ (804,295)	\$ -	\$ -
Fiscal Policy Reserve Contributions						
Operating Reserve	1,992,233	109,362	107,663	107,663	237,482	186,045
Emergency Reserve	482,659	437,460	2,736,231	4,327,614	664,952	520,925
Contingency Reserve	-	-	500,000	500,000	100,000	100,000
Facilities Reserve	1,245,165	-	1,404,165	1,404,165	807,339	511,503
CIP Reserve	4,945,182	-	3,300,000	3,300,000	-	-
Reserve for Anticipated Carryforwards	-	-	-	500,000	-	-
Total Fiscal Policy Reserve Contributions	\$ 8,665,239	\$ 546,822	\$ 8,048,059	\$ 10,139,442	\$ 1,809,773	\$ 1,318,473
Additional Reserve Contributions						
Emergency Reserve	-	-	-	1,684,150	-	-
Operating Reserve	-	-	-	1,511,555	-	-
Facilities Reserve	-	-	-	-	-	-
CIP Reserve	-	-	-	1,984,693	-	-
Total Additional Reserve Contributions	\$ -	\$ -	\$ -	\$ 5,180,398	\$ -	\$ -
Fund Balance						
Legally Restricted/Committed	503,328	645,206	651,422	651,422	651,422	651,422
Contingency	-	-	500,000	500,000	600,000	700,000
Operating Reserve	1,992,333	2,101,695	2,232,548	3,720,913	3,958,395	4,144,440
Emergency	7,969,331	8,406,791	7,143,022	10,418,555	11,083,507	11,604,432
Unassigned Fund Balance	1,334,744	7,196,973	-	500,000	500,000	500,000
Total Fund Balance	\$ 11,799,736	\$ 18,350,665	\$ 10,526,991	\$ 15,790,889	\$ 16,793,324	\$ 17,600,294

General Fund Operating Budget Overview provides summary of the Operating revenues and expenditures of the City, and excludes significant one-time items.

General Fund

Non Recurring “One-Time” Overview

General Fund: Nonrecurring	2012-13 Actual	2013-14 Actual	2014-15 Adjusted Budget	2014-15 Projected	2015-16 Adopted	2016-17 Adopted
Revenues						
Property Tax	\$ 2,115,591	\$ 2,322,766	\$ 2,100,000	\$ 2,100,000	\$ 2,250,000	\$ -
Sales Tax	-	-	-	-	500,000	-
Charges for Services	922,161	783,390	627,586	627,586	100,000	-
Intergovernmental	589,242	761,967	1,427,648	1,770,425	541,352	134,512
Miscellaneous Revenues	5,000	61,291	6,000	6,000	-	-
Transfers In / Other Financing Sources	149,000	-	4,000,000	4,000,000	-	-
Non-Recurring Revenues	3,780,993	3,929,414	8,161,233	8,504,010	3,391,352	134,512
Expenditures						
Salaries & Wages	425,433	274,278	836,898	836,898	477,247	8,124
Benefits	52,746	34,846	249,140	249,140	257,579	417
Services	552,580	1,491,467	1,968,266	1,968,266	1,219,362	848,012
Materials and Supplies	79,807	159,176	58,045	58,045	125,000	-
Capital Outlay	255,799	105,251	4,107,528	4,107,528	445,000	70,000
Transfers Out	1,525,000	3,429,944	-	-	805,234	-
Non-Recurring Expenditures	2,891,365	5,494,962	7,219,876	7,219,876	3,329,423	926,553
Nonrecurring Contribution/(Use)	\$ 889,628	\$ (1,565,548)	\$ 941,357	\$ 1,284,134	\$ 61,929	\$ (792,041)
Other Sources/Uses						
Contribution to General Fund to fund reserves	-	-	-	(3,195,705)	-	-
Total Other Sources/Uses	\$ -	\$ -	\$ -	\$ (3,195,705)	\$ -	\$ -
Fund Balance						
Legally Restricted/Committed	3,300,000	1,292,944	1,292,944	1,292,944	1,292,944	1,292,944
Unassigned Fund Balance	4,490,092	4,931,600	5,872,957	3,020,029	3,081,958	2,289,917
Total Fund Balance	\$ 7,790,092	\$ 6,224,544	\$ 7,165,901	\$ 4,312,973	\$ 4,374,902	\$ 3,582,861

Note: The reduction in Property Tax revenue in FY 2016-17 is related to the elimination of the Excess ERAF reimbursement received from the County.

Non-Recurring or “One-Time” Revenues and expenditures are those not ongoing from year to year.

An example of one-time revenues are Grants or other one-time reimbursements.

An example of one-time expenditures are Capital Improvement Projects, Studies or Grant related expenditures.



Economic Assumptions

Fiscal Years 2015-16 & 2016-17

Economic Assumptions

An essential element to any budget exercise is the development of economic assumptions. These assumptions are used to forecast changes to baseline revenue and expenditure levels in order to develop the parameters for decision-making. The following assumptions were developed by evaluating input from many sources including internal input from the City's economic development and planning staff; researching forecasts developed by academic institutions in the area; soliciting input from consulting experts that monitor labor and benefit cost trends and private sector investment activities. In all cases the goal is to develop conservative, yet realistic assumptions. Obviously this task is made more difficult in the midst of a volatile economy. For this reason we revisit our economic assumptions quarterly and make adjustments as appropriate.

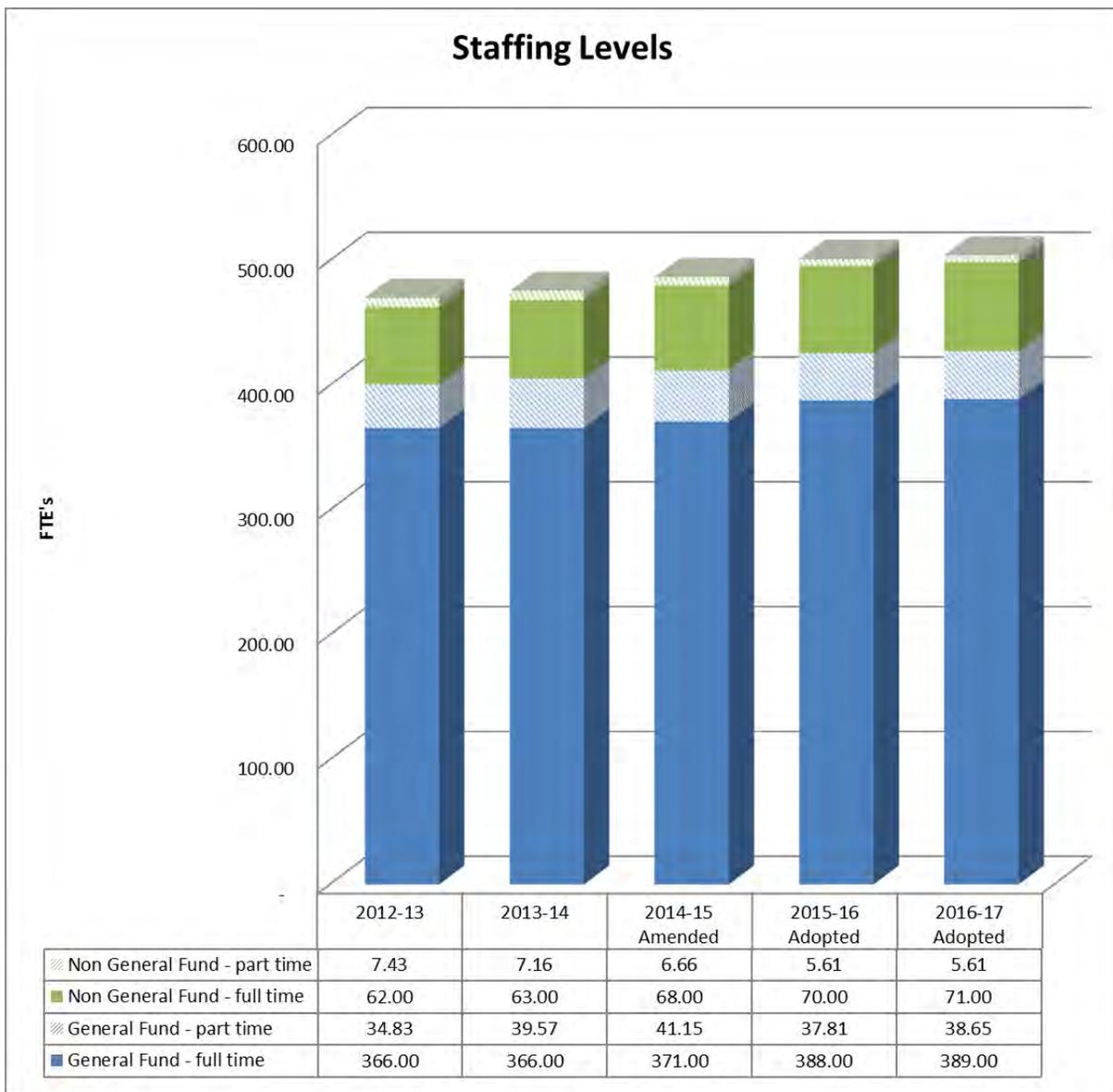
Budget Item	FY 2015-16	FY 2016-17	Comments
Property Tax	5.0%	5.0%	Increase of 5% in FY 2015-16 and 5% in FY 2016-17 based on current estimates by the County Assessors office and the City's property tax consultant.
Sales Tax	5%	9%	Increase of 5% in Sales tax in FY 2015-16 based on consultant recommendations. Increase largely related to stabilizing spending patterns and new business activity. Revenues in FY 2016-17 are projected to continue to grow at a rate of 9% above FY 2015-16 from anticipated new businesses.
Transient Occupancy Tax	3%	7%	Transient Occupancy Tax receipts are projected to increase slightly in FY 2015-16, experiencing growth in FY 2016-17 related to new rooms becoming available.
Salaries	3%	3%	Negotiations with all bargaining units will be occurring during this budget cycle, and contingency funding has been set aside pending the outcome of negotiations. Cost of living adjustments and merit increases of 3% in each fiscal year have been included in the budget.
Healthcare Benefits	0.0%	7.0%	Healthcare increase in FY 2015-16 is 0%. Assumed increase in FY 2016-17 is 7%.
Pension Benefits	7.2% increase for MISC, 4.8% increase for SWORN	8.1% increase for MISC, 7.3% increase for SWORN	Pension increases as provided by CalPERS.
Other benefits	2.0%	2.0%	Increases in other benefits
Inflation	2.2%	2.2%	As estimated by the Congressional Budget Office
Population	79,861	80,260	Source: U.S. Census Bureau
Vacancy Factor	3.0%	3.0%	For this budget cycle, the normal 2% vacancy factor has been increased to 3% to offset additional vacant time for new positions and anticipated retirements as positions will not be filled 100% of the fiscal year. The 2% vacancy factor will be reinstated in FY 2017-18.

Staffing Summary

Staffing Plan

Staffing is measured in full-time equivalent (FTE's) positions. An FTE is the combined total of all full-time and part-time employees. For instance, two half-time positions represent one FTE. The budget reflects an overall increase of 14.61 FTE in the first year, with the most significant increase being 17 new full time General Fund positions, offset by a reduction of 3.34 part time FTE. Many of the new General Fund positions are partially funded by other funds and/or other agencies. An increase of 2.37 FTE in FY 2016-17 is made up of 1.37 FTE in the General Fund and 1.0 FTE in the Water Fund.

The graphs below provide a summary of full-time and part-time positions from FY 2012-13 through FY 2016-17.



Staffing Summary

Reallocation of Positions

There are a series of existing positions within the city that are being reallocated to new positions which better reflect the job skills and responsibilities needed to address ongoing departmental needs. The following table provides a listing of position reallocations included in the proposed budget. There is no net increase from these reallocations.

FY2015-16 & FY 2016-17 Reallocations				
Dept.	Position	Eliminate FTE's	Add FTE's	Comments
PUBLIC WORKS ADMIN	** Position Title to be determined **		1	Conduct a position review of the Accounting Technician (Admin / Engineering) to determine the most appropriate classification for a position providing support to project managers, and allow for additional needed support
	Accounting Technician	1		
FIRE	Battalion Chief		1	Reallocating the current 40-hour Fire Captain position to a 40-hour Battalion Chief (BC) will help the Fire Department address three areas of need. First, the line BC's have too many ancillary assignments so they would only need to focus on one, training. Second, this reallocation would allow the line BC's more time to spend developing their crews. Third, this will increase efficiencies by allowing programs to be managed by someone working a standard workweek. This reorganization would also allow for backfilling of shift BC to reduce overtime.
	Fire Captain	1		
PUBLIC WORKS WATER	Engineering Assistant		2	Convert two existing Senior Engineering Aide positions to Engineering Assistants to reflect high level duties being performed by staff, and for new duties identified within the Water Engineering Section. (including Work Order Asset Management Program, lead role in data management (GIS)
	Engineering Aide	2		
HUMAN RESOURCES	Assistant HR Director		1	The Assistant Human Resources Director would serve as staff to the Civil Service Commission as well as undertake a managerial role in the operation of the Human Resources Department, undertaking budget planning and oversight supervision of the Management Analyst and Personnel Assistants and providing direct support to the Director.
	Personnel Manager	1		
FINANCE	Management Analyst I/II		1	Convert the Purchasing Agent position to Management Analyst I/II to support the level of independence needed by this position, as well as providing additional Analytical support to Purchasing and Sustainability functions
	Purchasing Agent	1		
FINANCE	Administrative Assistant		1	The Finance Department is in need of professional staff resources at the Administrative Assistant level to ensure all work is completed prior to deadlines. The Administrative assistant's duties are varied and complex in nature requiring a technical expert as well and strong analytical and communication skills. With the upcoming deployment of Cartegraph CMS, a higher level of website support is required to ensure the Citizen Request portal is current and valuable to city staff and citizens alike. The upgrade to the Secretary position would be in support of the entire department, including accounting, revenue/collections, purchasing and IT divisions
	Secretary	1		
FINANCE	Telecommunications Specialist		1	The Information Technology division of the Finance Department is in need of higher level Communication staff resources to support Public Safety activities (Fire & Police).
	Telecommunications Technician	1		
Reallocations Total		8	8	

Staffing Summary

Changes to Staffing Levels

There are a number of staffing adjustments in the FY 2015-16 & FY 2016-17 budget. These adjustments increase the City's FTEs by 13.66 in the General Fund in FY 2015-16, then by an additional 1.84 FTE in FY 2016-17. In Non-General funds (e.g. Water, MDF), a request for 0.95 FTE is proposed for FY 2015-16 and an additional 1.0 FTE in FY 2016-17.

Staff Changes General Fund				
Dept.	Position	FY 2015-16 FTEs	FY 2016-17 FTEs	Comments
PARKS & RECREATION	Maintenance Laborer - Downtown Program	1.00		Maintenance laborer will be assigned to the downtown area in response to continued growth in retail, commercial, hospitality and visitors. Staff assignments will include operating new power wash equipment for concrete surfaces including parking garage decks and sidewalks on a frequent basis.
PARKS & RECREATION	Park Maintenance Worker III - Downtown Program	1.00		Park Maintenance Worker III will be assigned to the downtown area in response to continued growth in retail, commercial, hospitality and visitors.
POLICE	Police Officer - Downtown Program	2.00	-	As more people are attracted to the Downtown central core amenities and the nearby neighborhood, additional issues related to normal policing activity and undesirable social behavior manifest. Assigning two officer to the Downtown central core allows for greater citizen and officer safety while ensuring better staffing coverage for the area.
PUBLIC WORKS	Street Maintenance Worker II	-	1.00	The new MS4 NPDES Permit compliance requirements have significantly increased from 6 provisions to 16. A new Street Maintenance Worker II is needed in order to move to a 28 day sweeping cycle (from the current 6 week frequency).
PUBLIC WORKS	Junior Engineer	0.90		The new MS4 NPDES Permit requires a new mapping, infrastructure maintenance and monitoring programs. This position is being requested to coordinate the new program elements. (Funding is 90% GF and 10% Other Funds)
PUBLIC WORKS	Senior Engineering Aide	1.00		The new MS4 NPDES Permit compliance requirements have significantly increased from 6 provisions to 16. A new Senior Engineering Aide is needed in order to provide support to the Stormwater program including management / implementation, system mapping and integration into and use of the Workorder Asset Management (WAM) Program.
PUBLIC WORKS	Engineering Assistant	1.00		To meet ongoing demand, and in order to shorten the plan check review time to provide quicker turn-around for the public, a new Engineering Assistant is needed in order to
PUBLIC WORKS OPERATIONS	Management Analyst II	0.60		Public Works Operations consists of Water, Maintenance (streets, electrical and water) Solid Waste and Fleet. These four divisions consist of approximately 90 employees and a budget of approximately \$65 million. The proposed Management Analyst II would be stationed at the Corporation Yard to provide direct and immediate support to Maintenance and Fleet. Support to Water will be directly to the distribution section within Maintenance and to the Water General Manager for overall Water Fund assignments.
PUBLIC WORKS OPERATIONS	Electrician (Limited Term)	-		Extension of the term of the Electrician I (Limited term) by 1 year will allow Public Works to complete work on the Corporate Yard service upgrade, installation of a lighted crosswalk on Jefferson Street near the Senior Center bus stop, and a potential upgrade of the signal at Lincoln and Main Street. In addition, the limited term position will assist in the installation, repair and maintenance of Streetlights, Traffic Signals, Signal Interconnect, PD Web Camera, ALERT Sites (weather & steam gauges), Emergency Generators and related UPS equipment, Building Maintenance, City Facility Alarms and School Crosswalk Flashers to help alleviate a backlog of work.
PUBLIC WORKS	Reduction of Part Time Staff	(0.53)		Extension of the Limited Term Electrician will negate the need for 0.53 FTE Part Time Electrical support
FIRE - PREVENTION	Fire Inspector III	0.50		The Fire Prevention division is experiencing a high demand for inspection services. New construction activity has increased to the extent that an additional 0.5 FTE fire inspector is needed. Increased development has required us to utilize existing inspectors on new construction which has resulted in fewer resources for mandated and technical inspections. The position request is for 1 FTE which American Canyon Fire will reimburse the City for 50%.
FIRE - RESERVE PROGRAM	Part Time Fire Reserve		0.50	In the last several years, the number of Fire Reservists has been reduced to the current allocation of 10, and current staffing of 5. On multi-alarm incidents additional personnel are needed at the scene to augment full time staff. An addition of 8 part time reserve firefighters will assist in providing that coverage. Reserves will be tasked with working a specific number of hours per month. This will not only assist with workload but will also help us develop future firefighters for the Napa Fire Department.

Staffing Summary

Staff Changes General Fund				
Dept.	Position	FY 2015-16 FTEs	FY 2016-17 FTEs	Comments
PARKS & RECREATION	Recreation Manager	1.00		Addition of a Recreation Manager (Superintendent) position will replace the Recreation Superintendent position that was eliminated in FY 2010-11 budget reduction process. This position will have the responsibilities of developing and managing a recreating strategic business plan; identification of unmet community needs, implementation of programs and services to meet those needs, and developing new funding strategies and partnerships that will partially offset general fund subsidies for recreation programs and services. Refilling this position will provide capacity for the Parks and Recreation Services Director to provide department wide oversight on attaining goals, objectives and performance measures outlined in the budget.
PARKS & RECREATION	Parks Supervisor	1.00		Reallocate vacant Parks Maintenance Worker II to Parks Supervisor to restore Park Supervisor position eliminated in FY2010-11 due to budget cuts. Adding an additional Park Supervisor position would divide the City's parks into two geographical maintenance areas, distributing the maintenance oversight to the park system and additional supervision to the downtown maintenance crew. The reorganization will provide a higher level of accountability for maintenance responsibilities and provide the Building and Facility Supervisor to more effectively and efficiently respond to maintenance issues in the City owned buildings.
PARKS & RECREATION	Parks Maintenance Worker II	(1.00)		Eliminate 1.0 FTE Parks Maintenance Worker II as an offset to the 1.0 FTE Parks Supervisor.
FINANCE	Upgrade 0.75 FTE Account Clerk to 1 FTE	1.00		The Revenue Division has had a part time Account Clerk position for over a decade to assist with front counter customer service and other clerk level duties in the department. With the training on the Utility Billing system and the staffing issues (high turnover due to retirements & illnesses) it is necessary to upgrade this position to 1 FTE. This will allow for a better recruiting effort and the ability to hire a permanent position rather than having to re-hire part time workers and re-train from year to year. This position is partially funded by Water Fund as the support provided at the front counter is primarily related to water billing.
FINANCE	Eliminate 0.75 FTE Account Clerk	(0.75)		Eliminate 0.75 FTE Account Clerk position as an offset to the 1.0 FTE Full Time Account Clerk I.
FINANCE	Accounting Technician (Entry)	1.00		A new Accounting Technician (Entry) position will support the Accounting staff of the Finance Department. Duties include (but are not limited to): monthly reconciliations of bank accounts and liability accounts, entry of budget adjustments and journal entries, and quarterly reconciliations of CIP and grant funded projects. This position will allow for the reassignment of lower level accounting tasks from the Accountants, Finance Analyst and Finance Manager and allow for better internal controls and management review.
CITY CLERK	Records Analyst I/II	1.00		The Records Analyst I/II is a reinstatement of an Office Assistant I/II position that was temporarily eliminated during the term of the Limited Term Records Specialist position. Reinstating and upgrading the OA I/II position will ensure successful implementation and continuation of the Citywide Records Initiative. The Records Analyst will also oversee and maintain consolidate of Citywide off-site records storage, shredding and scanning activities.
HUMAN RESOURCES	Personnel Assistant	1.00		Converting the current part time Secretarial Assistant to a full time Personnel Assistant would provide additional technical capacity, meet the need for flexibility and depth of staffing at a key production level, while also meeting the need for greater level of responsible administrative support.
HUMAN RESOURCES	Office Assistant	(0.48)		Eliminate 0.5 FTE Part Time Office Assistant as an offset to the 1.0 FTE Full Time Personnel Assistant.
CDD - ECONOMIC DEVELOPMENT	Conversion of Sr. Development Project Coordinator (LT) to FT	1.00		Converting the Sr. Development Project Coordinator position from limited term to full term will ensure a fully staffed Economic Development Division to provide information and support to the business community.
CDD - Code Enforcement	Code Enforcement Officer	1.00		In response to growing Code Enforcement needs, and in order to provide a quicker turn-around time in response to citizen concerns / complaints, an increase Code Enforcement Officers from 2.0 FTE to 3.0 FTE is included in the FY 2015-16 budget.
CDD - BUILDING	Permit Technician	1.00		Permit activity has been increasing over the past several years. Projected permit activity in FY 2015-16 and FY 2016-17 is expected to increase by more than 30%, the complexity of which is also increasing with projects such as the Archer Hotel. The addition of one Permit Technician would bring front counter staffing to pre-recession levels in the Building Division and address the anticipated permit activity. The current demand for services is being met by use of outside contract services. The cost of this Permit Technician position would be offset by a corresponding decrease to contract services of an equal amount.
Others	Other General Fund part time adjustments	(0.58)	0.34	Other departmental adjustments to part time support
Total		13.66	1.84	

Staffing Summary

Staff Changes				
Non General Fund / Other Funding Sources				
PUBLIC WORKS WATER	Water Distribution Facility Worker	2.00		Addition of two Water Distribution Facility Worker II positions will help ensure appropriate staffing levels are available to execute maintenance programs and maximize the useful life of critical water infrastructure assets.
PUBLIC WORKS WATER	Engineering Aide		1.00	Convert a Limited Term Engineering Aide to Permanent. Water administration and Engineering staff support FTE's have not increased since 1999, and remaining at the current level is not sustainable. In addition to the ongoing FEMA / OES support for recovery, the position will also assist in other compliance driven requirements such as Stage II Disinfection Byproduct, NPDES for municipal water providers, and State Board Conservation mandates.
CDD - HOUSING	Housing Specialist	0.50		The Housing Authority has provided housing services to all of the jurisdictions in Napa County over the last year as part of our goals to consolidate services and endorse inter-jurisdictional and regional partnership. We have successfully secured grants for American Canyon, Calistoga and Yountville and implemented these agencies' grant funded housing rehab programs. A part time Housing Specialist is needed to assist with the administrative functions of the housing rehab programs for American Canyon, Calistoga and Yountville during the term of their recently awarded two year grants. The grants are anticipated to expire in FY 2017-18. This position will be fully funded by these grants.
various	Other Non General Fund part time adjustments	(1.55)	-	Net impact to other departmental adjustments to part time support
Total		0.95	1.00	



Special Revenue Funds

*Fiscal Years
2015-16 & 2016-17*

Special Revenue Funds

Special Revenue Funds account for the proceeds of special revenue sources (other than special assessments, expendable trusts, or for major capital projects), that are legally restricted to expenditure for specified purposes.

Each Special Revenue Fund Summary includes the following:

- Fund Overview
- Major Accomplishments in Fiscal Years 2013-14 and 2014-15
- Five year revenue and expenditure detail
- Major Budget Changes for Fiscal Years 2015-16 and 2016-17
- Key Initiatives for Fiscal Years 2015-16 and 2016-17

The Special Revenue Funds are overseen by the following functional departments:

Public Works	Community Development
Traffic Fund Underground Utility Impact Street Improvement Impact Development Impact Land Development Tax	Tourism Improvement District Public Art Parking Impact Housing Impact Fee Community Development Block Grant (CDBG) CDBG Rehabilitation Revolving Loan HOME Program CalHome Program Downtown Business District Oxbow Business District Parking Business District
Public Safety (Fire / Police)	Parks & Recreation
Fire / Paramedic Impact Public Safety Programs Parking Security	Park Acquisition and Development Assessment Districts Parking Maintenance Golf

Traffic Fund

Fund Overview:

The Traffic Fund accounts for disbursements apportioned from the State of California received for the purpose of financing various street and roadway infrastructure improvement projects. Funding sources include State Gas Tax funds and Red Light Camera funds.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Continued funding of street resurfacing activities (Street Infrastructure Program) to pave 10 miles of local streets per year, a total of 57 miles resurfaced through FY 2014-15.
- Continued funding Sidewalk Improvement Program: Installed 1,700 cubic yards of concrete in FY 2013-14 and 1,300 cubic yards in FY 2014-15 to repair failing sidewalk, curb and gutter and install ADA compliant curb ramps.
- Completed California Blvd. Widening Project.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	1,824,800	2,331,777	2,244,671	2,244,671	1,666,861	-26%	1,666,861	0%
Charges for Services	622,685	426,273	369,744	369,744	412,378	12%	453,605	10%
Investment Earnings	9,055	4,475	30,000	12,000	12,500	-58%	13,000	4%
Miscellaneous Revenue	19,171	16,368	14,000	6,160	-	-100%	-	0%
Transfers In	-	349,010	-	349,937	1,100,000	0%	-	-100%
Total Revenues	\$ 2,475,711	3,127,903	2,658,415	2,982,512	3,191,739	20%	2,133,466	-33%
Category Expenditure Summary								
Salaries and Wages	62,800	48,477	78,213	60,052	106,062	36%	107,793	2%
Benefits	15,477	11,533	20,020	15,631	35,672	78%	36,918	3%
Materials and Supplies	1,351	88,900	39,471	1,107	2,000	-95%	39,500	1875%
Services	233,738	211,112	238,040	236,040	238,100	0%	238,100	0%
Capital Outlay	-	-	-	-	36,255	0%	37,449	3%
Debt Service	-	54,500	52,000	53,000	52,000	0%	-	-100%
Transfers Out	3,106,558	2,052,488	2,357,293	2,357,293	2,493,076	6%	2,304,383	-8%
Total Expenditures	\$ 3,419,924	2,467,010	2,785,037	2,723,123	2,963,165	6%	2,764,143	-7%
Net Contribution / (Use)	\$ (944,213)	660,893	(126,622)	259,389	228,574	-281%	(630,677)	-376%
Projected Fund Balance at June 30	514,729	1,175,622	1,049,000	1,435,011	1,663,585		1,032,908	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Reduction in *Intergovernmental* (Gas Tax receipts) per Highway Users Tax Authority (HUTA) estimates for FY 2015-16 and 2016-17.
- Increase in *Charges for Services* (Red Light Camera Program) estimates, to more precisely reflect historic levels.
- Reduction in *Investment Earnings* and *Miscellaneous Revenue* to more precisely reflect historic levels and the sale of property in FY 2014-15 for which rent had been collected.
- Increase in *Salaries* and *Benefits* due to a revised allocation of Police Department labor in support of Red Light Camera Program.
- Reduction, followed by increase, in *Materials and Supplies* is due to cyclical need of supplies needed in support of the Red Light Camera Program.
- *Debt Service* shows final loan payment to Napa Valley Corporate Park in FY 2015-16.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Capital projects including First and Second Street Roundabouts along California Blvd, as well as improvements at the southwest corner of Redwood Street and Solano Ave.

Underground Utility Impact Fund

Fund Overview:

The Underground Utility Impact Fund accounts for fees paid by developers for new development throughout the City. These resources are restricted to funding projects transitioning above ground utilities to underground.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Fourth Street underground work in conjunction with NCTPA.
- McKinstry Street Rule 20B Undergrounding Project – conduit installation complete.
- Establish the Jefferson Street Rule 20A Underground District.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	371,960	440,522	100,000	377,827	349,000	249%	349,000	0%
Investment Earnings	(16)	30,113	60,000	20,000	20,000	-67%	20,000	0%
Transfers In	-	1,564,876	-	-	-	0%	-	0%
Total Revenues	\$ 371,944	2,035,511	160,000	397,827	369,000	131%	369,000	0%
Category Expenditure Summary								
Transfers Out	10,694	3,115,914	406,874	406,874	75,000	-82%	-	-100%
Total Expenditures	\$ 10,694	3,115,914	406,874	406,874	75,000	-82%	-	-100%
Net Contribution / (Use)	\$ 361,250	(1,080,403)	(246,874)	(9,047)	294,000	-219%	369,000	26%
Projected Fund Balance at June 30	1,660,028	579,625	332,751	570,578	864,578		1,233,578	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Charges for Services* to more precisely reflect historic levels.
- Decrease in *Investment Earnings* to more precisely reflect historic levels.
- Decrease in *Transfers Out* due to funding needs for planned capital projects in this budget cycle.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Fund remainder of McKinstry Street Rule 20A Undergrounding Project – panel conversion and energizing.
- Work with PG&E to move the Jefferson Street Rule 20A Underground Project forward.

Fire/Paramedic Impact Fund

Fund Overview:

The primary purpose of the fee is to provide for the funding of Fire Station 5 including acquisition of land, cost of construction (which term includes the planning, administration and design as well as actual building or installation) and equipment necessary to supply the fire station for both fire and paramedic services through the use of two development fees; fire service fee and paramedic service fee. The new station is required to serve the demand of the City's new growth and will respond to calls anywhere in the city limits as needed.

Also included in this fund is the Browns Valley Fire Mitigation fee. This is a voluntary mitigation fee offered by the Developers of the Hussey Ranch and Carmel Drive Subdivision to pay for studying and/or improving the fire and emergency response time serving the Browns Valley area.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Provide funding for Fire Station #5.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	190,079	128,156	97,560	125,000	90,000	-8%	90,000	0%
Investment Earnings	(508)	7,172	6,500	6,000	5,000	-23%	5,000	0%
Total Revenues	\$ 189,571	135,328	104,060	131,000	95,000	-9%	95,000	0%
Category Expenditure Summary								
Transfers Out	-	-	690,000	690,000	150,000	-78%	-	-100%
Total Expenditures	\$ -	-	690,000	690,000	150,000	-78%	-	-100%
Net Contribution / (Use)	\$ 189,571	135,328	(585,940)	(559,000)	(55,000)	-91%	95,000	-273%
Projected Fund Balance at June 30	658,416	793,744	207,804	234,744	179,744		274,744	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Investment Earnings* to more precisely reflect historic levels, and current fund balance levels.
- Decrease in *Transfers Out* due to FY 2014-15 funding for design and construction of Fire Station #5, drawing down fund balance.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Provide available funding for completion of design & construction of Fire Station #5.

Street Improvement Impact Fund

Fund Overview:

The Street Improvement Impact Fund accounts for fees paid by developers of new development within the City. These resources are restricted to funding projects identified in the impact fee study that identifies which projects mitigate the impact of new development on City streets.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Completed construction of Saratoga Drive Extension.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	699,450	896,558	1,070,000	1,086,800	1,000,000	-7%	1,000,000	0%
Investment Earnings	13,109	20,145	31,000	21,500	21,500	-31%	21,500	0%
Transfers In	-	2,341,069	-	-	-	0%	-	0%
Total Revenues	\$ 712,559	3,257,772	1,101,000	1,108,300	1,021,500	-7%	1,021,500	0%
Category Expenditure Summary								
Debt Service	-	277,827	-	277,827	249,000	0%	249,000	0%
Transfers Out	1,950,511	3,579,101	1,436,301	1,436,301	135,000	-91%	1,292,000	857%
Total Expenditures	\$ 1,950,511	3,856,928	1,436,301	1,714,128	384,000	-73%	1,541,000	301%
Net Contribution / (Use)	\$ (1,237,952)	(599,156)	(335,301)	(605,828)	637,500	-290%	(519,500)	-181%
Projected Fund Balance at June 30	1,208,786	609,630	274,329	3,802	641,302		121,802	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Investment Earnings* to more precisely reflect historic levels, and current fund balance levels.
- Decrease in *Transfers Out* due to funding needs for planned capital projects in this budget cycle.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Fund Linda Vista Avenue Bridge over Napa Creek project – design phase (pending traffic studies).
- Fund West Lincoln Ave roadway alignment – design and construction.

Development Impact Fund

Fund Overview:

The Development Impact Fund accrues fees paid by developers to mitigate the citywide impacts of new development on various infrastructure such as streets, drainage, and affordable housing specific to certain defined geographical areas. The fund accrues specific fees as new development occurs, and are restricted for use to mitigate impacts in the specified area.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Planned projects were delayed due to property acquisition discussions and work diverted to respond to and plan recovery from the August 2014 South Napa Earthquake.
- Las Flores Community Center Improvements.
- Las Flores Community Center Roof Replacement.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	26,433	-	4,643	-	-	-100%	-	
Investment Earnings	2,205	55,512	58,075	42,774	42,774	-26%	42,774	0%
Total Revenues	\$ 28,638	55,512	62,718	42,774	42,774	-32%	42,774	0%
Category Expenditure Summary								
Services	-	-	8,143	-	8,000	-2%	8,000	0%
Transfers Out	1,766	173,945	2,967,180	2,967,180	705,124	-76%	127	-100%
Total Expenditures	\$ 1,766	173,945	2,975,323	2,967,180	713,124	-76%	8,127	-99%
Net Contribution / (Use)	\$ 26,872	(118,433)	(2,912,605)	(2,924,406)	(670,350)	-77%	34,647	-105%
Projected Fund Balance at June 30	6,642,353	6,523,920	3,611,315	3,599,514	2,929,164		2,963,811	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Service* as we are unable to predict with certainty the level of development. Budget adjustments will be proposed as the certainty of development is known.
- Decrease in *Investment Earnings* to more precisely reflect historic levels, and current fund balance levels.
- Decrease in *Transfers Out* due to funding needs for planned capital projects in this budget cycle.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Sierra Avenue extension to Villa Lane
- Trower Ave widening – Young Ave to Linda Vista Ave
- Orchard Ave widening – Autumn Run to 250' West
- Salvador Ave widening study

Park Acquisition and Development Fund

Fund Overview:

The Park Acquisition and Development Fund accrues fees paid by developers which are restricted to funding new or expanded park facilities to mitigate the impact of new development on existing parks. Park Acquisition and Development fees are tracked separately, by “quadrant” areas within the City.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Replaced 11 playgrounds with play equipment that meets updated safety and ADA standards.
- Issued RFP and awarded contract for design/build of new Skate Park.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	1,100,740	366,503	124,458	628,346	489,458	293%	489,458	0%
Investment Earnings	2,821	50,943	69,360	40,000	40,000	-42%	40,000	0%
Transfers In	93,858	-	-	-	-	0%	-	0%
Total Revenues	\$ 1,197,419	417,446	193,818	668,346	529,458	173%	529,458	0%
Category Expenditure Summary								
Debt Service	-	-	93,858	93,858	93,858	0%	93,858	0%
Transfers Out	732,538	97,674	1,402,325	1,402,325	-	-100%	-	0%
Total Expenditures	\$ 732,538	97,674	1,496,183	1,496,183	93,858	-94%	93,858	0%
Net Contribution / (Use)	\$ 464,881	319,772	(1,302,365)	(827,837)	435,600	-133%	435,600	0%
Projected Fund Balance at June 30	5,556,500	5,876,272	4,573,907	5,048,435	5,484,035		5,919,635	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Charges for Services* to reflect historical levels.
- Decrease in *Investment Earnings* to more precisely reflect historic levels.
- Decrease in *Transfers Out* as no projects are planned for this two-year budget cycle.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Complete a study on the current impact fee structure and prepare a recommendation for Council consideration on potential changes that would meet the current acquisition and development needs for park and recreation facilities.

Tourism Improvement District Fund

Fund Overview:

The Tourism Improvement District (TID) Fund receives a percentage of assessments on gross room rental revenue from lodging businesses excluding vacation rentals. These funds are used for local tourism programs and activities including: locally specific market niche advertising and marketing efforts, tourism marketing and promotional information, local special event programming, community and cultural arts programming activities, tourism related streetscape enhancement and maintenance, and administrative costs associated with these activities.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Created “First Taste Napa” signature kick-off event for Flavor! Napa Valley.
- Provided marketing support for Napa Shakespeare Festival, TEDx Napa Valley, Napa Valley Opera House, Porchfest, Arts Council Napa Valley, Napa Valley Writers’ Conference and Napa On Ice.
- Built new website DoNapa.com for the Downtown Napa Association and Napa lodging properties, featuring desktop and mobile device booking/reservations through aRes Travel and Trip Advisor.
- Launched successful social media campaigns on Facebook (63,000+ followers), Twitter (12,000+), Pinterest and Instagram.
- Received Trip Advisor “Travelers’ Choice 2013” Winner.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Taxes	525,478	633,059	601,350	601,350	664,886	11%	747,105	12%
Charges for Services	157	-	-	-	-	0%	-	0%
Investment Earnings	(565)	650	1,000	1,000	1,000	0%	1,000	0%
Total Revenues	\$ 525,070	633,709	602,350	602,350	665,886	11%	748,105	12%
Category Expenditure Summary								
Salaries and Wages	16,496	18,655	26,465	12,488	19,544	-26%	17,158	-12%
Benefits	7,247	9,132	-	6,293	8,209	0%	7,206	-12%
Materials and Supplies	11,638	5,243	20,250	10,000	40,000	98%	-	-100%
Services	563,039	617,034	556,249	559,257	781,866	41%	714,686	-9%
Transfer Out	-	8,535	8,535	8,535	8,791	3%	9,055	3%
Total Expenditures	\$ 598,420	658,599	611,499	596,573	858,410	40%	748,105	-13%
Net Contribution / (Use)	\$ (73,350)	(24,890)	(9,149)	5,777	(192,524)	2004%	-	-100%
Projected Fund Balance at June 30	211,637	186,747	177,598	192,524	-		-	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Taxes (Transient Occupancy-TID portion)* due to expected growth in TID receipts.
- Reduction in *Salaries and Wages* due to reallocation of labor in support of TID program.
- Reduction in *Materials and Supplies* and increase in *Services* due to anticipated expenditures in support of the Tourism Improvement District programs and activities.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continue media familiarization tours, Culinary Crawl, and other events with local partners.
- Sponsor Napa ARTWalk 2015-17.
- Support the Napa Vine Trail as a key amenity to attract visitors to Napa lodging.

Public Art Fund

Fund Overview:

The Public Art Fund accounts for contributions paid by developers in lieu of integrating public art on-site as part of a new commercial development application. These resources are used to fund public art and cultural programming and development of public art consistent with the Public Art Master Plan.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Completed Public Art Master Plan and administrative guidelines.
- Approved the downtown art bench installation.
- Contributed to the completion of the 9/11 Memorial.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	16,869	74,259	-	91,966	15,000	0%	15,000	0%
Investment Earnings	778	2,652	1,000	3,000	3,000	200%	3,000	0%
Total Revenues	\$ 17,647	76,911	1,000	94,966	18,000	1700%	18,000	0%
Category Expenditure Summary								
Services	6,500	4,750	90,000	90,000	250,000	178%	6,500	-97%
Transfer Out	93,073	319	319	319	329	3%	338	3%
Total Expenditures	\$ 99,573	5,069	90,319	90,319	250,329	177%	6,838	-97%
Net Contribution / (Use)	\$ (81,926)	71,842	(89,319)	4,647	(232,329)	160%	11,162	-105%
Projected Fund Balance at Jun	298,298	370,140	280,821	374,787	142,458		153,620	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Investment Earnings* to more precisely reflect historic levels.
- Increase in *Services* in support of a public art project in Dwight Murray Plaza.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Provide funding for planned art installation for reconstruction of Dwight Murray Plaza.

Parking Impact Fund

Fund Overview:

The Parking Impact Fund accounts for fees paid by developers for new development in a specific geographic area of the City. These resources are restricted to funding future projects which increase parking capacity within the specified area.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Accumulated additional resources to be used for future construction of parking facilities.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	-	30,000	-	-	-		-	
Investment Earnings	392	10,102	11,950	8,500	8,500	-29%	8,500	0%
Total Revenues	\$ 392	40,102	11,950	8,500	8,500	-29%	8,500	0%
Category Expenditure Summary								
Total Expenditures	\$ -	-	-	-	-		-	
Net Contribution / (Use)	\$ 392	40,102	11,950	8,500	8,500	0%	8,500	0%
Projected Fund Balance at June 30	1,198,239	1,238,341	1,250,291	1,246,841	1,255,341		1,263,841	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Investment Earnings* to more precisely reflect historic levels.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Consider programming funds with other resources as part of the downtown parking management plan, which would include construction of a parking structure.

Housing Impact Fee (Inclusionary) Fund

Fund Overview:

This fund includes fees paid in compliance with the City's housing impact fee ordinance for both residential and commercial properties. Developers of both residential and non-residential projects are deemed to have created a need for additional affordable housing and are charged a housing impact fee based on the size and type of project. The fees collected are primarily used for the development of new affordable housing.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Completed construction of one new mixed-income rental project, which includes 27 affordable units.
- Construction started on a second rental project which will provide 40 units of affordable housing for lower income households.
- Acquisition loan approved for Saratoga Downs Apartment project which will provide an additional seven affordable units.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	194,464	328,591	-	169,405	237,339		237,339	0%
Investment Earnings	1,192	41,076	12,017	33,000	33,000	175%	33,000	0%
Total Revenues	\$ 195,656	369,667	12,017	202,405	270,339	2150%	270,339	0%
Category Expenditure Summary								
Salaries and Wages	74,569	63,440	81,503	65,343	63,135	-23%	80,427	27%
Benefits	24,289	24,729	37,050	28,846	26,516	-28%	33,780	27%
Materials and Supplies	257	12	2,987	515	1,500	-50%	1,500	0%
Services	11,700	17,170	3,724,036	1,486,904	2,116,659	-43%	54,480	-97%
Transfers Out	2,417	96,648	5,000	5,000	5,150	3%	5,304	3%
Total Expenditures	\$ 113,232	201,999	3,850,576	1,586,608	2,212,960	-43%	175,491	-92%
Net Contribution / (Use)	\$ 82,424	167,668	(3,838,559)	(1,384,203)	(1,942,621)	-49%	94,848	-105%
Projected Fund Balance at June 30	5,086,656	5,254,324	1,415,765	3,870,121	1,927,500		2,022,348	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Investment Earnings* to more precisely reflect historic levels.
- Decrease in *Salaries and Wages* and *Benefits* due to reallocation of labor in support of housing programs.
- Decrease in *Materials and Supplies* and *Services* from prior year is due to delays in approved affordable housing projects.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Affordable housing developments will be funded as opportunities arise.
- Anticipated construction of an affordable rental project in FY 2015-16.

Community Development Block Grant (CDBG) Fund

Fund Overview:

This fund accounts for Federal grants received under the Community Development Block Grant Act of 1974. HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. The City of Napa is an entitlement community and receives a designated amount of funding each year. Funds are used to benefit lower income persons, eliminate slums and blight or meet an urgent need. Programs funded with CDBG include community development activities, public service activities and program administration.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Provided staff to oversee the renovation of the Laurel Manor facility.
- Complete a capital improvement for the NEWS shelter.
- Completed the five year Consolidated Plan for 2015-2020.
- Installed ADA ramps and new sidewalks in ABC streets neighborhood, South Franklin Street (Coombs to Cesta), and ADA ramps on Jefferson Street (Lincoln to Cedar).

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Intergovernmental	618,815	406,422	1,126,741	1,126,741	432,045	-62%	419,443	-3%
Charges for Services	468	5,083	-	20,264	-		-	
Total Revenues	\$ 619,283	411,505	1,126,741	1,147,005	432,045	-62%	419,443	-3%
Category Expenditure Summary								
Salaries and Wages	115,239	112,269	109,475	89,751	135,694	24%	122,747	-10%
Benefits	46,109	47,209	45,367	39,009	36,783	-19%	33,062	-10%
Materials and Supplies	1,365	134	5,049	2,250	3,977	-21%	6,172	55%
Services	179,982	165,681	152,049	205,018	143,006	-6%	147,145	3%
Transfers Out	276,585	86,209	810,991	810,991	106,412	-87%	106,605	0%
Total Expenditures	\$ 619,280	411,502	1,122,931	1,147,019	425,872	-62%	415,731	-2%
Net Contribution / (Use)	\$ 3	(3)	3,810	(14)	6,173	62%	3,712	-40%
Projected Fund Balance at June 30	3	-	3,810	(14)	6,159		9,871	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Reduction in *Intergovernmental* due to FY 2014-15 carryforward amounts for previous capital improvements not completed in the year the funding was entitled.
- Increase in *Salaries and Wages* and reduction in *Benefits* due to a reallocation of staffing to reflect anticipated work assignments.
- Adjustments in *Materials and Supplies* in FY 2015-16 (decrease) and FY 2016-17 (increase) requested to meet the anticipated annual need.
- Reduction to *Services* and *Transfers Out* in FY 2015-16 is related to the reduction of transfers to capital improvement to fund sidewalk projects.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Implementation of the goals identified in the Consolidated Plan and the Analysis of Impediments to Fair Housing Choice.
- Completion of identified Sidewalk Infill and ADA Handicapped Accessibility Projects.
- Continue funding the Housing Rehabilitation Loan Program, CANV Homeless Shelter, NEWS Bi-lingual Counselor and Fair Housing Activities.

CDBG Rehab Revolving Loan Fund

Fund Overview:

This fund accounts for CDBG funds that have been allocated to the Housing Rehabilitation Loan Program to improve the existing housing stock for the lower income population within the City of Napa. As funds are repaid, money is re-loaned for the rehabilitation of a variety of affordable housing projects, including single family owner occupied units, single and multi-family investor owned rental units and non-profit owned units. The Program provides low interest amortized loans, 0% deferred payment loans, and emergency repair grants.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- A total of fourteen owner occupied homes were rehabilitated. All of the units are, or will be, occupied by low-income households.
- A total of 127 emergency home repairs grants were issued, all of which are occupied by low-income households. The demand for this program was significant due to the 2014 South Napa Earthquake. Over 90 of the total repairs were earthquake related.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	84,334	133,705	427,787	427,787	213,432	-50%	193,760	-9%
Charges for Services	226,024	71,575	63,316	164,113	63,316	0%	63,316	0%
Total Revenues	\$ 310,358	205,280	491,103	591,900	276,748	-44%	257,076	-7%
Category Expenditure Summary								
Services	561,893	754,620	459,578	591,900	276,748	-40%	293,760	6%
Total Expenditures	\$ 561,893	754,620	459,578	591,900	276,748	-40%	293,760	6%
Net Contribution / (Use)	\$ (251,535)	(549,340)	31,525	-	-	-100%	(36,684)	0%
Projected Fund Balance at June 30	591,106	41,766	73,291	41,766	41,766		5,082	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* due to prior year funding allocations received, but not used until the current year to fund loans and grants.
- Reduction in *Services* related to the reduced funding available for projects due to significant use of funds in response to the 2014 South Napa Earthquake.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continue to fund housing rehabilitation loans and emergency repair grants.

HOME Program Fund

Fund Overview:

This fund accounts for Federal grants received under the HOME Investment Partnership Program that is administered by the State of California and program income received from the repayment of previous loans. These funds are used to provide down payment assistance to low-income first-time homebuyers.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Assisted nine low income households with down payment assistance loans.
- Conducted monthly first time homebuyer education classes with local realtors and mortgage lenders.
- Conducted outreach and education with various non-profit housing agencies.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	112,686	93,361	494,480	316,991	175,947	-64%	-	-100%
Charges for Services	209,129	288,569	35,000	588,832	76,291	118%	76,220	0%
Investment Earnings	1,186	618	1,000	1,000	1,000	0%	1,000	0%
Total Revenues	\$ 323,001	382,548	530,480	906,823	253,238	-52%	77,220	-70%
Category Expenditure Summary								
Salaries and Wages	10,758	19,586	14,929	19,174	30,129	102%	5,546	-82%
Benefits	5,097	8,430	7,005	9,109	12,654	81%	2,329	-82%
Materials and Supplies	466	691	638	750	650	2%	-	-100%
Services	311,057	303,176	477,086	717,816	464,151	-3%	70,435	-85%
Transfers Out	497	3,396	2,413	2,413	2,486	3%	2,560	3%
Total Expenditures	\$ 327,875	335,279	502,071	749,262	510,070	2%	80,870	-84%
Net Contribution / (Use)	\$ (4,874)	47,269	28,409	157,561	(256,832)	-1004%	(3,650)	-99%
Projected Fund Balance at June 30	136,959	184,228	212,637	341,789	84,957		81,307	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* related to the revenues from the \$700K grant awarded in FY 2012-13 being depleted in FY 2015-16. Grant funds are not included in the proposed budget until they are awarded. *Intergovernmental* revenues will be increased as the city is notified of grant awards.
- Increase in *Charges for Services* related to anticipated loan payoffs.
- Changes in all expenditure categories (*Salaries and Wages, Benefits, Materials and Supplies, Services, and Transfers Out*), related to required activities in support of the \$700K grant awarded in FY 2012-13 and use of available program income.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Outreach and education to first time homebuyers.
- Continue to assist low income first time homebuyers with down payment assistance.
- Apply for additional competitive grants funds.

CalHome Program Fund

Fund Overview:

This fund accounts for State grants received under the CalHome Program and program income received from the repayment of previous loans. These funds are used to provide down payment assistance to low-income first-time homebuyers and owner occupied rehabilitation loans.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Assisted seven low income households with down payment assistance loans.
- Assisted four low income homeowners with repairs to their earthquake damaged homes.
- Conducted monthly first time homebuyer education classes with local realtors and mortgage lenders.
- Conducted outreach and education with various non-profit housing agencies.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	500,000	250,000	1,230,980	120,000	480,895	-61%	300,000	-38%
Charges for Services	59,466	2,000	-	40,938	-		-	
Investment Earnings	(66)	1,227	500	1,400	1,400	180%	1,400	0%
Total Revenues	\$ 559,400	253,227	1,231,480	162,338	482,295	-61%	301,400	-38%
Category Expenditure Summary								
Salaries and Wages	824	-	-	57	-		-	
Benefits	389	-	-	28	-		-	
Materials and Supplies	7	-	-	-	-		-	
Services	318,598	373,338	976,037	217,196	484,647	-50%	300,000	-38%
Total Expenditures	\$ 319,818	373,338	976,037	217,281	484,647	-50%	300,000	-38%
Net Contribution / (Use)	\$ 239,582	(120,111)	255,443	(54,943)	(2,352)	0%	1,400	-160%
Projected Fund Balance at June 30	323,992	203,881	459,324	148,938	146,586		147,986	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* due to available CalHome grant funds being fully utilized by FY 2016-17.
- Increase in *Investment Earnings* to more precisely reflect historic levels.
- Decrease in *Services* due to available CalHome grant funds being fully utilized by FY 2016-17.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Outreach and education to first time homebuyers and low income homeowners.
- Continue to assist low income first time homebuyers with down payment assistance and low income homeowners with rehabilitation loans.
- Apply for additional competitive grants funds if State makes additional funding available.

Assessment Districts Fund

Fund Overview:

These funds account for sources and uses of assessments for lighting and the maintenance of landscaping of various site-specific locations around the City. These sites are located within established boundaries that make up the funding districts and zones.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Montecito Blvd. Drainage Improvements

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Charges for Services	890,745	838,654	817,490	817,490	844,809	3%	404,809	-52%
Investment Earnings	223	37,733	50,275	50,195	29,500	-41%	24,500	-17%
Transfer In	2,091	-	-	-	-	-	-	-
Total Revenues	\$ 893,059	876,387	867,765	867,685	874,309	1%	429,309	-51%
Category Expenditure Summary								
Salaries and Wages	118,407	225,028	226,282	235,038	150,606	-33%	150,607	0%
Benefits	37,214	37,612	65,315	35,597	25,217	-61%	25,203	0%
Materials and Supplies	6,159	8,434	15,572	3,190	15,128	-3%	15,128	0%
Services	42,403	76,435	43,732	54,553	48,176	10%	28,724	-40%
Capital Outlay	2,880	-	58,350	1,000	51,000	-13%	51,000	0%
Transfers Out	393,704	312,002	735,929	735,930	653,562	-11%	81,297	-88%
Total Expenditures	\$ 600,767	659,511	1,145,180	1,065,308	943,689	-18%	351,959	-63%
Net Contribution / (Use)	\$ 292,292	216,876	(277,415)	(197,623)	(69,380)	-75%	77,350	-211%
Projected Fund Balance at June 30	3,869,005	4,085,881	3,808,466	3,888,258	3,818,878		3,896,228	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* due to Storm Drain Assessment Fee sunset in June 2016. Programs supported by this fee will be funded from General Fund thereafter, hence the reduction in all expenditure categories.
- Decrease in *Salaries and Wages* and *Benefits* related to the sunset of the Storm Water Assessment resulting in the transfer of the Storm Drain activities to the Capital Improvement Projects budget.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continue support to the Street Cleaning Program until the sunset of the Storm Water Assessment.
- Complete the following Capital Improvements to the Storm Drain System: Corrugated metal Pipe Replacement near Minahen (SD08PW01); Rose Lane Sewer Separation (SD16PW01); and Drainage Improvements to be performed in preparation of the Street Rehabilitation work in both FY 2015-16 and FY 2016-17.

Downtown Business District Fund

Fund Overview:

The Downtown Business District Fund accounts for special assessments on business license fees within specified boundaries in Downtown. The revenues are used to promote the area in a variety of ways which provide economic benefit to businesses within the assessment area.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Managed yearly events including: Main Street Reunion Car Show; Wine, Crafts & Jazz Festival; Blues, Brews & Barbeque Festival, and the Winter Holiday Parade.
- Coordinated of Familiarization Tours for Media & Travel Writers, Concierges, and Destination Management Planners.
- Supported Downtown Sidewalk Cleaning program.
- Conducted year-round advertising and promotions, including print media, radio and video marketing.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	510,643	310,403	110,000	110,050	110,000	0%	110,000	0%
Investment Earnings	73	47	150	50	50	-67%	50	0%
Total Revenues	\$ 510,716	310,450	110,150	110,100	110,050	0%	110,050	0%
Category Expenditure Summary								
Services	510,643	309,976	110,150	110,989	110,050	0%	110,050	0%
Total Expenditures	\$ 510,643	309,976	110,150	110,989	110,050	0%	110,050	0%
Net Contribution / (Use)	\$ 73	474	-	(889)	-	0%	-	0%
Projected Fund Balance at June 30	415	889	889	-	-		-	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Investment Earnings* to more precisely reflect historic levels.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continued support of Downtown Business District Fund through special assessment on business license fees within specified boundaries in the downtown area.

Oxbow Business District Fund

Fund Overview:

The Oxbow Business District Fund accounts for special assessments of downtown Napa businesses within specified boundaries. The resources are used to promote the area in a variety of ways which provide economic benefit to the area and the City.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Conducted familiarization (FAM) tours with media, concierges, and event planners.
- Conducted year-round advertising and promotions, including print media, radio and video marketing.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	25,828	26,422	25,400	25,400	27,500	8%	28,500	4%
Investment Earnings	19	19	36	36	15	-58%	15	0%
Total Revenues	\$ 25,847	26,441	25,436	25,436	27,515	8%	28,515	4%
Category Expenditure Summary								
Services	25,828	26,957	25,436	25,416	27,515	8%	28,515	4%
Total Expenditures	\$ 25,828	26,957	25,436	25,416	27,515	8%	28,515	4%
Net Contribution / (Use)	\$ 19	(516)	-	20	-	0%	-	0%
Projected Fund Balance at June 30	496	(20)	(20)	-	-		-	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Investment Earnings* to more precisely reflect historic levels.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continued support of Oxbow Business District through the collection of a special assessment of downtown Napa businesses within specified boundaries.

Parking Business District Fund

Fund Overview:

The Parking Business District Fund accounts for special assessments of downtown Napa businesses within specified boundaries. The revenues are used to maintain downtown City-owned parking garages and lots in the Parking Exempt District.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	20,790	24,923	222,000	21,000	225,000	1%	225,000	0%
Investment Earnings	(468)	1,612	-	-	-		-	
Transfers In	84,730	-	-	-	-		-	
Total Revenues	\$ 105,052	26,535	222,000	21,000	225,000	1%	225,000	0%
Category Expenditure Summary								
Services	-	-	201,000	-	-		-	
Transfers Out	-	-	-	-	200,000	100%	200,000	0%
Total Expenditures	\$ -	-	201,000	-	200,000	0%	200,000	0%
Net Impact of Operations	\$ 105,052	26,535	21,000	21,000	25,000	19%	25,000	0%
Net Contribution / (Use)	\$ 105,052	26,535	21,000	21,000	25,000	19%	25,000	0%
Projected Fund Balance at June 30	105,051	131,586	152,586	152,586	177,586		202,586	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- *Transfers Out* to General Fund to offset enhanced downtown maintenance program.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continued support of Parking Business District through the collection of a special assessment of downtown Napa businesses within specified boundaries.

Land Development Tax Fund

Fund Overview:

The Land Development Tax Fund accounts for taxes paid by developers for new development within the City. These resources are restricted to funding for support or expansion of public facilities and parks.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Fire Station No. 1 - seismic retrofit completed.
- JFK Boat Ramp Dredging – engineering work completed.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	21,699	8,238	10,000	10,000	10,000	0%	10,000	0%
Investment Earnings	565	3,165	3,000	3,000	3,000	0%	3,000	0%
Total Revenues	\$ 22,264	11,403	13,000	13,000	13,000	0%	13,000	0%
Category Expenditure Summary								
Transfers Out	70,300	12,140	332,294	332,294	-	-100%	-	
Total Expenditures	\$ 70,300	12,140	332,294	332,294	-	-100%	-	
Net Contribution / (Use)	\$ (48,036)	(737)	(319,294)	(319,294)	13,000	-104%	13,000	0%
Projected Fund Balance at June 30	440,734	439,997	120,703	120,703	133,703		146,703	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Reduction in *Transfers Out* as no capital projects using this funding are planned during next two-year budget cycle.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- None.

Alston Park Trust Fund

Fund Overview:

Frances E. Dawson created a trust from his estate that left an endowment for the maintenance of the City of Napa’s Alston Park. The intent of the endowment is “an emphasis on the maintenance of trails and culverts and the installation and maintenance of benches” throughout the park. The income from this endowment is administered by the Napa Valley Community Foundation and provided to the City of Napa through an annual request.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Improved access throughout the fenced dog off-leash, “Canine Commons” area by rebuilding trails, clearing vegetation, installation of concrete entryway to replace dirt that does not drain and making additional drainage improvements.
- Replaced and repaired existing benches in Alston Park that had deteriorated over time.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Investment Earnings	(12)	163	-	100	100	0%	100	0%
Miscellaneous Revenues	17,700	12,500	19,400	19,400	-	-100%	-	0%
Total Revenues	\$ 17,688	12,663	19,400	19,500	100		100	0%
Category Expenditure Summary								
Materials and Supplies	8,942	8,302	12,384	-	-	-100%	-	0%
Services	-	-	19,400	-	-	-100%	-	0%
Total Expenditures	\$ 8,942	8,302	31,784	-	-	-100%	-	0%
Net Contribution / (Use)	\$ 8,746	4,361	(12,384)	19,500	100	-101%	100	0%
Projected Fund Balance at June 30	8,747	13,108	724	32,608	32,708		32,808	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Miscellaneous Revenues*, as it is unknown if additional endowments or contributions will be received in FY 2015-16 or FY 2016-17. A budget adjustment will be requested through resolution if contributions are received.
- Decrease in *Materials and Supplies* budget. If activities consistent with the endowment are proposed, a budget adjustment will be requested through resolution.

Key Initiatives for FY 2015-16 & FY 2016-17:

- As funding allows, the following improvements will be proposed:
 - Improve main trail in southern off leash area.
 - Install additional benches.
 - Improve drainage from upper to lower area.

Public Safety Programs Fund

Fund Overview:

The Public Safety Programs Fund accounts for donations towards Youth Services/Diversion Programs. This fund was established with a \$15,720 donation in FY 2010-11 specifically identified for youth programs. These funds will be used to purchase supplies and services that support youth programs provided by the Police Department.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Youth Services / Diversion Program began purchasing items as incentives for students to not miss school days.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	-	10,000	-	-	-	0%	-	0%
Investment Earnings	4	120	250	160	160	-36%	160	0%
Miscellaneous Revenues	304	5,610	1,000	1,000	1,000	0%	1,000	0%
Total Revenues	\$ 308	15,730	1,250	1,160	1,160	-7%	1,160	0%
Category Expenditure Summary								
Materials and Supplies	-	5,785	5,000	2,396	5,000	0%	5,000	0%
Total Expenditures	\$ -	5,785	5,000	2,396	5,000	0%	5,000	0%
Net Contribution / (Use)	\$ 308	9,945	(3,750)	(1,236)	(3,840)	2%	(3,840)	0%
Projected Fund Balance at June 30	16,222	26,167	22,417	24,931	21,091		17,251	

Major Budget Changes for FY 2015-16 & FY 2016-17:

- Reduction in *Investment Earnings* to more precisely reflect historic levels.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Continue Youth Services / Diversion Program to support the Police Department mission to develop positive interactions and relationships with youth.

Parking Security Fund

Fund Overview:

The Parking Security Fund accounts for parking fines and permits. These resources provide for the parking enforcement, security in the City's downtown parking facilities, including four parking garages and surrounding areas. Security and enforcement activities are managed by the Police Department.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Expanded parking enforcement to include the Oxbow district.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	372,846	405,248	318,000	368,000	418,000	31%	418,000	0%
Investment Earnings	(601)	5,784	8,500	5,000	5,000	-41%	5,000	0%
Transfers In	92,682	-	92,682	-	-	-100%	-	
Total Revenues	\$ 464,927	411,032	419,182	373,000	423,000	1%	423,000	0%
Category Expenditure Summary								
Salaries and Wages	122,055	124,835	127,726	130,595	131,440	3%	136,264	4%
Benefits	65,469	66,252	75,286	72,660	78,053	4%	95,926	23%
Materials and Supplies	24,868	22,442	25,275	1,296	25,275	0%	25,275	0%
Services	91,725	82,647	102,592	78,691	98,004	-4%	100,042	2%
Transfers Out	58,825	13,576	13,576	13,576	13,983	3%	14,403	3%
Total Expenditures	\$ 362,942	309,752	344,455	296,818	346,755	1%	371,910	7%
Net Contribution / (Use)	\$ 101,985	101,280	74,727	76,182	76,245	2%	51,090	-33%
Projected Fund Balance at June 30	574,865	676,145	750,872	752,327	828,572		879,662	

Major Budget Changes for FY 2015-16 & FY 2016-17:

- Charges for Service* adjusted to more precisely reflect historical trend.
- Reduction in *Investment Earnings* to more precisely reflect historical trend.
- Reduction in *Transfers In* due to General Fund subsidy no longer required.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Continue to provide security and enforcement activities for the City's downtown parking facilities.

Parking Maintenance Fund

Fund Overview:

The Parking Maintenance Fund accounts for special assessments of downtown Napa businesses within specified boundaries, parking fines and permits, and General Fund contributions. These resources provide for the maintenance of the City's downtown parking facilities, including four parking garages.

Maintenance activities are managed by the Parks and Recreation Services Department. The 5th Street Garage is maintained jointly between the City, the County, and private property owners along the nearby riverfront, under a cooperative agreement that is managed by the County.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Completed aesthetic improvements to the Pearl and Clay Street Garages.
- Completed renovations and elevator repairs in the 2nd Street Garage.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	-	3,660,000	-	-	-		-	
Charges for Services	122,291	113,031	160,000	160,000	120,000	-25%	120,000	0%
Investment Earnings	2,607	31,674	65,200	33,000	33,000	-49%	33,000	0%
Transfers In	39,132	70,000	70,000	70,000	70,000	0%	70,000	0%
Total Revenues	\$ 164,030	3,874,705	295,200	263,000	223,000	-24%	223,000	0%
Category Expenditure Summary								
Salaries and Wages	14,266	16,013	19,700	11,946	20,487	4%	20,487	0%
Benefits	5,619	4,708	2,323	1,716	1,977	-15%	1,922	-3%
Materials and Supplies	50,493	65,251	96,672	81,000	72,000	-26%	76,000	6%
Services	190,140	73,239	95,014	94,424	104,154	10%	104,179	0%
Transfers Out	230,564	203,962	3,940	3,940	204,058	5079%	304,180	49%
Total Expenditures	\$ 491,082	363,173	217,649	193,026	402,676	85%	506,768	26%
Net Contribution / (Use)	\$ (327,052)	3,511,532	77,551	69,974	(179,676)	-332%	(283,768)	58%
Projected Fund Balance at June 30	324,638	3,836,170	3,913,721	3,906,144	3,726,468		3,442,700	

Major Budget Changes for Fiscal Years 2015-16 and FY 2016-17:

- Reduction in *Charges for Services* and *Investment Earnings* to reflect historical trend.
- Decrease in *Materials and Supplies* to more accurately reflect the historical trend.
- Increase in *Transfers Out* due to planned capital projects (construction of temporary parking lots at CineDome and Napa Sanitation District (NSD) sites downtown) to be funded by Parking License Agreements.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Continue to provide maintenance of the City's downtown parking facilities.
- Fund design and construction of the CineDome temporary parking lot.
- Fund design and construction of the NSD temporary parking lot.

Golf Fund

Fund Overview:

The Golf fund supports the administration of the lease agreement of the City owned, 18-hole golf course at Kennedy Park, in south Napa. The Municipal Golf Course amenities include a driving range, an electric golf cart facility, and food and beverage service. Programs offered include tournaments, lessons, and clinics. Services also include a Pro-Shop and cart rentals. An online reservation system is in place to reserve tee times and to obtain more information on the facility.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Successfully implemented a lease agreement that includes a food and beverage component to generate revenue to offset maintenance and capital improvements at the golf course, as well as reduce the risk to City for operations of golf course.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	272	6,553	-	-	-	0%	-	0%
Investment Earnings	(7,894)	2,911	-	-	-	0%	-	0%
Miscellaneous Revenues	250	2,000	2,000	2,000	13,667	583%	30,000	120%
Transfer In	(1,682,489)	-	-	-	-	0%	-	0%
Total Revenues	(1,689,861)	11,464	2,000	2,000	13,667	583%	30,000	120%
Category Expenditure Summary								
Services	-	42,868	30	30	30	0%	30	0%
Capital Outlay	-	-	-	-	25,000	100%	27,000	8%
Debt Service	-	-	2,000	2,000	2,000	0%	2,000	0%
Total Expenditures	-	42,868	2,030	2,030	27,030	1232%	29,030	7%
Net Contribution / (Use)	\$ (1,689,861)	(31,404)	(30)	(30)	(13,363)	44443%	970	4%
Projected Fund Balance at June	(1,689,860)	(1,721,264)	(1,721,294)	(1,721,294)	(1,734,657)		(1,733,687)	

Major Budget Changes for FY 2015-16 & FY 2016-17:

- Increase in *Miscellaneous Revenues* to reflect increasing participation in Golf Course Revenues in accordance with the Lease Agreement.
- Increase in *Capital Outlay* to reflect beginning of “capital matching” for improvements at the Golf Course in accordance with the Lease Agreement.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Begin funding capital matching for improvements at the Golf Course in accordance with the Lease Agreement.



Capital Improvement Funds Summary

*Fiscal Years
2015-16 & 2016-17*

Capital Improvement Fund

Fund Overview:

The Capital Improvement Fund accounts for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary funds.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Completed 27 Capital Improvement Projects, including Fire Station 1 Roof Retrofit, 4th Street Boat Dock, Saratoga Dr. Extension, and the LED Streetlight Conversion Project.
- Began design and/or construction of 46 projects (to be carried forward to the next budget cycle), including Downtown Streetscape Improvements, Skate Park, Redwood Road Erosion Repair, 1st & 2nd Street Roundabouts at California Blvd, and the Downtown Two-Way Street Conversion Project.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	4,735,144	2,296,764	4,611,229	4,158,104	570,696	-88%	1,154,000	102%
Charges for Services	-	48,223	38,454	38,454	-	-100%	-	0%
Miscellaneous Revenues	105,917	1,770,102	100,000	-	106,000	6%	-	-100%
Other Financing Sources	-	1,220,333	415,758	415,758	-	-100%	-	0%
Transfers In	16,436,654	15,860,917	13,191,604	13,096,604	10,219,912	-23%	5,522,090	-46%
Total Revenues	21,277,715	21,196,339	18,357,045	17,708,920	10,896,608	-41%	6,676,090	-39%
Category Expenditure Summary								
Salaries and Wages	567,957	524,500	-	222,963	767,816	100%	805,444	5%
Benefits	224,936	214,775	-	94,045	334,526	100%	373,528	12%
Materials and Supplies	-	350	-	-	-	0%	-	0%
Services	2,825,529	-	88,614	11,156	-	-100%	-	0%
Capital Outlay	8,539,182	11,670,443	23,313,616	8,219,943	10,092,696	-57%	6,160,800	-39%
Transfers Out	3,759,450	8,421,754	3,176,712	3,176,712	6,987,000	120%	2,764,800	-60%
Total Expenditures	15,917,054	20,831,822	26,578,942	11,724,819	18,182,038	-32%	10,104,572	-44%
Net Contribution / (Use)	\$ 5,360,661	364,517	(8,221,897)	5,984,101	(7,285,430)	-11%	(3,428,482)	-53%
Projected Fund Balance at June 30	\$ 10,968,963	11,333,480	3,111,583	17,317,581	10,032,151		6,603,669	

Major Budget Changes for FY 2015-16 and FY 2016-17:

All capital project expenditures are capitalized. The following notes significant changes to the fund:

- Decrease in *Intergovernmental* related to timing of grant award receipts. As local, state or federal funding becomes available, or is awarded; budget adjustments are presented for council consideration.
- *Charges for Services* and *Other Financing Sources* include reimbursements of private funds for projects. This amount fluctuates depending on project agreements.
- Decrease in *Transfers In* related to funding of fewer large projects than seen historically.
- Increase in *Salaries and Wages* and *Benefits* to reflect correct labor and benefit charges, previously budgeted in the *Capital Outlay* category.
- Decrease in *Capital Outlay* is due to one-time carryover of unspent funds from previous fiscal years.
- Increase in *Transfers Out* to reflect transfers from Capital Reserves to fund approved Capital projects.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Continue progress on 46 projects in process as well as begin design and/or construction activities on FY 2015-16 and FY 2016-17 planned capital activities.

Street Resurfacing Fund

Fund Overview:

The Street Resurfacing Program utilizes City crews to resurface up to 10 miles of local streets each year using a variety of funding sources. The program aims to resurface local streets every 14 years, which is the preferred cycle to maintain streets in a healthy condition and avoid major reconstruction costs. The Resurfacing Program allows the City to stretch Gas Tax and other funding sources to provide a widespread benefit throughout the community.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Completed 17 miles of paving for a total of 57 miles to date.
- The City's Pavement Condition Index (PCI) has increased from 62 to 64.

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Intergovernmental	25,091	239,572	-	-	-		-	
Charges for Services	-	2,954	-	-	-		-	
Transfers In	3,581,167	2,654,351	3,150,901	3,150,901	3,112,130	-1%	3,155,265	1%
Total Revenues	3,606,258	2,896,877	3,150,901	3,150,901	3,112,130	-1%	3,155,265	1%
Category Expenditure Summary								
Salaries and Wages	518,001	602,565	601,990	627,266	446,045	-26%	465,538	4%
Benefits	1,504	12,194	13,305	17,639	239,963	1704%	264,753	10%
Materials and Supplies	1,494,049	1,528,743	1,779,456	1,779,456	1,753,797	-1%	1,753,800	0%
Services	456,751	455,545	531,150	590,650	672,325	27%	671,174	0%
Capital Outlay	(2,704)	(12,435)	1,526,560	-	-	-100%	-	
Transfers Out	-	349,000	-	-	1,100,000		-	-100%
Total Expenditures	2,467,601	2,935,612	4,452,461	3,015,011	4,212,130	-5%	3,155,265	-25%
Net Contribution / (Use)	\$ 1,138,657	(38,735)	(1,301,560)	135,890	(1,100,000)	-15%	-	-100%
Projected Fund Balance at June 30	1,355,541	1,316,806	15,246	1,452,696	352,696		352,696	

Major Budget Changes for FY 2015-16 & FY 2016-17:

- Decrease in *Salaries and Wages* and increase in *Benefits* to reflect correct labor and benefit charges, previously combined as one interdepartmental charge in *Salaries and Wages* category.
- Increase in *Services* reflects the need for additional trucking services to deliver asphalt to paving sites and an overall increase in Fleet rates to fund maintenance/replacement of vehicles owned by the fund.
- Decrease in *Capital Outlay* is due to FY 2014-15 including a one-time carryover of unspent funds from previous fiscal years.
- *Transfers Out* in FY 2015-16 reflects unspent funds being returned to Gas Tax for appropriation to other Gas Tax funded projects.

Key Initiatives for FY 2015-16 & FY 2016-17:

- FY 2015-16: Street resurfacing in Springwood Estates neighborhood (north of Salvador) and Pueblo Park neighborhood (south of Pueblo).
- FY 2016-17: Street resurfacing in the Westwood neighborhood (north of Laurel) and Alta Heights neighborhood (north of East First Street).
- Implement Work Order and Asset Management System for street assets.

Sidewalk Improvement Fund

Fund Overview:

The Sidewalk Improvement Program utilizes City crews to remove, replace, install and maintain curb, gutter, sidewalk, driveway approaches, valley gutters, ADA ramps and other concrete associated needs each year using a variety of funding sources. The program aims to install a minimum of 1,200 cubic yards of concrete every year. The Sidewalk Improvement Program allows the City to stretch Gas Tax, CDBG and General Fund contributions to provide a widespread benefit throughout the community.

Major Accomplishments in Fiscal Year 2013-14 and 2014-15:

- Installed 1,700 cubic yards of concrete in FY 2013-14 and 1,300 cubic yards in FY 2014-15 to repair failing sidewalk, curb and gutter and install ADA compliant curb ramps.
- Performed city-wide survey to determine location and condition of sidewalk damages as part of asset management program.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Transfers In	896,108	1,358,057	1,407,234	1,407,234	1,860,783	32%	1,494,273	-20%
Total Revenues	896,108	1,358,057	1,407,234	1,407,234	1,860,783	32%	1,494,273	-20%
Category Expenditure Summary								
Salaries and Wages	497,176	512,884	659,471	621,824	566,224	-14%	586,083	4%
Benefits	19,568	27,711	22,730	24,521	156,288	588%	170,100	9%
Materials and Supplies	125,114	200,783	276,506	277,006	337,506	22%	277,808	-18%
Services	124,137	415,288	509,241	503,397	800,765	57%	460,282	-43%
Capital Outlay	-	67,750	263,747	-	-	-100%	-	-
Total Expenditures	765,995	1,224,416	1,731,695	1,426,748	1,860,783	7%	1,494,273	-20%
Net Contribution / (Use)	\$ 130,113	133,641	(324,461)	(19,514)	-	-	-	-
Projected Fund Balance at June 30	130,107	263,748	(60,713)	244,234	244,234		244,234	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Transfers In* for FY 2015-16 to fund an additional 400 cubic yards of Sidewalk improvements. FY 2016-17 work will return to historic levels of 1,200 cubic yards.
- Decrease in *Salaries and Wages* and increase in *Benefits* to reflect correct labor and benefit charges, previously combined as one charge in *Salaries and Wages* category.
- Increase in *Materials and Supplies* in FY 2015-16 needed to repair/replace 1,600 cubic yards in the scheduled locations. FY 2016-17 is anticipated to return to historic levels.
- Increase in *Services* in FY 2015-16 needed to provide construction services to repair/replace the scheduled locations.
- Decrease in *Capital Outlay* is due to FY 2014-15 one-time carryover of unspent funds from previous fiscal years.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- FY 2015-16: Repair/replace sidewalks, curb and gutter and ADA ramps in Springwood Estates (north of Salvador Ave) and Pueblo Park (south of Pueblo Ave).
- FY 2016-17: Repair/replace sidewalks, curb and gutter and ADA ramps in Westwood area (north of Laurel St) and Alta Heights (north of East First Street).
- Focus efforts on priority sites to reduce the number of tripping hazards in neighborhoods.



Proprietary Funds

*Fiscal Years
2015-16 & 2016-17*

Proprietary Funds

Proprietary Funds (including Enterprise Funds and Internal Service Funds) are self-supporting “Business-type” activities providing goods or services for a fee or charge.

Each Proprietary Fund Summary includes the following:

- Fund Overview
- Major accomplishments in fiscal years 2013-14 and 2014-15
- Five year revenue and expenditure detail
- Major budget changes for fiscal years 2015-16 and 2016-17
- Key initiatives for fiscal years 2015-16 and 2016-17

Enterprise Funds provide goods or services to the public for a fee that makes the entity self-supporting.

The Enterprise Funds are overseen by the following functional departments:

Public Works
Solid Waste and Materials Diversion (Recycling) Water

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

The Internal Service Funds are overseen by the following functional departments:

Public Works	Administrative Services
Fleet Management (Central Garage) Central Stores	Information Technology Replacement Risk Management Other Post Employment Benefits (OPEB) Equipment Replacement

Solid Waste and Materials Diversion (Recycling) Fund

Fund Overview:

The Solid Waste and Materials Diversion (Recycling) Enterprise Fund is responsible for the collection, processing, public education and long-term planning related to solid waste materials generated in the City of Napa. Beyond the safe and cost-effective handling of solid waste materials, the fund's primary mission is to maximize the diversion of solid waste materials from landfill disposal in order to meet or exceed State mandates. To this end, the City owns the Napa Materials Diversion Facility (MDF).



Full Time Equivalent (FTE) Employees:

Solid Waste and Materials Diversion (Recycling)	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	4.00	5.00	5.00	5.00	5.00
Part-Time	2.26	2.00	2.00	2.38	2.38
Total FTE	6.26	7.00	7.00	7.38	7.38
Limited Term					

Solid Waste and Materials Diversion (Recycling) Fund

Major Accomplishments in FY 2013-14 and FY 2014-15:

- The City of Napa achieved and maintains a 65% (2013) landfill diversion rate.
- Council approved a Disposal Reduction Policy with a 75% recycling goal by 2020.
- All reserve targets fully funded per Fiscal Policy; no rate increase from CY12-CY14.
- Adopted a comprehensive Construction and Demolition Debris Recycling (C&DD) Ordinance.
- The MDF solid waste facility permit has been revised to include food scraps.
- New commercial & residential food composting programs approved for CY15.
- Working with NVUSD, public school recycling improved from 33% to over 50% rate.
- Pilot Commercial Food Composting Route established with over 45 participants.

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Revenue Summary								
Collection Charges	16,596,243	16,699,303	17,413,489	17,499,303	17,337,721	0%	18,179,350	5%
Material Sales	6,352,323	5,890,585	7,200,000	6,499,358	7,200,000	0%	7,200,000	0%
Gate Fees	1,424,005	1,278,834	1,470,500	1,270,500	1,500,000	2%	1,600,000	7%
Other Revenues	130,961	478,405	297,300	286,461	23,350,360	7754%	366,597	-98%
Transfers In from Reserves	-	382,700	592,000	592,000	1,950,000	229%	30,000	-98%
Total Revenues	\$24,503,532	24,729,827	26,973,289	26,147,622	51,338,081	90%	27,375,947	-47%
Expenditure Summary								
MDF Transfer and Contributions	992,396	3,186,074	3,049,872	3,260,927	4,373,696	43%	2,510,007	-43%
MDF Debt Service	240,245	426,545	678,719	210	600,000	-12%	1,700,000	183%
MDF Trsf St Tip Fees	2,360,312	2,555,443	2,878,619	2,723,619	2,823,670	-2%	2,796,812	-1%
MDF Contractor Service	14,816,529	14,632,003	16,698,751	15,271,660	16,159,370	-3%	15,784,694	-2%
MDF Facility	1,997,620	1,768,157	2,178,850	1,798,238	2,218,489	2%	2,217,340	0%
MDF Operations / Admin	1,055,972	1,032,755	1,556,702	1,390,110	1,530,553	-2%	1,619,384	6%
MDF Recycling Programs (Non-Grant)	200,520	194,944	272,627	272,002	325,082	19%	333,716	3%
MDF Recycling Grants	1,703,461	109,333	102,000	77,000	83,121	-19%	84,086	1%
MDF Capital Maint & Replacement	57,633	(80,945)	6,694,575	7,232,553	23,092,000	245%	2,185,000	-91%
Program Expenditures	\$23,424,688	23,824,309	34,110,715	32,026,319	51,205,981	50%	29,231,039	-43%
Net Impact of Operations	\$ 1,078,844	905,518	(7,137,426)	(5,878,697)	132,100	-102%	(1,855,092)	-1504%
Nonrecurring Revenues	185,887	216,173	120,000	120,000	50,960	-58%	51,896	2%
Nonrecurring Expenses	265,646	136,503	385,497	138,000	260,333	-32%	145,000	-44%
Net Impact of Nonrecurring	\$ (79,759)	79,670	(265,497)	(18,000)	(209,373)	-21%	(93,104)	-56%

Major Budget Changes for FY 2015-16 and FY 2016-17:

- Increase in *Other Revenues* in FY 2015-16 due to \$3M grant award by the California Energy Commission (CEC) for the Anaerobic Digestion (AD) project and expected \$20M bond issuance.
- Increase in *Transfers In from Reserves* in FY 2015-16 to fund covered compost project.
- Increase in *Transfers and Contributions* to fund capital projects.
- *Debt Service* expense reduced due to retirement of bond in FY 2013-14. Debt service for FY 2015-16 and FY 2016-17 has been estimated.
- Increase in *Recycling Programs* expenses associated with additional equipment and advertising needs in new programs including Recycle More, Green Business stipend, and new food composting program.
- Increase in *Capital Maintenance and Replacement* due to costs associated with components of the Napa Renewable Resources Project (NRRP) for covered compost system and anaerobic digestion to biofuel system to be constructed and installed at City MDF.

Solid Waste and Materials Diversion (Recycling) Fund

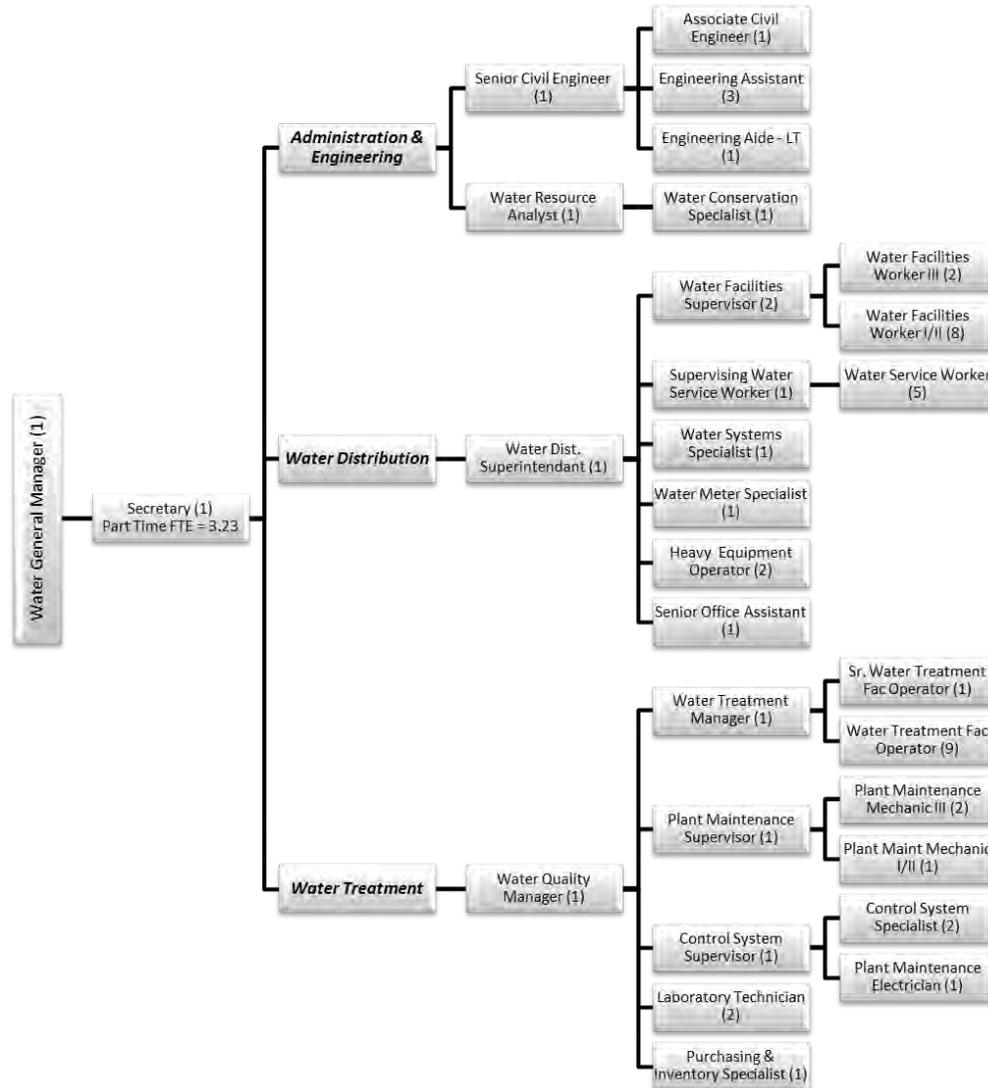
Key Initiatives for FY 2015-16 & FY 2016-17:

- Per City's adopted Disposal Reduction Policy (R2012 100), programs and policies to achieve or exceed 75% recycling and composting by 2020 are being developed.
- Per Council direction, staff is negotiating a long-term NRWS contract extension.
- The NRRP for the MDF, including covered composting, stormwater upgrades, anaerobic digestion, biomass and solar power have been approved under CEQA with many elements being installed at the MDF.
- Implement new commercial and residential food waste composting programs.
- Implement and refine the C&DD Ordinance.
- Install AD to biofuel system with help of \$3,000,000 state CEC grant.

Water Fund

Fund Overview:

The Water Enterprise Fund is responsible for the operation, maintenance and improvement of the municipal water system serving the City and adjacent areas. The Fund's mission is to provide an uninterrupted supply of high quality and reasonably priced water to the community for consumption and fire protection. The Water Fund's Administration and Engineering, Treatment, and Distribution sections accomplish this mission by delivering over 15,000 acre-feet (5-billion gallons) of water meeting State and Federal drinking water regulations, investing in capital improvements, planning for future water supply needs, responding to emergency repairs, and maintaining a proactive water conservation program.



Full Time Equivalent (FTE) Employees:

Water Fund	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	49.00	49.00	53.00	56.00	57.00
Part-Time	5.17	5.16	4.66	3.23	3.23
Total FTE	54.17	54.16	57.66	59.23	60.23
Limited Term		1.00	1.00	1.00	

Water Fund

Major Accomplishments in FY 2013-14 and FY 2014-15:

- Installed 3 transmission main crossings under Highway 29 totaling 4,300 linear feet of pipe using horizontal directional drilling technique.
- Responded to the August 24, 2014 earthquake and with the assistance of mutual aid repaired more than a typical year's worth of distribution system breaks within the first 6 days.
- Responded to ongoing distribution system breaks for 6 months following the event with limited assistance from outside contractor services.
- Repaired three 36-inch transmission main breaks that occurred as a result of the earthquake.
- Submitted over \$11M worth of reimbursement requests to FEMA/CalOES for earthquake response efforts. Repairs of these projects will carry forward to FY 2015-16 or until completed.
- Completion of valve repairs and interior coating of the Hennessey Treatment Plant Clearwell.
- Continued assessment of water system corrosion and installation of cathodic protection.
- Continued installation of storage tank mixers for disinfection byproduct control.
- Establishment of geo-spatial database for system assets.
- Continued automation and replacement program for water meters – ongoing.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenue Summary								
Water Sales	18,934,198	20,757,428	21,754,100	20,050,000	19,877,000	-9%	21,995,000	11%
Service Charges	1,865,667	2,052,315	2,140,000	2,140,000	2,220,000	4%	2,290,000	3%
Contract Sales	3,239,889	3,116,048	3,138,000	3,000,000	3,469,000	11%	3,435,000	-1%
Connection Fees	462,020	728,950	350,000	350,000	350,000	0%	1,487,000	325%
Other Revenue	3,844,596	1,557,679	1,230,570	1,273,404	1,340,500	9%	1,447,500	8%
Total Revenues	\$ 28,346,370	28,212,420	28,612,670	26,813,404	27,256,500	-5%	30,654,500	12%
Expenditure Summary								
Water Admin	14,064,542	13,569,304	10,116,039	8,257,035	2,950,991	-71%	2,955,037	0%
Water Billing	218,210	159,529	273,615	250,394	286,011	5%	292,779	2%
Water Distribution	516,611	567,776	747,084	1,171,260	3,335,397	346%	3,501,464	5%
Water Engineering	97,647	63,836	206,737	331,737	1,963,759	850%	2,152,472	10%
Water Supply	3,344,248	5,843,874	6,815,100	4,974,125	6,167,902	-9%	6,387,362	4%
Water Transmission	178,088	287,691	296,900	317,141	826,291	178%	852,053	3%
Water Treatment	2,330,135	2,278,772	3,071,500	3,367,296	5,135,779	67%	5,368,454	5%
Water Laboratory	140,432	163,385	177,260	181,652	386,436	118%	401,598	4%
Water Conservation	162,581	224,287	309,338	332,290	502,261	62%	505,444	1%
Water Debt Service	3,823,928	2,198,474	3,803,233	3,803,233	3,803,683	0%	3,800,683	0%
Water CIP	605,680	85,999	5,507,935	1,672,209	3,000,000	-46%	3,014,000	0%
Total Expenditures	\$ 25,482,102	25,442,927	31,324,741	24,658,372	28,358,510	-9%	29,231,346	3%
Net Impact of Operations	\$ 2,864,268	2,769,493	(2,712,071)	2,155,032	(1,102,010)	-59%	1,423,154	-229%
Nonrecurring Revenues	585,170	1,216,880	-	61,700	-	0%	-	0%
Nonrecurring Expenses	585,306	306,313	1,251,682	1,348,018	1,855,000	48%	280,000	-85%
Net Impact of Nonrecurring	\$ (136)	910,567	(1,251,682)	(1,286,318)	(1,855,000)	48%	(280,000)	-85%

Major Budget Changes for FY 2015-16 and FY 2016-17:

- Decrease in *Water Sales* due to the drought and the mandated State Board 20% reduction required of municipal providers regardless of their water supply situation starting June 2015. These restrictions negate the 4% rate adjustment effective October 2015. Conservative demand projections assume remaining on track to comply with

Water Fund

SBx7-7 state conservation mandates of 20% reduction by 2020 with a slight increase in total water sales in Fiscal Year 2017 when compared to the reduced 2016 sales.

- Increase in *Connection Fees* in FY 2016-17 due to the anticipated update of Water System Connection Fees in the summer of 2015 which have remained flat since 2006.
- Decrease in *Water Admin* to reflect change in budgeting of all water utility personnel in the functional area beginning in FY 2015-16.
- Increase in *Water Distribution* (\$2.0 million), *Water Engineering* (\$1.6 million), *Water Supply* (\$0.3 million), *Water Transmission* (\$0.5 million), *Water Treatment* (\$2.1 million), *Water Laboratory* (\$0.2 million), and *Water Conservation* (\$0.2 million) for personnel charges (*Salaries and Benefits*) previously charged to *Water Admin*.
- Increase in *Water Engineering* professional services is due to the anticipated need to design multiple pipeline repair projects that will be refunded by FEMA/OES.
- *Water Conservation* budget reflects Proposition 84 Grant funds that fund programs such as the popular “cash for grass” program, toilet and efficient clothes washer rebates. There is no net cost increase since revenue is offset by Grant funds.
- As approved with the 2011 water rate adjustments, the Water Division included an average of \$3M per year in Capital Projects in its budget. The decrease in *Water CIP* is the funding required for the Water Capital Projects scheduled to occur in FY 2015-16 and FY 2016-17.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Implementation of the Work Order Asset Management (WAM) System.
- Installation of mixers and aerators in storage tanks to reduce THMs to comply with Stage II Disinfection Byproduct Rule.
- Purchased equipment and develop in-house analytical certification for tri-halomethane compliance sampling.
- Design and repair of horizontal directional drilling projects to repair broken water mains due to the August 2014 South Napa Earthquake.
- Cathodic Protection Program to prevent corrosion of underground pipelines.
- Supervisory Control and Data Acquisition (SCADA) System Improvements and System Reliability.
- As approved with the 2011 water rate adjustments, the Water Division included an average of \$3M per year in Capital Projects in its budget.
- Water Meter Replacement and Automation Program.
- Hennessey Reservoir Intake Tower Assessment.
- Dwyer Road Pump Station Construction pending the SRF Funding Agreement.

Water Capital Improvement Projects

Fund Overview:

The Water Capital Improvement Projects Fund is responsible for the planned capital improvements of the municipal water system serving the City and adjacent areas.

Water Capital Improvement Projects Overview:

The top priority for the budget cycle is implementation of tank improvements to address disinfection byproduct formation, the annual infrastructure replacement programs (water mains and meters), transmission system reliability and upgrades (valves on 36-inch connection line and Dwyer Road pump station), and various watershed improvements are featured in the CIP.

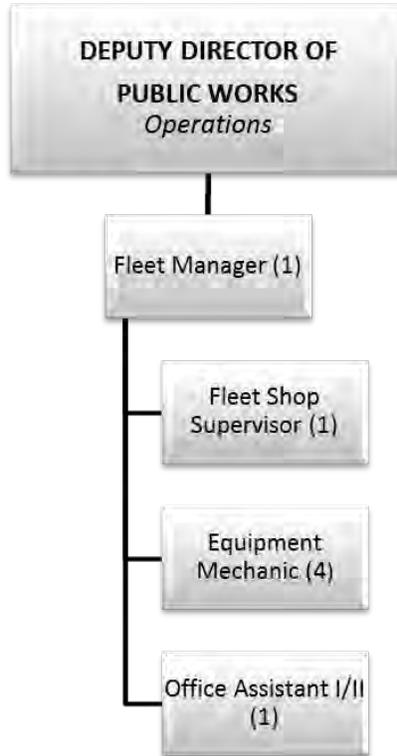
Detailed worksheets for the projects shown below are included in the Capital Improvement Program section of the budget document.

Project Type	Project Number	Project Description	2015-16 Adopted	2016-17 Adopted
General	WA11PW01	Asset Management Software	26,000	14,000
General	WA12PW01	Asset Management Hardware	10,000	
General Admin Subtotal			36,000	14,000
Supply	WS17PW01	Milliken Tower Valve Assessment & Crack Monitors	-	50,000
Supply Subtotal			-	50,000
Transmission	WT16PW01	Transmission System Improvements for DBP Reduction	100,000	-
Transmission	WT17PW01	Transmission Main Improvements		250,000
Transmission	WT17PW02	Falcon Ridge Tank Replacement Resized		100,000
Transmission	WT17PW03	Conn Line Painting		400,000
Transmission Subtotal			100,000	750,000
Quality	WQ16PW05	Barwick Jamieson Sludge Centrifuge & Equipment	850,000	
Quality	WQ16PW06	Hennessey Treatment Improvements	225,000	350,000
Quality	WQ17PW07	Barwick Jamieson Treatment Improvements	204,000	150,000
Quality	WQ16PW08	Milliken Filter Rehab	150,000	
Quality Subtotal			1,429,000	500,000
Distribution	WD14PW04	Development / Cal Trans CIP		400,000
Distribution	WD16PW06	Hydrant & Valve Maintenance	100,000	
Distribution	WD16PW08	Corp Yard Covered Storage	75,000	
Distribution	WD1xPW0x	Appurtenance Improvements (2016-2020)	150,000	150,000
Distribution	WD1xPW0x	Minor Water Main Projects (2016-2020)	450,000	350,000
Distribution	WD1xPW0x	Automated Meter Reading Program (2016-2020)	300,000	500,000
Distribution	WD1xPW0x	Cathodic Protection (2016-2020)	360,000	300,000
Distribution Subtotal			1,435,000	1,700,000
TOTAL WATER CIP PROJECTS			3,000,000	3,014,000

Fleet Management Fund

Fund Overview:

The Fleet Management Fund provides full-service, “cradle-to-grave” management of the vehicles and equipment used by all City operations. This begins with specification development and replacement scheduling; including outright purchases, as well as leases. Fleet also provides in-service preparation and up-fitting coordination. Fleet’s in-house technicians perform regular repairs, scheduled maintenance, and inspections.



Full Time Equivalent (FTE) Employees:

Fleet Fund	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	7.00	7.00	7.00	7.00	7.00
Part-Time	-	-	-	-	-
Total FTE	7.00	7.00	7.00	7.00	7.00
<i>Limited Term</i>					

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Insourcing of maintenance and repair services for County-wide AMR Ambulance Services, providing an additional source of revenue.
- Upgraded Telematics Network Fleet G2 modules to Verizon G3 modules. Added heavy equipment vehicles to “Zonar” Drivers Vehicle Inspection Report (DVIR) system.
- Established a policy of responsible decommissioning and remarketing of city vehicles.
- Continued aggressive “buy local” initiative for vehicle/equipment purchases; coordinated and established communication with GM National executives and local dealer, for service and purchasing locally.

Fleet Management Fund

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Charges for Services	3,599,650	3,525,973	3,629,165	3,581,365	4,464,052	23%	4,523,961	1%
Investment Earnings	(2,807)	24,301	38,000	26,000	23,308	-39%	21,464	-8%
Miscellaneous Revenues	118,780	67,430	-	38,870	100,000	100%	90,000	-10%
Transfer In	96,263	95,134	25,000	25,000	676,234	2605%	-	-100%
Total Revenues	3,811,886	3,712,838	3,692,165	3,671,235	5,263,594	43%	4,635,425	-12%
Category Expenditure Summary								
Salaries and Wages	514,019	524,842	553,342	493,490	574,628	4%	608,222	6%
Benefits	262,101	290,925	298,470	274,927	322,002	8%	352,872	10%
Materials & Supplies	707,403	719,315	658,690	621,441	840,134	28%	855,525	2%
Services	767,103	692,812	712,696	743,627	812,230	14%	767,137	-6%
Capital Outlay	1,026,093	1,190,029	951,506	894,234	3,464,722	264%	1,253,750	-64%
Transfer Out	229,272	167,381	167,381	167,381	272,402	63%	177,574	-35%
Total Expenditures	3,505,991	3,585,304	3,342,085	3,195,100	6,286,118	88%	4,015,080	-36%
Net Contribution / (Use)	\$ 305,895	127,534	350,080	476,135	(1,022,524)	-392%	620,345	4%
Projected Fund Balance at June 30	2,547,636	2,675,170	3,025,250	3,151,305	2,128,781		2,749,126	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increased *Charges for Services* to ensure all costs to administer Fleet services and operate, maintain and repair vehicles are recovered through rates to users. \$60K of the increase is related to the proposed adjustment to the Fire Apparatus Replacement contribution.
- Decreased *Investment Earnings* to reflect historical results.
- Increase in *Miscellaneous Revenues* based on estimated value (funds received from auction) of vehicles planned for replacement in each fiscal year.
- *Transfer In* is reduced due to year-to-year variances in transfers from other Departments for vehicle replacements. The transfer in FY 2015-16 is in support of the planned Fire Apparatus purchase for Fire Station #5. No transfers are proposed in FY 2016-17 due to replacement vehicles being fully funded by replacement rates.
- Increase in *Materials and Supplies* due to radio replacement expenditures for police and fire vehicles being added to the Fleet budget.
- Increase in *Services* is related to fleet growth and complexity of maintenance services. Reduction in *Services* in FY 2016-17 is due to the number of scheduled replacement vehicles thereby lowering maintenance expenses.
- Increase in *Capital Outlay* related to scheduled replacements during the two year cycle as a result of vehicle life-cycle analysis and user needs.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Sustainability - Procure more efficient and environmentally friendly vehicles with more efficient drivetrains and platforms, such as Police patrol cars and motorcycles, hybrid lease vehicles, and electric vehicles for administrative fleet.
- Improve content and functionality of Fleet Division intranet page.
- Upgrade Vehicle Management Information management system (Assetworks) to support customer friendly dashboards and reports for improved service, rental rates formulation, and budget forecasting.
- Develop service charge rate model to equitably distribute administrative, operating, repair and maintenance costs to users.
- Develop long-term vehicle replacement strategy and criteria.

Central Stores

Fund Overview:

The Central Stores facility was established to manage inventory for the City's Water, Streets, Electrical, Parks, Building and Facilities Maintenance Divisions, as well as emergency (disaster preparedness) and general office operations. Materials used frequently by City departments or required for emergency repair are ordered and centrally stocked in the warehouse facility located at the Corporation Yard. Consolidation of various departments' usage allows effective cost control and effective quantity control. Central Stores also handles in-bound and out-bound freight as needed.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Begin liquidation of outdated or unused inventory.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	720,430	886,876	845,824	845,824	906,009	7%	909,258	0%
Investment Earnings	52	(5,313)	(5,969)	(5,969)	-	-100%	-	0%
Total Revenues	\$ 720,482	881,563	839,855	839,855	906,009	8%	909,258	0%
Category Expenditure Summary								
Salaries and Wages	66,806	65,439	62,454	62,134	63,801	2%	66,379	4%
Benefits	39,623	42,683	44,210	25,072	47,184	7%	51,060	8%
Materials & Supplies	134	55	1,500	1,337	2,667	78%	1,847	-31%
Services	494,750	619,280	562,759	563,106	618,357	10%	610,752	-1%
Capital Outlay	4,487	4,487	-	-	-	0%	-	0%
Transfer Out	93,333	168,932	168,932	168,932	174,000	3%	179,220	3%
Total Expenditures	\$ 699,133	900,876	839,855	820,581	906,009	8%	909,258	0%
Net Contribution / (Use)	\$ 21,349	(19,313)	-	19,274	-	0%	-	0%
Projected Fund Balance at June 30	39	(19,274)	(19,274)	-	-		-	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Materials and Supplies* in FY 2015-16 to procure inventory tracking tools and to more accurately reflect the supplies required for operation of Central Stores.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Conduct study of Central Stores function to determine best use for efficient operation and maximum cost savings for departments.

Information Technology

Fund Overview:

The Information Technology Replacement Fund provides for the replacement of IT and telephone infrastructure throughout General Fund departments as necessary to maintain staff productivity.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Replaced 130 workstations out of a total of 375.
- Replaced 7 servers out of a total of 20.
- Replaced 11 network switches out of a total of 45.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	164,199	167,200	171,200	171,200	176,000	3%	176,000	0%
Investment Earnings	87	120	-	-	-		-	
Total Revenues	\$ 164,286	167,320	171,200	171,200	176,000	3%	176,000	0%
Category Expenditure Summary								
Materials & Supplies	162,282	190,659	171,200	171,200	176,000	3%	176,000	0%
Total Expenditures	\$ 162,282	190,659	171,200	171,200	176,000	3%	176,000	0%
Net Contribution / (Use)	\$ 2,004	(23,339)	-	-	-		-	0%
Projected Fund Balance at June 30	34,619	11,280	11,280	11,280	11,280		11,280	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Contribution per workstation held flat at \$400 per year. Number of units (workstations, scanners, monitors, printers, etc.) covered by the replacement fund is 440.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Replace 150 computer work stations.
- Replace 75 radios for Public Safety.

Risk Management Fund

Fund Overview:

The Risk Management fund is an internal service fund established to account for resources and uses related to the City's self-insurance program. The City's self-insurance retention amounts are: \$150,000 for general liability claims \$300,000 for Workers' Compensation claims and 100% of Unemployment Claims. The risk management function is funded by charges to the various City departments.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Established a new Medical Provider Network as required by State regulations that became effective January 1, 2014.
- Conducted an invitation-only request for proposal process and selected a Workers' Compensation Claims Third-Party Administrator from five competitive bidders.
- Updated and promulgated State required Emergency Action Plans for City facilities.

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Charges for Services	3,369,000	4,436,162	4,203,628	4,208,435	4,458,000	6%	4,580,696	3%
Investment Earnings	(2,060)	53,114	70,000	70,000	50,000	-29%	50,000	0%
Total Revenues	\$ 3,366,940	4,489,276	4,273,628	4,278,435	4,508,000	5%	4,630,696	3%
Category Expenditure Summary								
Salaries and Wages	52,034	124,304	109,583	102,574	147,402	35%	151,361	3%
Benefits	22,479	52,774	48,917	53,890	77,829	59%	85,374	10%
Materials & Supplies	588	7,216	7,000	18,700	10,500	50%	10,560	1%
Services	3,914,508	2,817,238	3,905,201	3,472,846	3,801,211	-3%	3,891,656	2%
Transfer Out	582,094	475,048	475,048	475,048	489,300	3%	504,000	3%
Total Expenditures	\$ 4,571,703	3,476,580	4,545,749	4,123,058	4,526,242	0%	4,642,951	3%
Net Contribution / (Use)	\$ (1,204,763)	1,012,696	(272,121)	155,377	(18,242)	-93%	(12,255)	0%
Projected Fund Balance at June 30	722,283	1,734,979	1,462,858	1,890,356	1,872,114		1,859,859	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Reduction of *Investment Earnings* estimate to "right size" the revenue anticipation in light of low interest rates and estimated daily cash balance for FY 2015-16 & FY 2016-17.
- Increase in *Salaries* and *Benefits* reflects the reallocation of the Personnel Assistant supporting Workers Compensation and Safety from 100% General Fund to 50% General Fund and 50% Risk Fund to more accurately reflect the support provided.
- Increase in *Materials and Supplies* results from appropriating funding for ergonomic furniture as a preventive measure to reduce Workers' Compensation claims.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Complete an update of the Injury and Illness Prevention Program, with specific updates for the Confined Space, Blood Borne Pathogen/Aerosol Transmissible Disease, Heat Illness Prevention, and Respiratory Protection safety programs.

Post Employment Benefits Fund

Fund Overview:

The Post Employment Benefits Fund is established to collect contributions from the General Fund and proprietary funds to cover the cost of retiree benefits for current and past employees. Expenditures from this fund would include payments for current retirees' benefits earned in prior years and contributions to an irrevocable trust to provide resources from which future retiree benefits will be paid.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Continue funding the Annual Required Contribution (ARC) for retiree benefits as determined by the December 31, 2014 Governmental Accounting Standards Board Statement 45 Other Post Employment Benefit (GASB 45, OPEB) Actuarial Study.

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Charges for Services	1,013,858	1,046,971	1,036,221	1,036,221	1,234,100	19%	1,324,559	7%
Investment Earnings	2,763	281	5,000	5,000	5,000	0%	5,000	0%
Transfer In	-	870,000	-	-	-	0%	-	0%
Total Revenues	\$ 1,016,621	1,917,252	1,041,221	1,041,221	1,239,100	19%	1,329,559	7%
Category Expenditure Summary								
Services	1,915,459	879,698	1,041,221	1,041,221	1,239,100	19%	1,329,559	7%
Total Expenditures	\$ 1,915,459	879,698	1,041,221	1,041,221	1,239,100	19%	1,329,559	7%
Net Contribution / (Use)	\$ (898,838)	1,037,554	-	-	-	0%	-	0%
Projected Fund Balance at June 30	(769,809)	267,745	267,745	267,745	267,745		267,745	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Charges for Services* (Revenues) and *Services* (Expenditures) in accordance with the Actuarial Study ensuring full-funding by 2039.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Continue to contribute toward the trust for future retiree benefits, with goal to fully fund prior to 2039.

Equipment Replacement Fund

Fund Overview:

The Equipment Replacement Fund collects contributions from the General Fund and proprietary funds at the rate of depreciation to cover the cost of replacement of capital equipment.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- None. Fund inception in FY 2015-16.

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Transfer In	-	-	-	-	100,000	100%	100,000	0%
Total Revenues	\$ -	-	-	-	100,000	100%	100,000	0%
Category Expenditure Summary								
Services	-	-	-	-	-	0%	-	0%
Total Expenditures	\$ -	-	-	-	-	0%	-	0%
Net Contribution / (Use)	\$ -	-	-	-	100,000	100%	100,000	0%
Projected Fund Balance at June 30	-	-	-	-	100,000		200,000	

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Begin contributions with a \$100,000 transfer in from the General Fund as per the City's Fiscal policy.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Develop a listing of all capital equipment along with current value and depreciation schedule, and a listing of anticipated replacements over the next ten years to establish appropriate funding to replace equipment as the useful life is reached.



2-Year and 5-Year CIP Summary

*Fiscal Years
2015-16 & 2016-17*

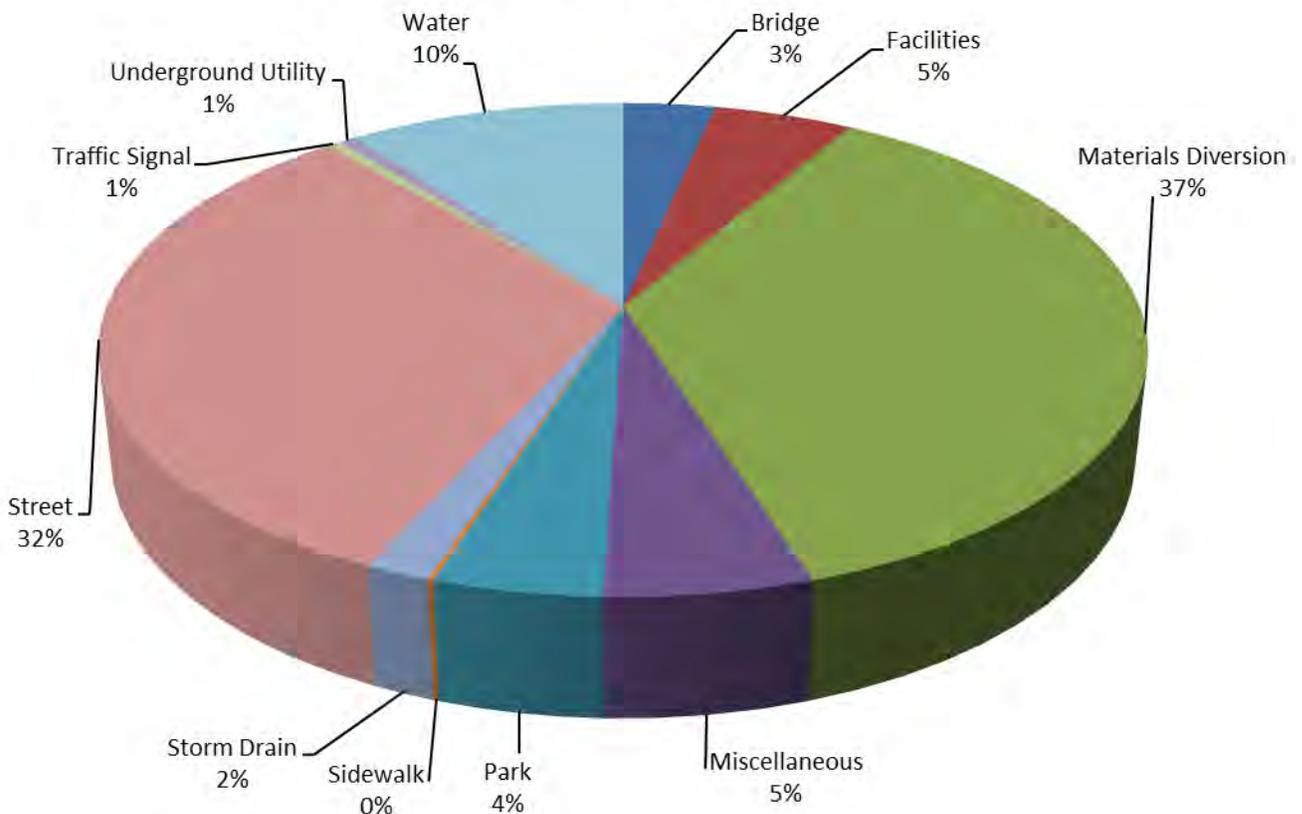
Capital Improvement Program (CIP)

Capital Improvement Program

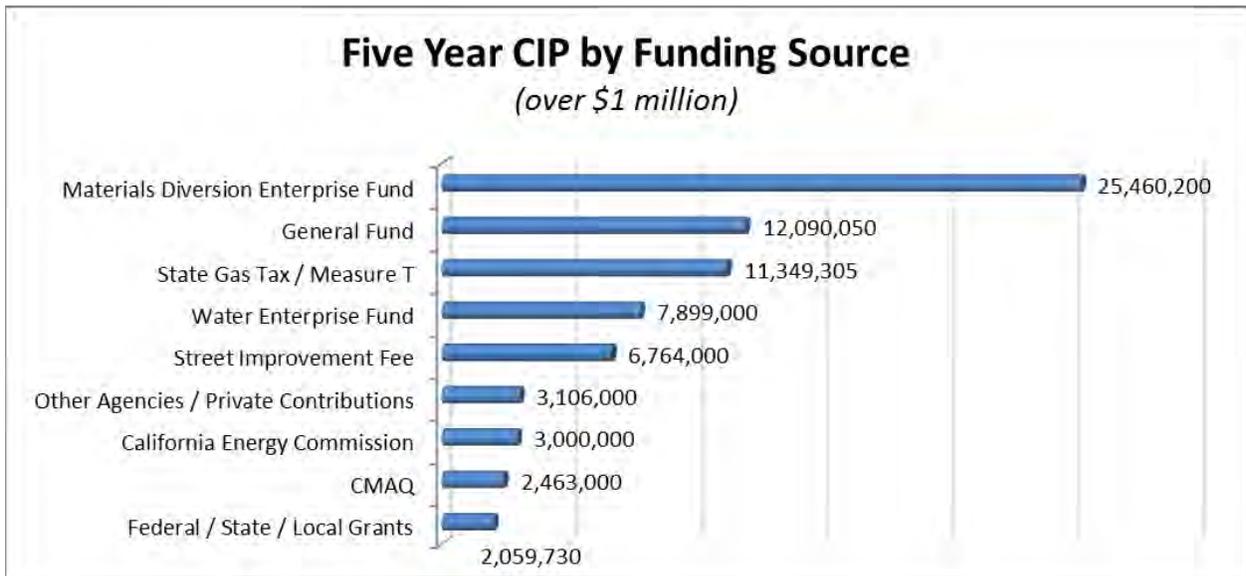
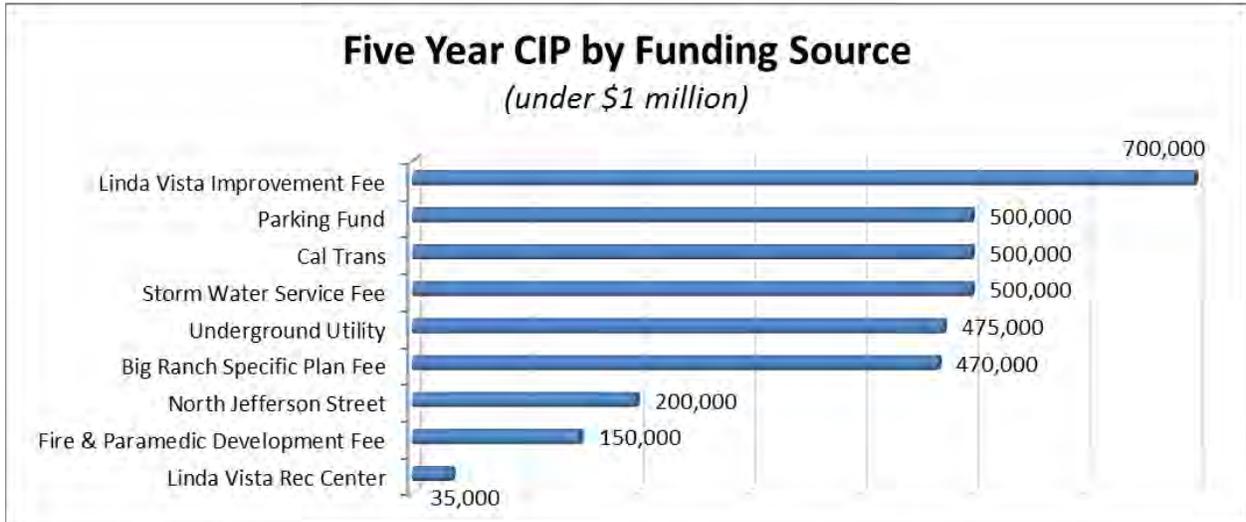
The budgeted amount for CIP projects in the coming two fiscal years, FY 2015-16 & FY 2016-17 is \$47.2 million. The City's five-year Capital Improvement Program (CIP) includes 78 projects and proposed spending of \$77.7 million. These projects include the construction of an Anaerobic Digestion to Biofuel project (\$15.5 million) in addition to improvements to streets, sidewalks, water facilities, storm drains, parks, traffic signals, bridges, and other projects. The five-year plan proposes to spend 32% of budgeted funds on street related projects, while improvements to the Solid Waste and Materials Diversion process accounts for 37% of total budgeted funds.

Project Type	Budget
Bridge	\$ 2,607,035
Facilities	3,940,000
Materials Diversion	28,460,200
Miscellaneous	4,250,000
Park	3,445,250
Sidewalk	125,000
Storm Drain	1,323,000
Street	24,861,000
Traffic Signal	385,800
Underground Utility	475,000
Water	7,849,000
TOTAL Projects	\$ 77,721,285

Five Year CIP by Project Type

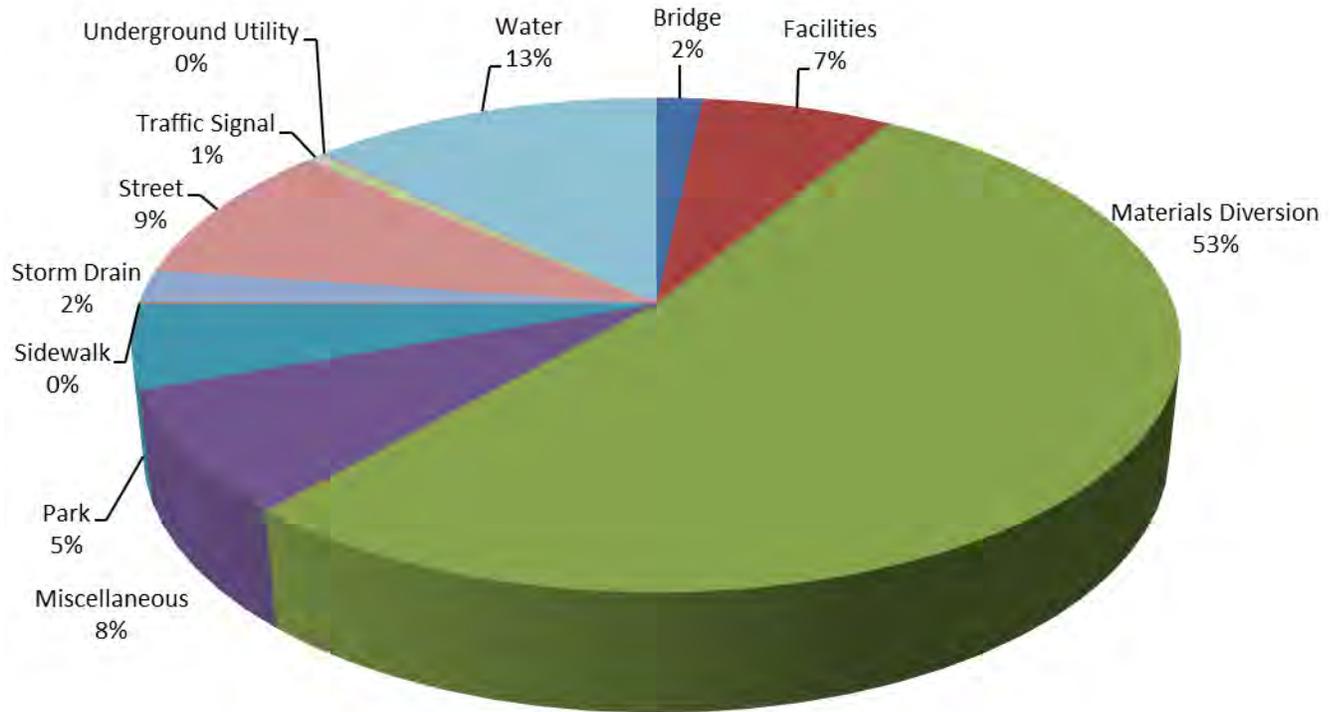


Capital Improvement Program (CIP)



Capital Improvement Program (CIP)

Two Year CIP by Project Type



Project Type	Budget
Bridge	\$ 800,696
Facilities	3,258,000
Materials Diversion	24,967,000
Miscellaneous	3,800,000
Park	2,598,000
Sidewalk	50,000
Storm Drain	1,023,000
Street	4,388,000
Traffic Signal	310,800
Underground Utility	75,000
Water	5,964,000
TOTAL Projects	\$ 47,234,496

Capital Improvement Program (CIP)

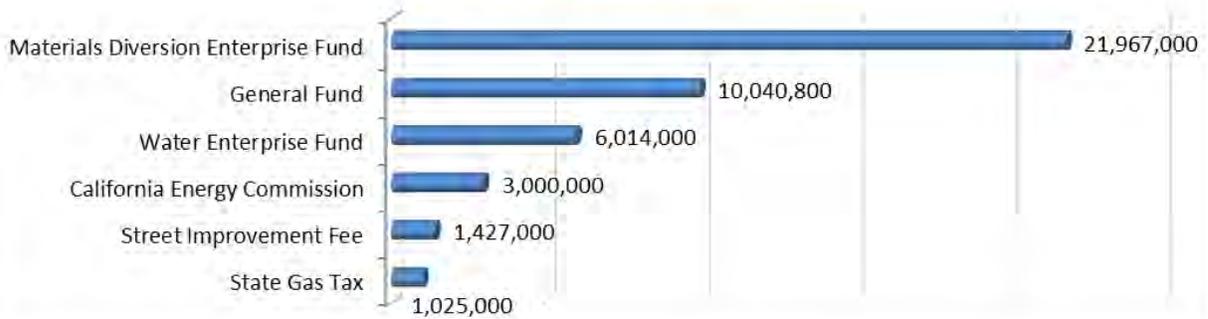
Two Year CIP by Funding Source

(under \$1 million)



Two Year CIP by Funding Source

(over \$1 million)





All Funds Summary

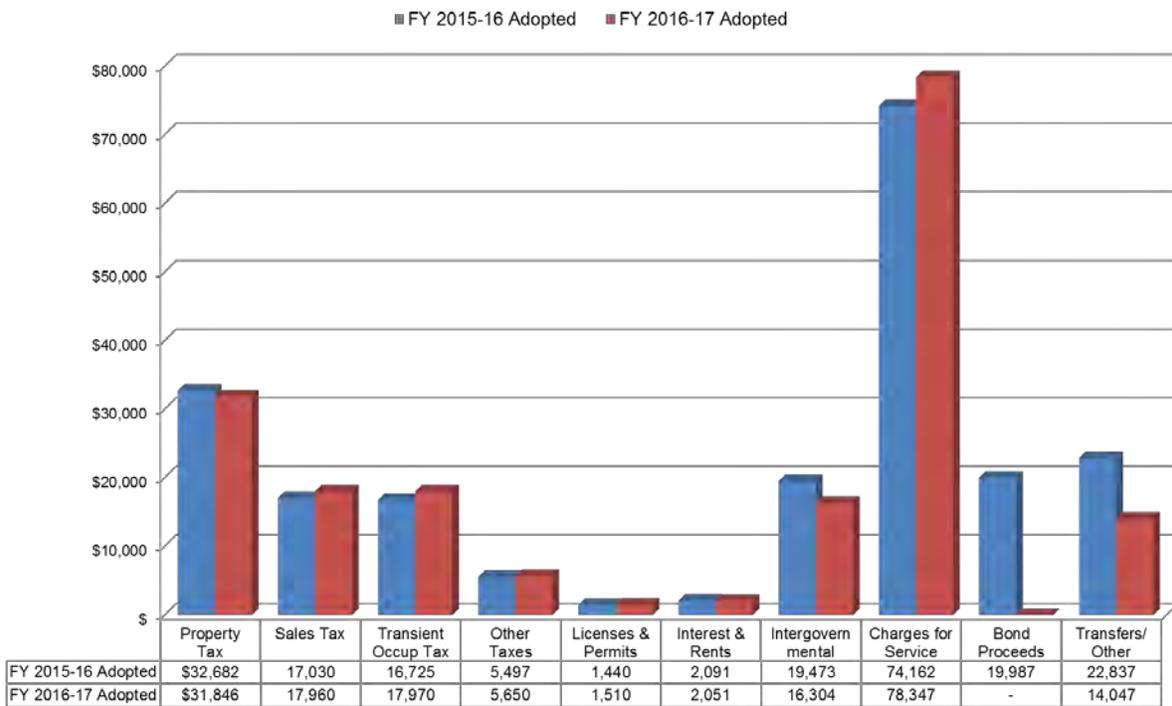
*Fiscal Years
2015-16 & 2016-17*

All Funds Revenues by Category

The information provided in the All Funds Summary represents the total revenue and costs to conduct the business of the City. The proposed budget shows anticipated revenues for all funds at \$211.9 million for FY 2015-16 and \$185.7 million for FY 2016-17. These summary figures are rarely used to judge the fiscal health or condition of an organization since transfers, grants or other factors will skew year to year revenue trends without providing an indication of the relative economic condition of the City.

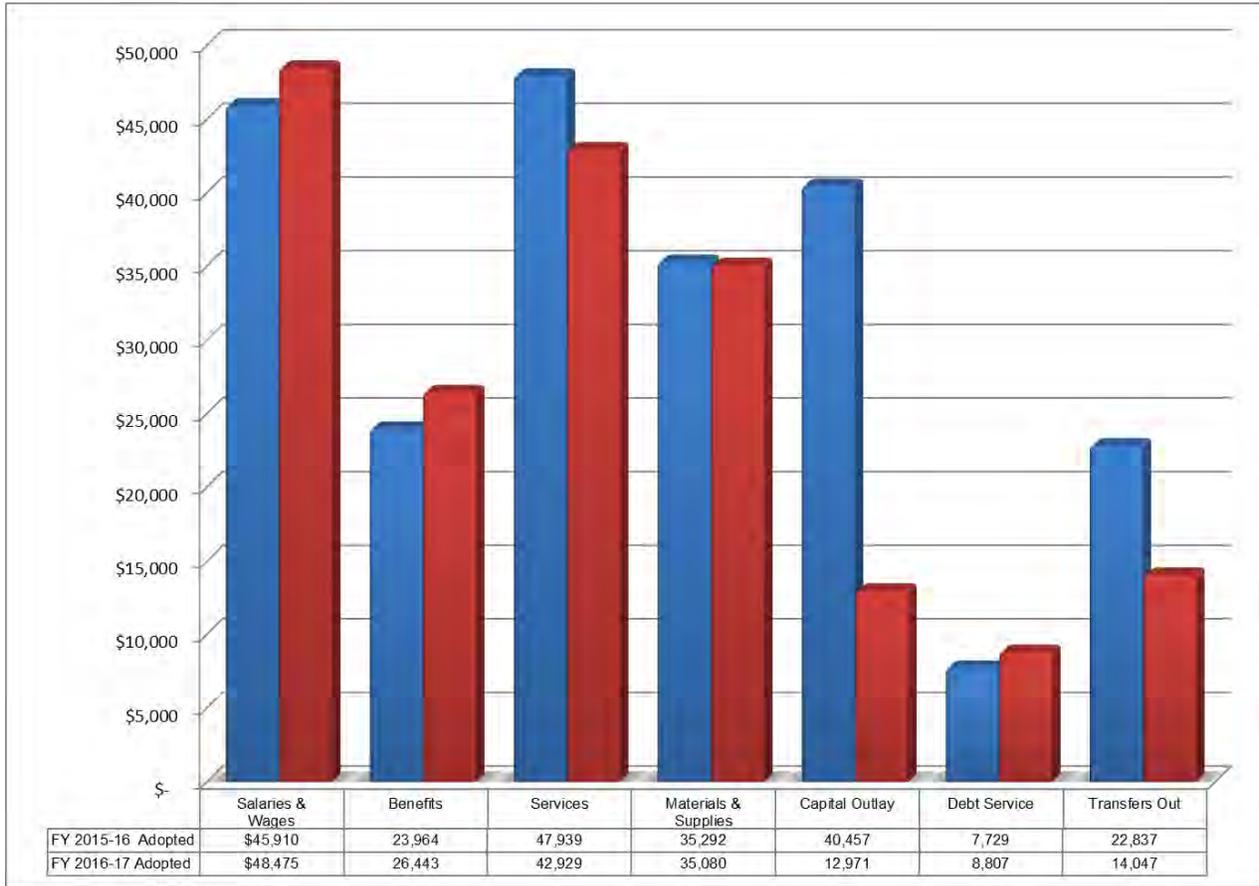
When cities describe their budget they typically are referring to the General Fund. The General Fund is the primary operating fund where the City Council exercises discretion and applies judgment in the distribution of tax revenues and resources in establishing funding and service levels for most non-enterprise (fee based) programs.

(In Thousands)



All Funds Expenditures by Category

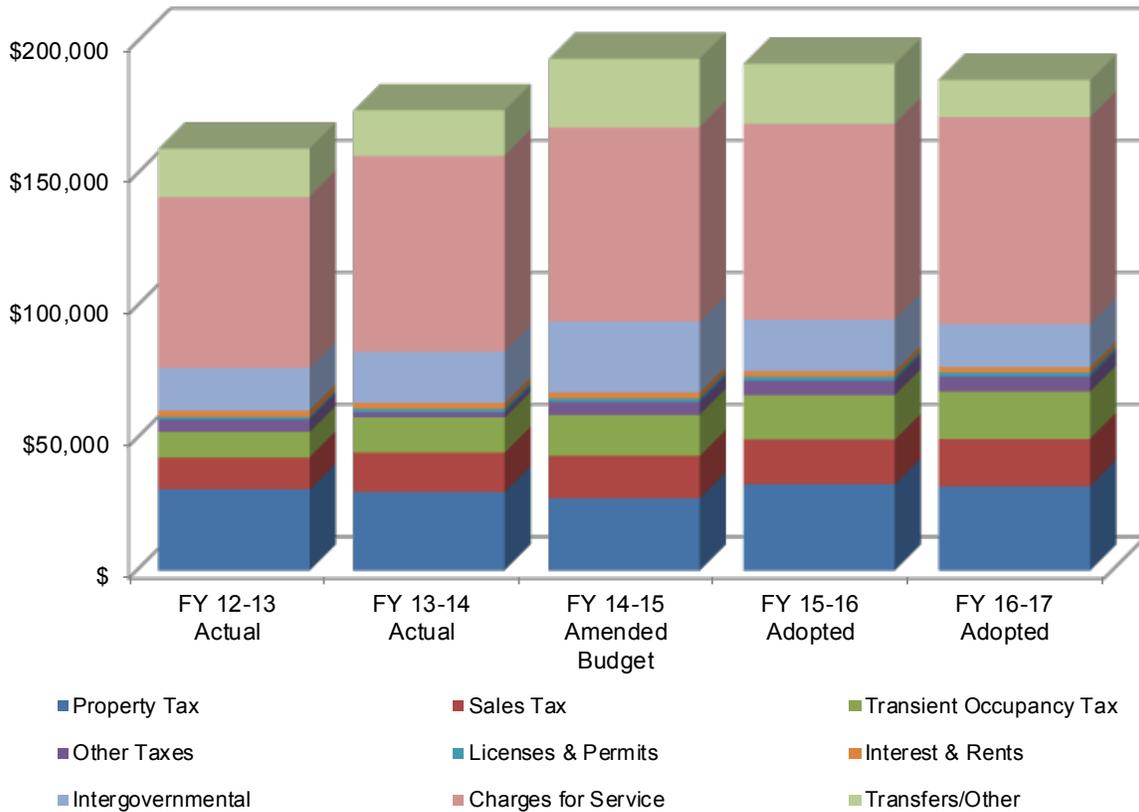
(In Thousands)



The proposed budget shows proposed spending for all funds at \$224.1 million in FY 2015-16 and \$188.8 million for FY 2016-17. As previously noted, these summary figures are rarely used to judge the fiscal health or condition of an organization since spending patterns will fluctuate due to major one time capital projects (i.e. \$12.5 million in Solid Waste & Materials Diversion Anaerobic Digester project), transfers, grants, or other factors that will skew year to year revenue and spending trends without providing an indication of the relative economic condition of the City.

All Funds Revenue Comparison

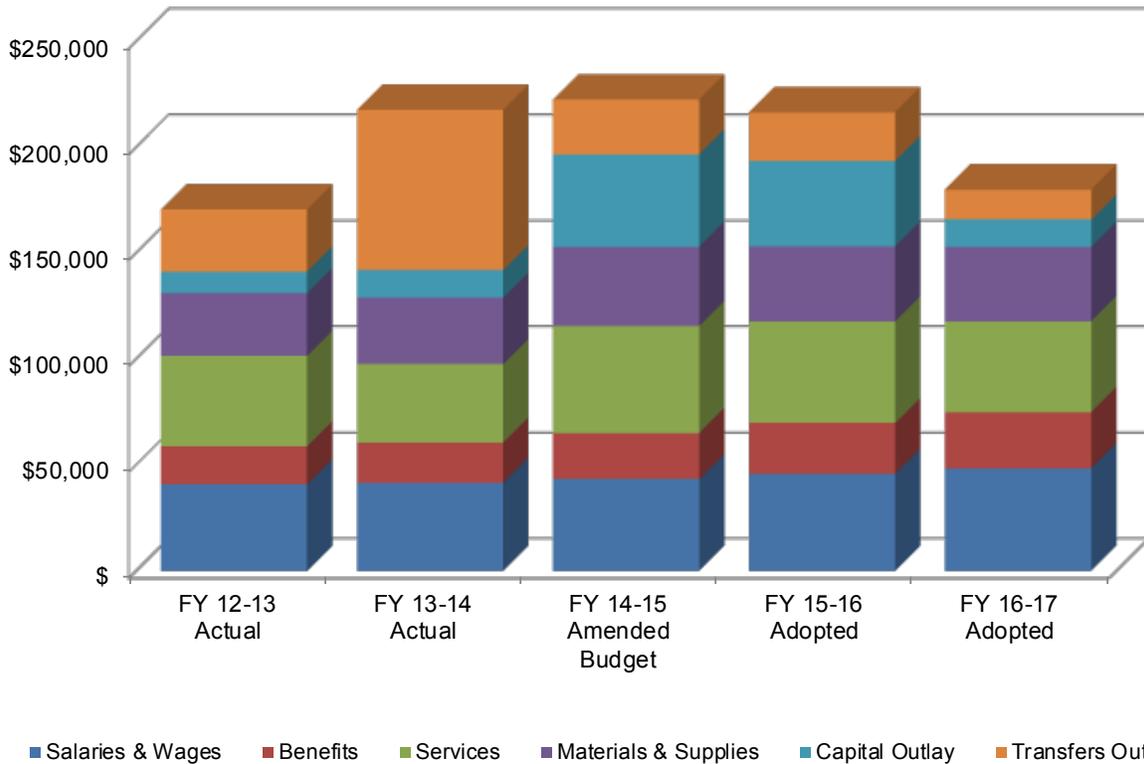
(In Thousands)



Revenue Categories	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Amended Budget	FY 15-16 Adopted	FY 16-17 Adopted
Property Tax	\$30,739	\$29,850	\$27,342	\$32,682	\$31,846
Sales Tax	12,043	14,750	16,126	17,030	17,960
Transient Occupancy Tax	9,740	13,368	15,485	16,725	17,970
Other Taxes	4,739	1,931	4,869	5,497	5,650
Licenses & Permits	1,000	1,440	1,381	1,440	1,510
Interest & Rents	2,385	2,091	2,234	2,091	2,051
Intergovernmental	16,010	19,473	26,892	19,473	16,304
Charges for Service	64,810	74,162	73,506	74,162	78,347
Bond Proceeds	-	-	1,952	19,987	-
Transfers/Other	18,260	17,139	25,934	22,837	14,047
Total Revenues	\$159,725	\$174,205	\$195,722	\$211,925	\$185,684

All Funds Expenditure Comparison

(In Thousands)



Expenditure Categories	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Amended Budget	FY 15-16 Adopted	FY 16-17 Adopted
Salaries & Wages	\$40,883	\$41,461	\$43,406	\$45,910	\$48,475
Benefits	17,960	19,179	21,721	23,964	26,443
Services	42,676	36,985	50,573	47,939	42,929
Materials & Supplies	29,665	31,423	37,207	35,292	35,080
Capital Outlay	9,980	13,026	43,643	40,457	12,971
Debt Service	4,856	4,507	7,416	7,729	8,807
Transfers Out	29,499	75,461	25,934	22,837	14,047
Total Expenditures	\$175,519	\$222,041	\$229,901	\$224,130	\$188,751

All Funds Budget Summary

	2014-15 Projected Available Fund Balance ^[1]	2015-16 Adopted Revenues	2015-16 Adopted Expenditures	2015-16 Projected Available Fund Balance ^[1]	2016-17 Adopted Revenues	2016-17 Adopted Expenditures	2016-17 Projected Available Fund Balance ^[1]
	(In Thousands)						
General Fund							
General Fund ^[3,4]	\$ 500	76,228	74,418	2,310	80,486	79,168	3,628
Nonrecurring Items	1,873	3,391	3,329	1,935	135	927	1,143
General Fund Total	2,373	79,619	77,748	4,245	80,621	80,094	4,771
Special Revenue Funds							
Traffic Fund	1,435	3,192	2,963	1,664	2,133	2,764	1,033
Underground Utility Impact	571	369	75	865	369		1,234
Fire/Paramedic Impact	235	95	150	180	95		275
Street Improvement Impact	4	1,022	384	641	1,022	1,541	122
Development Impact ^[3]	3,600	43	713	2,929	43	8	2,964
Park Acquisition and Dev Q1-Q4	5,048	529	94	5,484	529	94	5,919
Tourism Improvement	193	666	858		748	748	
Public Art	375	18	250	142	18	7	154
Parking Impact	1,247	9		1,255	9		1,264
Damage Reimbursement	140	51	51	140	51	51	140
Housing Impact Fees	3,870	270	2,213	1,927	270	175	2,022
CDBG Program		432	426	6	419	416	10
CDBG-Rehab Revolving Loan	42	277	277	42	257	294	5
HOME Program ^[3]	342	253	510	85	77	81	81
CalHOME Grant (Down Pmt Asst Prog)	149	482	485	147	301	300	148
Assessment Districts	3,888	874	944	3,819	429	352	3,896
Downtown Business District		110	110		110	110	
Oxbow Business District		28	28		29	29	
Business District Parking	153	225	200	178	225	200	203
Land Development Tax	121	13		134	13		147
Alston Park Trust	33			33			33
Public Safety Programs	25	1	5	21	1	5	17
Golf Course	(1,721)	14	27	(1,735)	30	29	(1,734)
Parking Security/Enforcement	752	423	347	829	423	372	880
Parking Garage/Maintenance	3,906	223	403	3,726	223	507	3,443
Special Revenue Total	34,969	9,618	11,512	22,511	7,825	8,082	22,254
Capital Project Funds							
Capital Projects ^[3]	17,318	10,897	18,182	10,033	6,676	10,105	6,604
Street Resurfacing Program	1,453	3,112	4,212	353	3,155	3,155	353
Sidewalk Program	244	1,861	1,861	244	1,494	1,494	244
Capital Project Total	19,015	15,870	24,255	10,629	11,326	14,754	7,201
Proprietary Enterprise Funds^[2]							
Solid Waste & Materials Diversion ^[3]	7,548	51,389	51,466	7,471	27,428	29,376	5,523
Water Operations ^[3]	15,109	27,257	30,214	12,152	30,655	29,511	13,296
Enterprise Total	22,657	78,646	81,680	19,623	58,082	58,887	18,818
Proprietary Internal Service Funds^[2]							
Fleet Management Fund	3,151	5,264	6,286	2,129	4,635	4,015	2,749
Central Stores	()	906	906	()	909	909	()
Information Technology	11	176	176	11	176	176	11
Risk Management	1,890	4,508	4,526	1,872	4,631	4,643	1,860
Post Employment Benefits	268	1,239	1,239	268	1,330	1,330	268
Equipment Replacement		100		100	100		200
Internal Service Total	5,320	12,193	13,133	4,380	11,781	11,073	5,088
All City of Napa Funds Total	\$ 84,335	195,945	208,328	61,388	169,635	172,891	58,132

NOTE: The All Funds Summary includes all funds subject to appropriation. Information on the City's Fiduciary Funds are included in the City's Basic Financial Statement

^[1] Available Fund Balance = Fund balance available for appropriations for any given year. Generally, this is equal to all assets minus all liabilities minus all reserves designated for a specific purpose.

^[2] Proprietary fund types reported balance information is working capital. (Current Assets - Current Liabilities - Reserves = Working Capital)

^[3] Major Fund: Generally defined as having significant activities or balances. The major funds identified in this table are consistent with the major funds in the City of Napa's June 30, 2014 Basic Financial Statements.

^[4] General Fund expenditures include anticipated transfers to reserves (Emergency Reserve and Operating Reserve) per fiscal policy.

All Funds Budget Summary

	2014-15 Projected Available Fund Balance ^[1]	2015-16 Adopted Revenues	2015-16 Adopted Expenditures	2015-16 Projected Available Fund Balance ^[1]	2016-17 Adopted Revenues	2016-17 Adopted Expenditures	2016-17 Projected Available Fund Balance ^[1]
(In Thousands)							
Successor Agency to the Napa Redevelopment Agency							
Administrative Reimbursement	\$	184	184	()	250	250	()
Private Purpose Trust Fund		5,167	2,767	2,688	5,246	2,739	2,721
All Agency Funds Total	\$	5,167	2,951	2,872	5,246	2,989	2,971
Housing Authority of the City of Napa Funds^[2,3]							
Laurel Manor	\$	880	401	366	915	401	384
Seminary Street		557	211	187	582	217	194
Section 8		935	11,644	11,772	807	11,655	11,674
20% Low/Mod Income		806	211	104	913	211	116
Local Housing Fund		663	364	304	724	378	323
Continuum of Care Program		5	198	198	5	198	198
Homelessness Prevention		96			96		
All Authority Funds Total	\$	3,942	13,029	12,930	4,041	13,060	12,889
All Funds Summary	\$	93,444	211,925	224,130	70,674	185,684	188,751

NOTE: The All Funds Summary includes all funds subject to appropriation. Information on the City's Fiduciary Funds are included in the City's Basic Financial Statement

^[1] Available Fund Balance = Fund balance available for appropriations for any given year. Generally, this is equal to all assets minus all liabilities minus all reserves designated for a specific purpose.

^[2] Proprietary fund types reported balance information is working capital. (Current Assets - Current Liabilities - Reserves = Working Capital)

^[3] Major Fund: Generally defined as having significant activities or balances. The major funds identified in this table are consistent with the major funds in the City of Napa's June 30, 2014 Basic Financial Statements.

^[4] General Fund expenditures include anticipated transfers to reserves (Emergency Reserve and Operating Reserve) per fiscal policy.



Debt Summary

Under State law, the City has a legal debt limitation not to exceed 15% of the total assessed valuation of taxable property within the City boundaries. In accordance with California Government Code Section 43605, only the City's general obligation bonds are subject to the legal debt limit. With no outstanding debt subject to the legal debt limit and a legal debt limit of \$1,468,199,156, the City is not at risk of exceeding its legal debt limit.

Computation of Legal Debt Margin as of June 30, 2015

Assessed Valuation (Net) ¹	\$	9,787,994,372
Debt Limit: 15% of assessed value	\$	1,468,199,156
<i>Less: Outstanding Debt</i> <i>(Subject to Legal Debt Limitation)</i>	\$	-
Legal Debt Margin	\$	1,468,199,156

¹ Source: Napa County Assessor 2014-2015 Secured and Unsecured Tax Rolls

The following table summarized the City's long-term debt.

Type of Debt / Issue	Original Issue (in \$000's)	Due Date	FY2015-16 (in \$000's)	FY2016-17 (in \$000's)
Governmental Activity Other Debt				
- California Energy Commission Loan	1,444	2/1/2025		
- Principal			107	115
- Interest			21	13
TOTAL Governmental Activity Other Debt			128	128
Business-type Activity Debt				
- Revenue Bonds				
2007 Water Revenue Bonds	47,350	5/1/2035		
- Principal			1,295	1,360
- Interest			2,005	1,940
TOTAL Business-type Activity Revenue Bonds			3,300	3,300
- Other Notes Payable				
Gas Tax Note Payable - Napa Valley Corporate Park	150	8/31/2015		
- Principal			50	
- Interest			2	
Water Fund Note Payable - Alston Park Tank	3,080	4/1/2023		
- Principal			167	172
- Interest			35	30
Housing Fund Note Payable - Seminary Street	1,244	7/31/2027		
- Principal			49	52
- Interest			44	41
Housing Fund Note Payable - Laurel Manor	700	6/30/2034		
- Principal			29	30
- Interest			13	13
Water Fund Note Payable - Umpqua Bank Note (Solar Panel)	1,400	7/1/2025		
- Principal			70	73
- Interest			38	35
Water Fund Note Payable - Dept. of Water Resources - Imola Ave	2,976	9/30/2026		
- Principal			145	149
- Interest			45	41
TOTAL Business-type Activity Other Notes Payable			687	636



Adopted Budget by Department/Program

Fiscal Years
2015-16 & 2016-17



Administrative Support Program

Fiscal Years
2015-16 & 2016-17

PROGRAM SUMMARY

Administrative Support

Program Overview:

The Administrative Support Program is made up of the following Departments:

- City Council
- City Clerk
- City Manager
- City Attorney
- Finance
- Human Resources
- General Services

Administrative Support is provided to all Departments and Programs to support the carrying out of policy directives of the City Council and delivering excellent public services to the City of Napa. Due to the nature of the Administrative Support function, specific departmental information (including major accomplishments, key initiatives, program metrics, revenue and expenditure detail, and major changes) will be included on the departmental summary sheets.

Each Administrative Support department summary includes the following:

- Departmental Mission statement
- Organizational chart
- Five-year staffing trend
- Departmental Overview (Description of services provided)
- Major Accomplishments in Fiscal Years 2013-14 and 2014-15
- Key Initiatives for Fiscal Years 2015-16 and 2016-17
- Program Metrics
- Five Year Revenue and Expenditure detail
- Major Budget Changes for Fiscal Years 2015-16 and 2016-17
- Graph representing level of support provided to city programs

The following table provides a summary of the Revenue / Expenditure detail for the Administrative Services program:

PROGRAM SUMMARY

Administrative Support

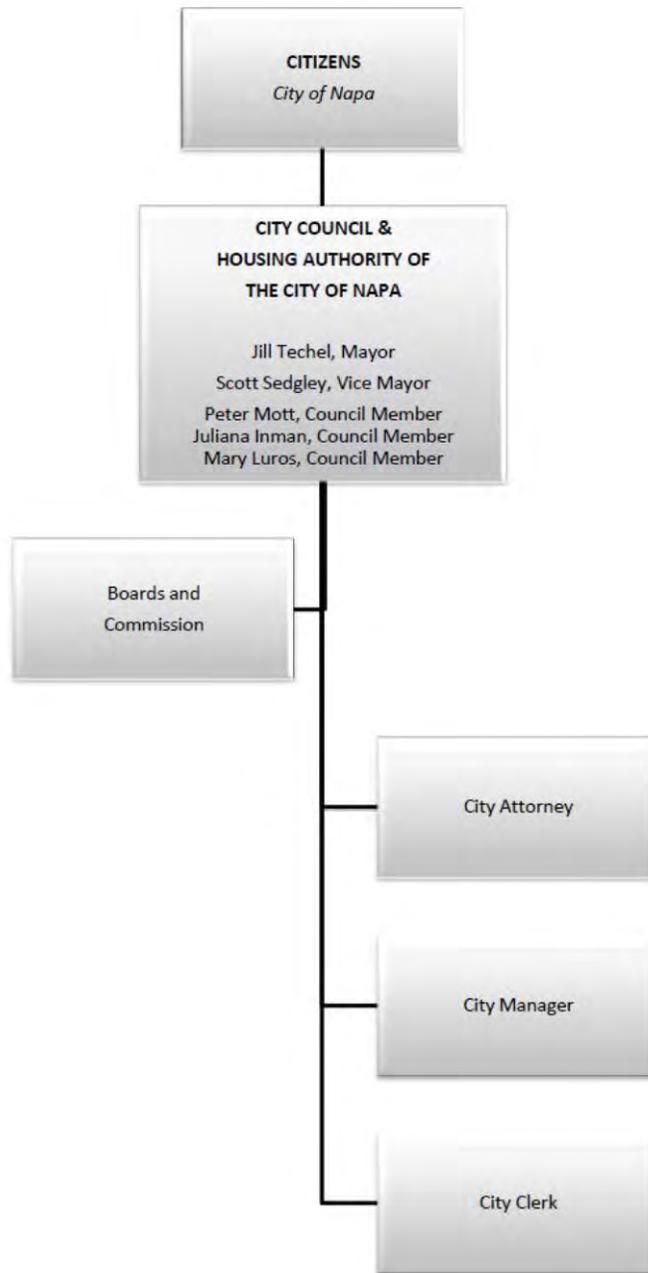
Administrative Support by Program:

	2012-13 Actual	2013-14 Actual	2014-15 Projected	2015-16 Adopted	2016-17 Adopted
Program Expenditure Summary					
Affordable Housing	886,367	901,969	983,261	1,106,734	1,157,172
Building Inspection	212,322	212,702	226,930	275,506	287,572
Capital Improvement Program	153,277	153,973	172,925	198,844	208,467
Code Enforcement	38,743	38,675	40,012	49,152	51,242
Disaster Preparation / Recovery	27,134	26,904	30,453	46,043	48,194
Dispatch Services	987,950	972,756	1,013,718	1,244,344	1,296,986
Economic Development	351,766	357,040	388,039	300,536	314,744
Engineering Services	447,731	458,902	477,224	522,453	544,652
Facility Maintenance	17,960	17,448	18,800	25,348	26,454
Fire Prevention	269,471	270,219	293,642	364,013	379,505
Fire Suppression & Operations	1,240,184	1,259,303	1,297,671	1,538,238	1,603,323
Parking	18,275	18,771	19,748	16,285	17,009
Parks	473,733	486,917	507,749	542,819	565,974
Parks & Recreation Special Events	1,777	1,807	1,942	2,541	2,653
Planning	424,729	418,610	484,581	725,232	759,785
Police Patrol	1,111,537	1,124,159	1,156,178	1,385,643	1,444,345
Property & Records	175,953	175,983	185,218	238,370	248,823
Recreation Programs	264,063	278,139	290,794	229,061	238,373
Sidewalk Improvement Program	23,168	23,569	24,870	30,949	32,291
Solid Waste / Materials Diversion	527,891	470,498	479,908	494,305	509,134
Special Police Operations	425,172	428,648	447,987	542,262	565,955
Stormwater / Drainage	7,560	7,618	7,973	9,409	9,803
Street Infrastructure Program	1,554,105	1,617,709	1,677,979	1,236,461	1,285,008
Traffic Safety	173,241	170,961	193,661	273,988	286,105
Trees / Rights of Way	100,926	101,777	106,332	82,012	85,562
Water Utility	1,668,177	1,703,515	1,737,585	1,789,712	1,843,403
Administrative Expenditures by Program	11,583,212	11,698,573	12,265,181	13,270,262	13,812,535

City Council

Mission Statement:

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



Full Time Equivalent (FTE) Employees:

City Council	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	5.00	5.00	5.00	5.00	5.00
Part-Time	-	-	-	-	-
Total FTE	5.00	5.00	5.00	5.00	5.00
<i>Limited Term</i>					

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 serves as the governing board for the City of Napa Housing Authority, the Successor Agency to the Napa Community Redevelopment Agency, the City of Napa Parking Authority and the City of Napa Parking Authority-Building Authority. The City Council adopts the city budget, legislation and policies to ensure the health, safety and welfare of the citizens and the efficient delivery of municipal services. The City Council establishes City policies, which staff implements under the City Manager's direction. The City Council establishes goals, objectives and performance measures for the city and appoints citizen members to its various commissions, committees and boards. The City Council appoints the City Manager, the City Attorney, and the City Clerk.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Experienced a rapid and focused recovery from the August 24, 2014 earthquake and in cooperation with the County of Napa and other public agencies, opened the Local Assistance Center (LAC) within weeks after the earthquake.
- Initiated three charter amendments which were approved by the voters in November of 2014.
- Partnered with the County of Napa to respond to the demands generated by the South Napa Quake.
- Approved the single-use plastic bag ordinance.
- Approved the sale of the Borreo Building.

Key Initiatives in Fiscal Years 2015-16 and 2016-17:

- Efficient, Stable Organization
- Enhanced vitality and economic development
- Quality Services to the Community
- Streets, sidewalks, and infrastructure
- Where We Live (Housing and Quality of Life)

City Council

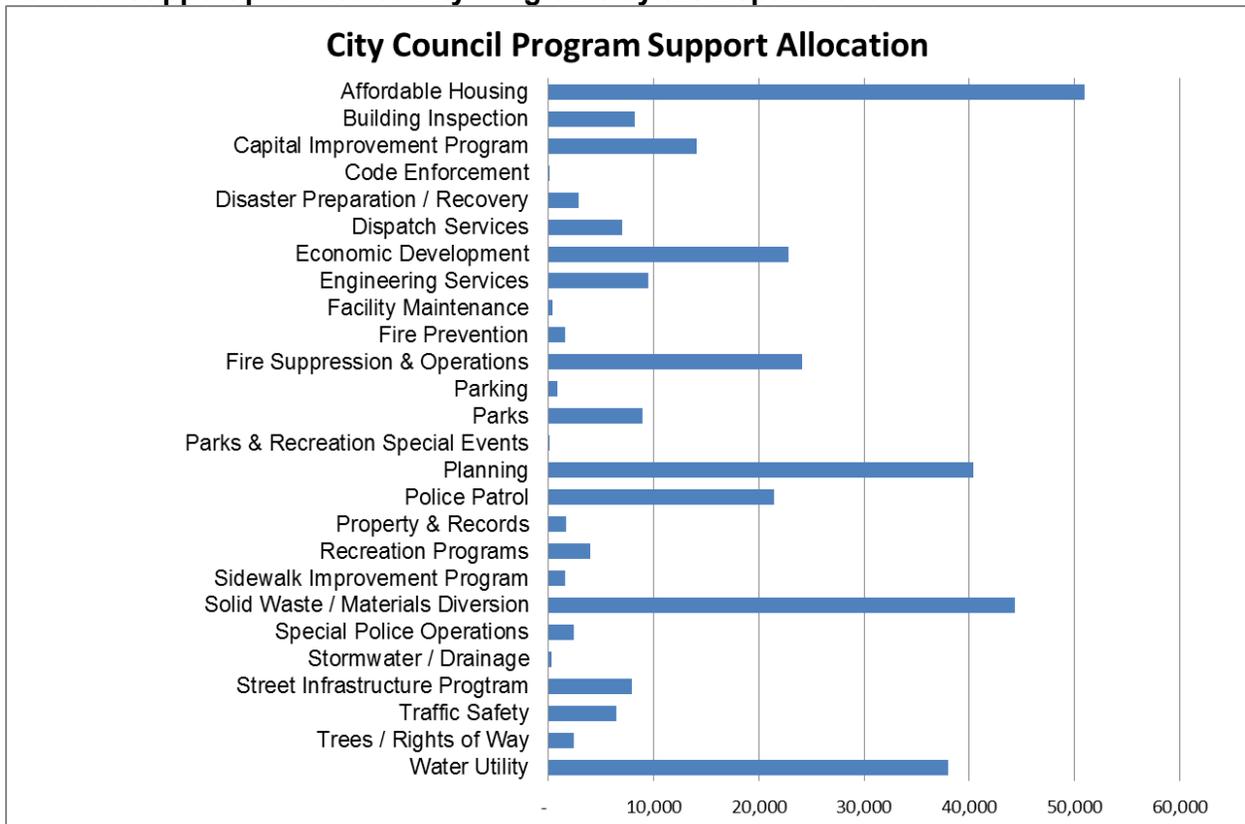
Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	80							
Revenues Total	\$ 80	-	-	-	-	0%	-	0%
Category Expenditure Summary								
Salaries and Wages	117,565	119,861	123,708	119,980	128,244	4%	129,416	1%
Benefits	92,932	88,250	103,715	95,868	118,453	14%	124,698	5%
Materials and Supplies	7,414	7,920	9,950	9,300	9,950	0%	9,950	0%
Services	80,839	62,834	100,490	71,484	66,110	-34%	66,310	0%
Expenditures Total	\$ 298,750	278,865	337,863	296,632	322,757	-4%	330,374	2%
Net Contribution / (Use)	\$ (298,670)	(278,865)	(337,863)	(296,632)	(322,757)	-4%	(330,374)	2%
Source of Funds								
General Fund	298,750	278,865	337,863	296,632	322,757	-4%	330,374	2%
Source of Funds Total	\$ 298,750	278,865	337,863	296,632	322,757	-4%	330,374	2%

Major Budget Changes in Fiscal Years 2015-16 and 2016-17:

- Increase in *Benefits* in 2015-16 is related to estimated benefit payments on behalf of the City Council.
- Decrease in *Services* is due to moving the cost of new and existing technology for meeting management from the City Council budget to the City Clerk budget for consistency with other appropriations.

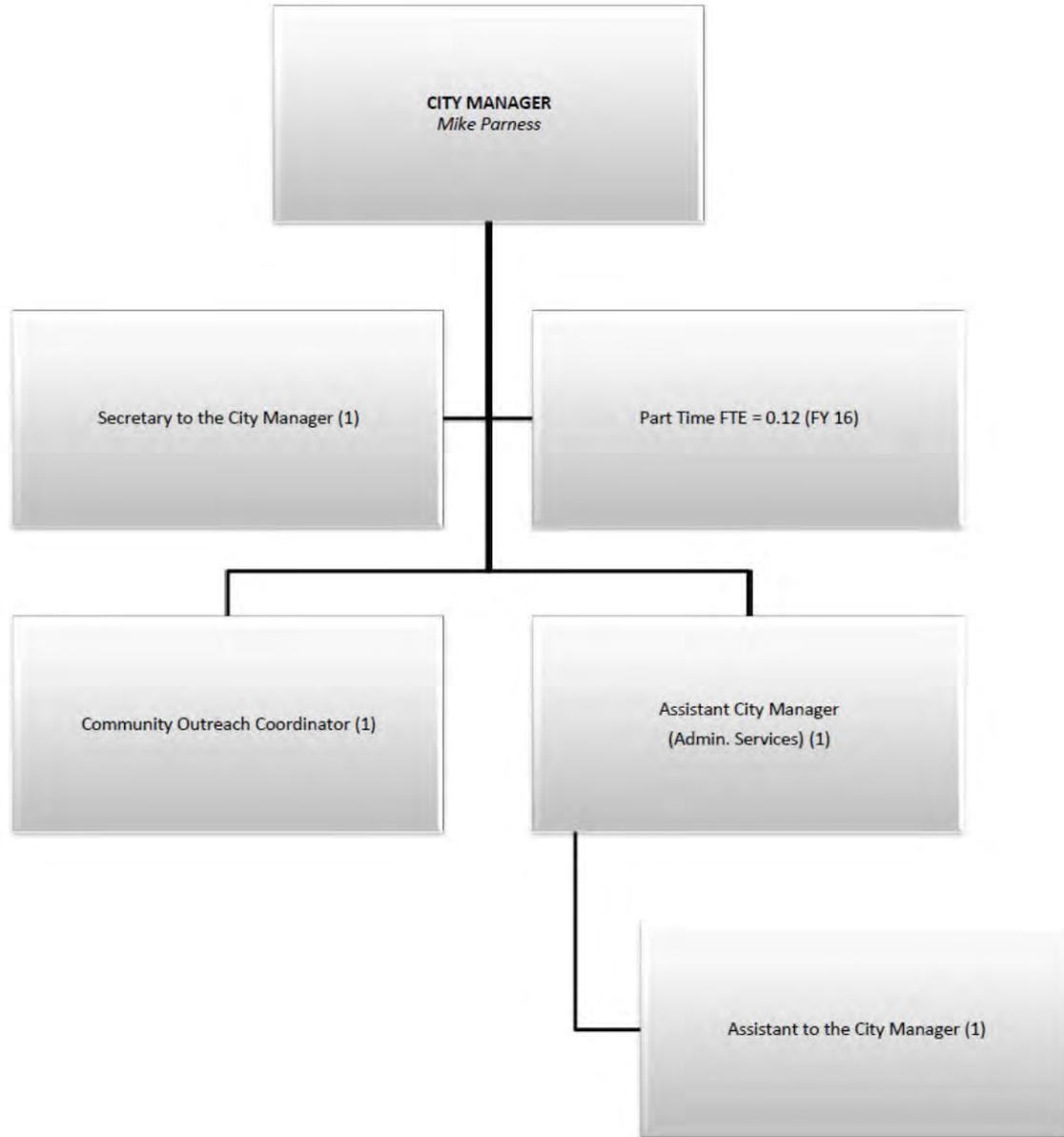
Level of Support provided to City Programs by the Department:



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.



Full Time Equivalent (FTE) Employees:

City Manager	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	5.00	5.00	5.00	5.00	5.00
Part-Time	-	0.17	0.17	0.12	-
Total FTE	5.00	5.17	5.17	5.12	5.00
<i>Limited Term</i>					

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 to meet current and future organizational challenges and opportunities. 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 2013-14 and 2014-15:

- Authored and successfully initiated a November 2014 ballot for Charter Amendments updating personnel systems.
- Established the City of Napa Citizens Academy.
- Negotiated Memorandums of Understanding with all six bargaining units, including cost containment on health insurance, pension and labor costs.
- Worked with County to establish a Local Assistance Center (LAC) for residents and businesses that sustained damage due to the August 2014 earthquake.

Key Initiatives in Fiscal Years 2015-16 and 2016-17:

- Continue to monitor the City's fiscal position and assess options for responding to changing conditions.
- Maintain commitment to labor cost containment while negotiating fair and reasonable new agreements.
- Continue to work with the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) to achieve maximum cost recovery for earthquake related damages and projects.
- Proceed with next phase of planning for consolidated City Hall.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Priority Project Tracking	% completed within target date/budget	100%	Not available	Not available
Fiscal Health	% fiscal policies in compliance	100%	92%	94%
Website and Social Media	# hits, likes shares, comments per post	% aggregate change year over year	Not available	Not available

City Manager Department

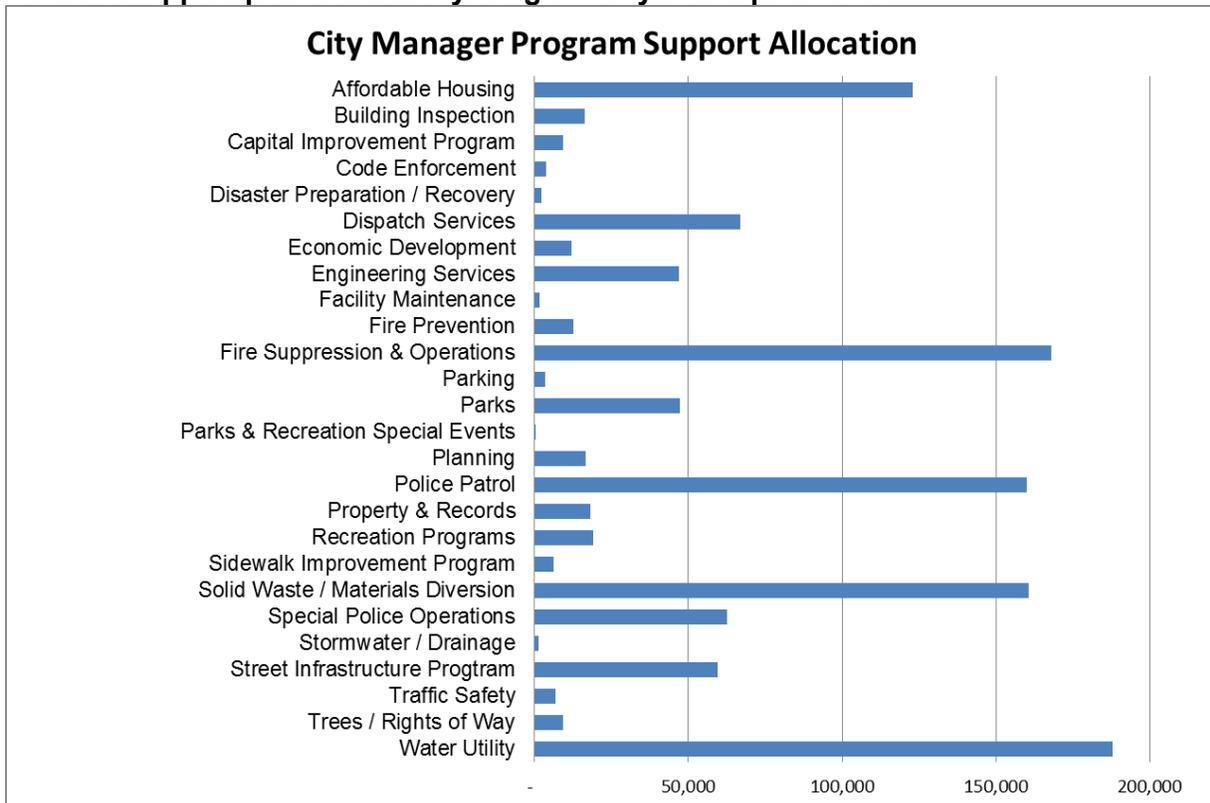
Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	-	1,610	-	-	-	-	-	-
Revenues Total	\$ -	1,610	-	-	-	-	-	-
Category Expenditure Summary								
Salaries and Wages	612,454	620,217	630,575	643,232	630,906	0%	650,804	3%
Benefits	259,459	281,707	291,851	300,063	310,945	7%	335,567	8%
Materials and Supplies	14,783	3,763	4,000	6,000	4,000	0%	4,000	0%
Services	168,876	272,201	389,526	232,427	277,132	-29%	297,334	7%
Expenditures Total	\$ 1,055,572	1,177,888	1,315,952	1,181,722	1,222,983	-7%	1,287,705	5%
Net Contribution / (Use)	\$ (1,055,572)	(1,211,265)	(1,315,952)	(1,202,177)	(1,222,983)	-7%	(1,287,705)	5%
Source of Funds								
General Fund	1,055,572	1,177,888	1,315,952	1,181,722	1,222,983	-7%	1,287,705	5%
Source of Funds Total	\$ 1,055,572	1,177,888	1,315,952	1,181,722	1,222,983	-7%	1,287,705	5%

Major Budget Changes in Fiscal Years 2015-16 and 2016-17:

- Decrease in *Services* is due to carry forward of FY 2013-14 professional and legal services budgets, which is no longer needed.

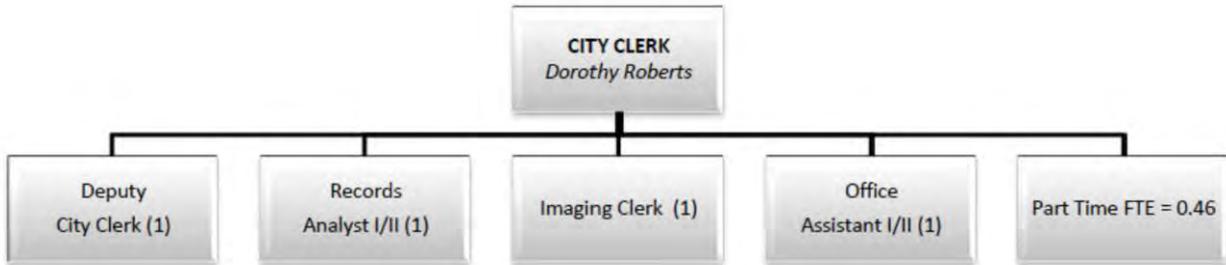
Level of Support provided to City Programs by the Department:



City Clerk Department

Mission Statement:

The Office of the City Clerk serves both internal and external customers by providing access and management to the City’s information resources, and supporting the leadership of the City of Napa.



Full Time Equivalent (FTE) Employees:

City Clerk	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	5.00	4.00	4.00	5.00	5.00
Part-Time	0.40	0.57	0.57	0.48	0.48
Total FTE	5.40	4.57	4.57	5.48	5.48
<i>Limited Term</i>		1.00	1.00		

City Clerk Department

Department Overview:

The Clerk Department performs municipal clerk functions as mandated by the Federal and State Constitutions, the California Government and Election Codes, and the City Charter. The Department supports the City Council both administratively and by recording and maintaining the official record and legislative history. The Clerk indexes the Minutes, Resolutions, and Ordinances adopted by the legislative body, and preserves the record to ensure accuracy and accessibility. Clerk staff is responsible for a wide array of general services to internal staff, City Council, Board and Commission members, and the public at large.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Collaborated with records consultant and city departments to draft a new record retention schedule.
- Adhered to statutory requirements concerning the failed medical marijuana dispensary referendum; managed the City Council 2014 election for candidates and three ballot measures; and indexed all Clerk records in storage.
- Increased efficiencies with Minutes Maker, Disclosure Docs (Form 700), held meetings with board/commission secretaries to streamline agenda web content.
- Held trainings on Public Records Act, Brown Act, and Agenda Management, Records Management.

Key Initiatives in Fiscal Years 2015-16 and 2016-17:

- Bring a new citywide Record Retention Schedule to City Council for approval.
- Implement a new Records Management System, Agenda Management System, Board and Commission Module.
- Successful data transfer to new Record Management System.
- Contract with off-site storage vendor.
- Combine various records storage, scanning, and shredding contracts currently held departmentally to citywide contracts.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Public Records Requests	% of PRAs acknowledged and statused within target	100% within 10 business days	Not available	98%
Meeting Minutes	% of City Council meeting minutes posted and available for review at the next regularly scheduled meeting	100% by next regularly scheduled meeting	Not available	50%

City Clerk Department

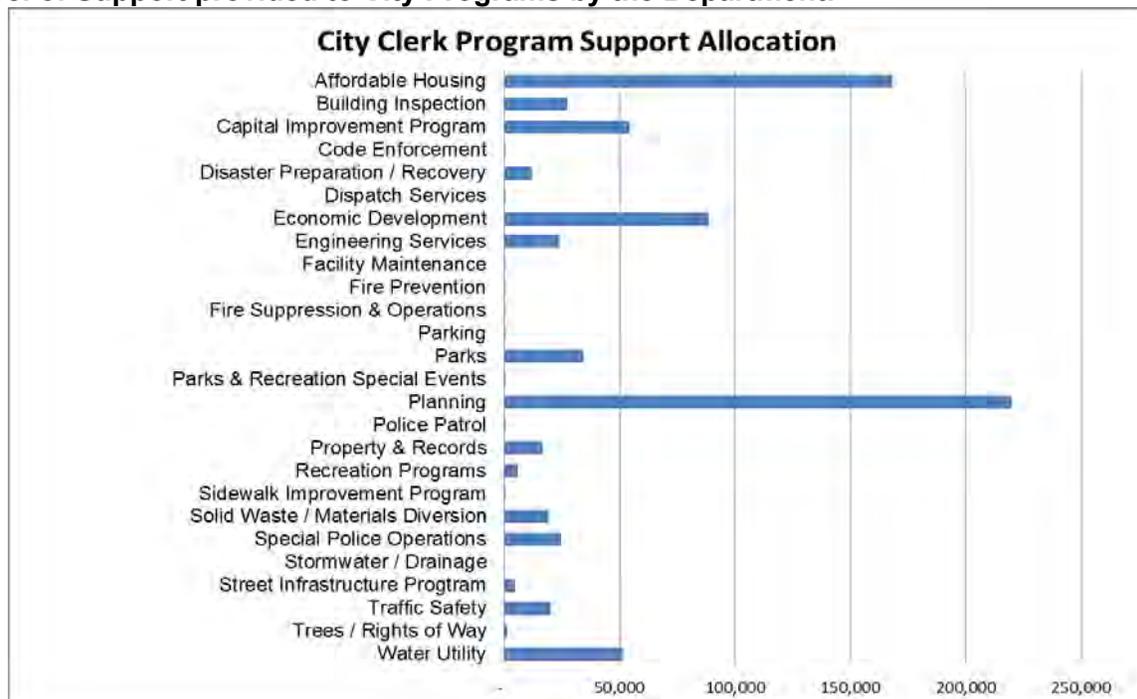
Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	4,122	5,055	5,000	2,269	2,050	-59%	2,650	29%
Revenues Total	\$ 4,122	5,055	5,000	2,269	2,050	-59%	2,650	29%
Category Expenditure Summary								
Salaries and Wages	306,307	327,678	348,425	347,347	406,424	17%	428,042	5%
Benefits	130,487	131,705	152,940	147,402	206,040	35%	225,646	10%
Materials and Supplies	84,481	51,045	77,000	76,378	68,650	-11%	68,850	0%
Services	65,635	52,326	232,948	210,544	95,945	-59%	97,106	1%
Expenditures Total	\$ 586,910	562,754	811,313	781,671	777,059	-4%	819,644	5%
Non-Recurring Revenues	2,000	-	-	-	-	-	-	-
Non-Recurring Expenses	96,138	60,298	109,302	109,301	143,000	31%	90,000	-37%
Net Impact of Nonrecurring	\$ (94,138)	(60,298)	(109,302)	(109,301)	(143,000)	31%	(90,000)	-37%
Net Contribution / (Use)	\$ (676,926)	(617,997)	(915,615)	(888,703)	(918,009)	0%	(906,994)	-1%
Source of Funds								
General Fund	586,910	562,754	811,313	781,671	777,059	-4%	819,644	5%
Non-Recurring General Fund	96,138	60,298	109,302	109,301	143,000	31%	90,000	-37%
Source of Funds Total	\$ 683,048	623,052	920,615	890,972	920,059	0%	909,644	-1%

Major Budget Changes in Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* to be consistent with FY 2014-15 actual receipts.
- Increase in *Salaries* and *Benefits* due to addition of Records Analyst position, as well as the difference in the assumed level of benefits for vacant positions vs the actual benefits received (i.e. Health-in-Lieu rate vs Kaiser family rate for medical).
- Reduction in *Materials* and *Services* due to Temp Help contract budget moved to non-recurring for the Citywide Records Management Program implementation.

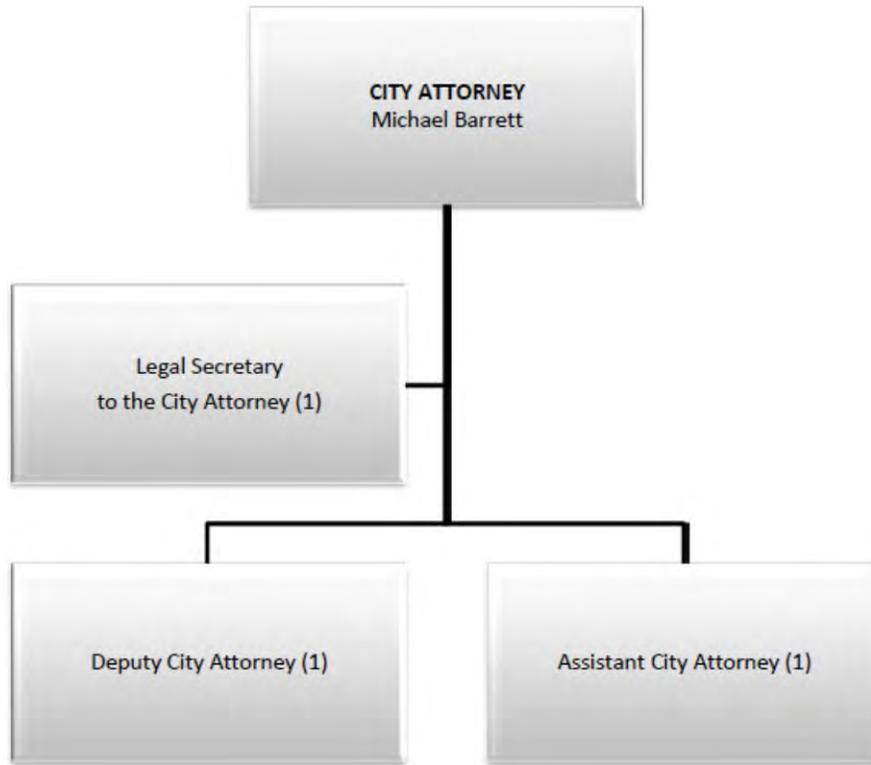
Level of Support provided to City Programs by the Department:



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.



Full Time Equivalent (FTE) Employees:

City Attorney	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	4.00	4.00	4.00	4.00	4.00
Part-Time	-	-	-	-	-
Total FTE	4.00	4.00	4.00	4.00	4.00
<i>Limited Term</i>					

City Attorney Department

Department Overview:

The City Attorney represents and defends the interests of the City and related entities (including the Housing Authority of the City of Napa, and the Successor Agency to the Napa Community Redevelopment Agency) 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 2013-14 and 2014-15:

- Provided significant legal support for important development projects, including: Napa Pipe Project (including Charter amendment to extend RUL), Archer Hotel, Borreo Building, and earthquake repair projects.
- Drafted updates to City ordinances and policies, including: Charter Amendments updating personnel systems, Stormwater Ordinance, and Housing Element Update.
- Effectively represented the City's interests in response to litigation and liability claims filed against the City.

Key Initiatives in Fiscal Years 2015-16 and 2016-17:

Work closely with City Manager and staff to implement key Council priorities. Those that are anticipated to require significant legal support include:

- Historic Preservation Ordinance and Policies
- Vacation Rental Regulations
- Napa Pipe Project implementation
- Ongoing updates to Human Resources policies and procedures

City Attorney Department

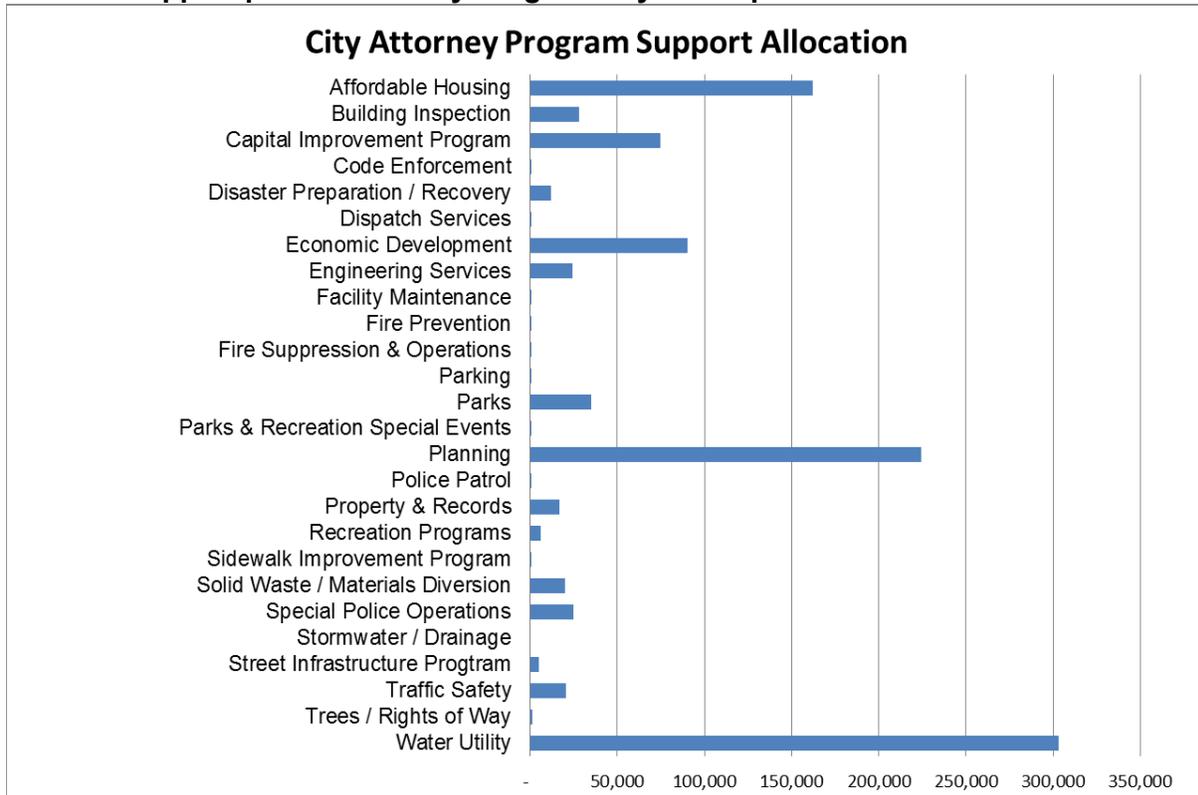
Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	4,103	1,224	-	-	-	0%	-	0%
Revenues Total	\$ 4,103	1,224	-	-	-	0%	-	0%
Category Expenditure Summary								
Salaries and Wages	508,802	520,330	531,456	535,454	554,166	4%	581,587	5%
Benefits	225,205	237,485	244,921	249,595	275,610	13%	302,294	10%
Materials and Supplies	23,886	23,963	34,700	21,907	34,700	0%	34,700	0%
Services	86,035	92,534	209,704	86,240	185,670	-11%	185,828	0%
Capital Outlay	3,053	6,949	-	-	-	0%	-	0%
Expenditures Total	\$ 846,981	881,261	1,020,781	893,196	1,050,146	3%	1,104,409	5%
Net Impact of Operations	\$ (842,878)	(880,037)	(1,020,781)	(893,196)	(1,050,146)	3%	(1,104,409)	5%
Non-Recurring Revenues	-	-	-	-	-	0%	-	0%
Non-Recurring Expenses	-	1,893	41,853	39,960	-	-100%	-	0%
Net Impact of Nonrecurring	\$ -	(1,893)	(41,853)	(39,960)	-	-100%	-	0%
Net Contribution / (Use)	\$ (842,878)	(881,930)	(1,062,634)	(933,156)	(1,050,146)	-1%	(1,104,409)	5%
Source of Funds								
General Fund	846,981	881,261	1,020,781	893,196	1,050,146	3%	1,104,409	5%
Non-Recurring General Fund	-	1,893	41,853	39,960	-	-100%	-	-
Source of Funds Total	\$ 846,981	883,154	1,062,634	933,156	1,050,146	-1%	1,104,409	5%

Major Budget Changes in Fiscal Years 2015-16 and 2016-17:

- Increase in *Benefits* is due to a PERS increase in FY 2015-16 and FY 2016-17.
- Decrease in *Services* due to reduction in the estimate for outside legal support based on historic expenditures and projected future needs.

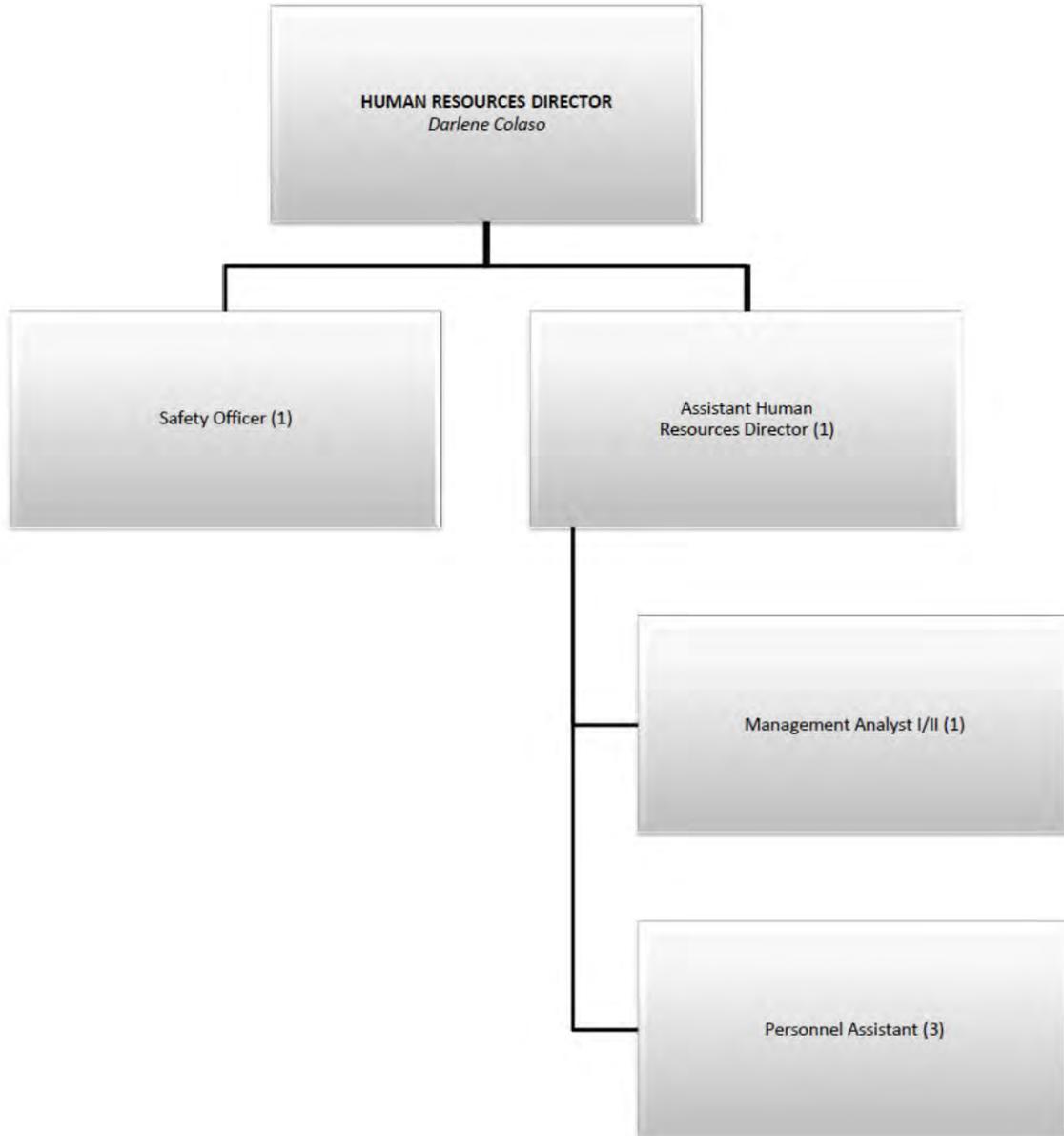
Level of Support provided to City Programs by the Department:



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.



Full Time Equivalent (FTE) Employees:

Human Resources	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	6.00	6.00	6.00	7.00	7.00
Part-Time	0.48	0.48	0.48	-	-
Total FTE	6.48	6.48	6.48	7.00	7.00
<i>Limited Term</i>					

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; administering leaves; 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 programs; and assisting the City Manager's Office with labor negotiations. Support to the Civil Service Commission is provided by staff in the Human Resources Department.

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Conducted 80 FT & 22 PT recruitments, hired 95 new FT & 195 new PT, promoted 53 current employees (40% recruitment/18% candidate increase from prior cycle).
- Created/amended 33 job classes/salary ranges.
- Presented or arranged 27 training programs including 8-week Leadership Academy.
- Participated in the task force & negotiations leading to updating the City Charter.
- Completed phase one of department reorg, re-vamped on-boarding process.
- Refocused delivery of services to the organization to emphasize customer service.
- Ensured compliance with laws such as ACA, Paid Sick Leave and pension reform.

Key Initiatives in Fiscal Years 2015-16 and 2016-17:

- Complete reorganization to Human Resources model in FY 2015-16.
- Update key sections of the Civil Service Rules.
- Participate in City Charter revision for November 2016.
- Complete review and update of Human Resources policies.
- Complete implementation of online new employee onboarding tool.
- Review/assess/present employee development and training programs.
- Support City Manager's Office in negotiations.
- Complete implementation of the electronic Personnel Action Form module.
- Complete development and updating of position essential functions.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Worker's Compensation Claims	# claims filed	Trend	61	55
	# lost days due to on the job injuries	Trend	676	73
Safety Inspections	# inspections per year	24 Project Site inspections per year	Not Available	Not Available
	# Hazard Level 1 issues	Trend	Not Available	Not Available
	# Hazard Level 2-3 issues	Trend	Not Available	Not Available
	Average # days to correct Level 2-3 safety issues	30 days	Not Available	Not Available
New/Changed Class Specs	# new class specs	Trend	Not Available	18
New Hires	# new hires (regular)	Trend	Not Available	57
	# new hires (part time)	Trend	Not Available	116
	% new hires completing probation	Trend	Not Available	91%
Recruitments	% completed within agreed upon timeframe	80%	Not Available	Not Available

Human Resources Department

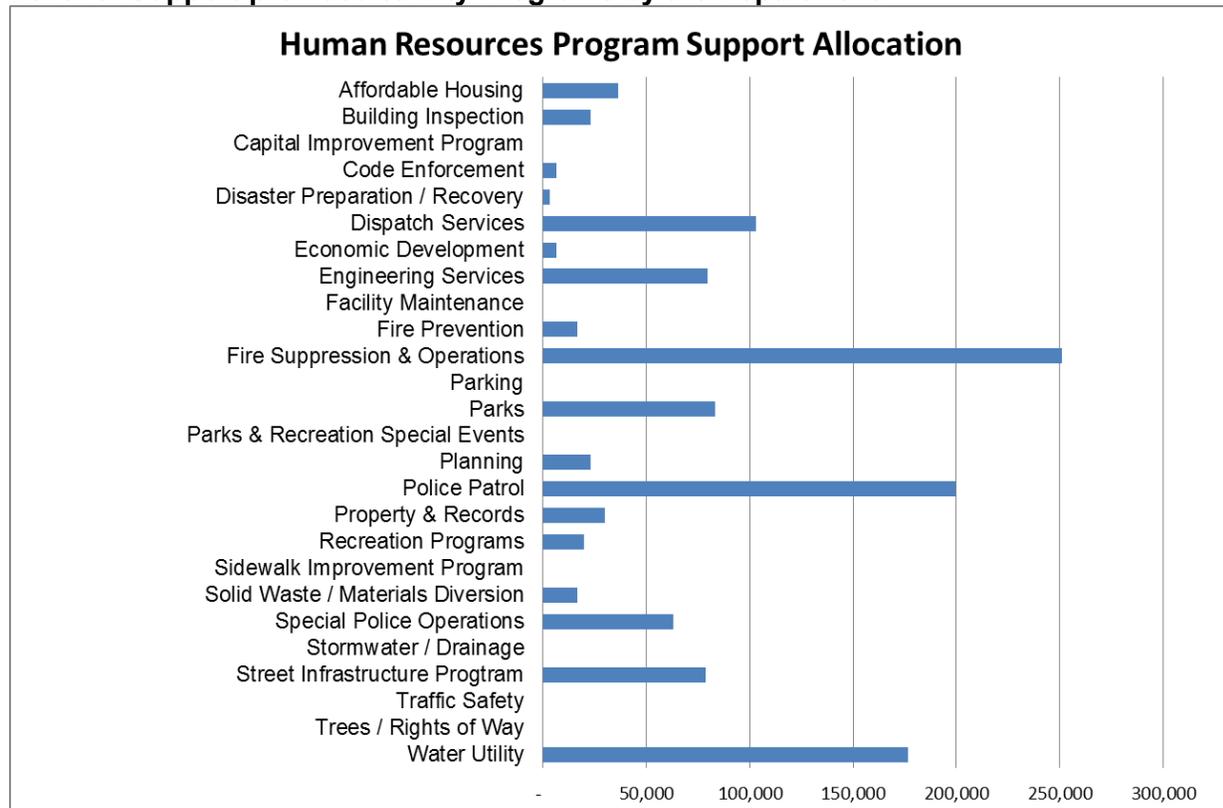
Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	-	-	-	5,520	-		-	
Revenues Total	\$ -	-	-	5,520	-		-	
Category Expenditure Summary								
Salaries and Wages	400,450	489,590	496,731	497,460	550,875	11%	575,706	5%
Benefits	170,961	213,964	228,991	225,272	265,148	16%	287,845	9%
Materials and Supplies	15,258	19,245	20,370	20,550	21,990	8%	22,620	3%
Services	377,198	347,806	399,949	379,056	380,553	-5%	388,088	2%
Capital Outlay	895	8,566	-	-	-	0%	-	0%
Expenditures Total	\$ 964,762	1,079,171	1,146,041	1,122,338	1,218,566	6%	1,274,259	5%
Net Contribution / (Use)	\$ (964,762)	(1,079,171)	(1,146,041)	(1,116,818)	(1,218,566)	6%	(1,274,259)	5%
Nonrecurring Revenues	-	-	-	-	-	0%	-	0%
Nonrecurring Expenses	-	-	-	-	-	0%	-	0%
Net Impact of Nonrecurring	\$ -	-	-	-	-	0%	-	0%
Net Contribution / (Use)	\$ (964,762)	(1,079,171)	(1,146,041)	(1,116,818)	(1,218,566)	6%	(1,274,259)	5%
Source of Funds								
General Fund	964,762	1,079,171	1,146,041	1,122,338	1,218,566	6%	1,274,259	5%
Source of Funds Total	\$ 964,762	1,079,171	1,146,041	1,122,338	1,218,566	6%	1,274,259	5%

Major Budget Changes in Fiscal Years 2015-16 and 2016-17:

- Increase in *Salaries and Wages*, and *Benefits* related to conversion of 0.5 FTE Part Time position to a 1.0 FTE Personnel Assistant.

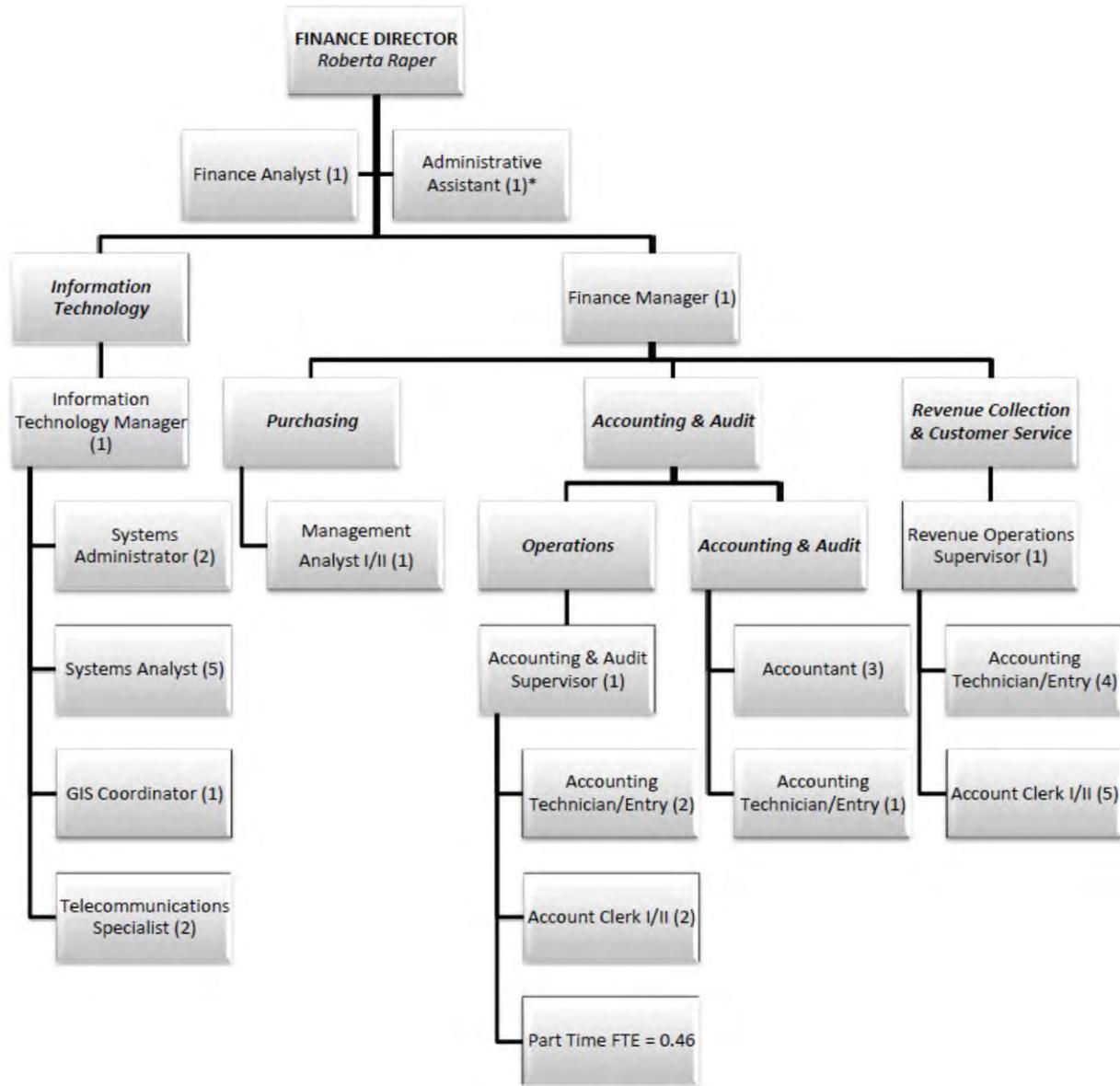
Level of Support provided to City Programs by the Department:



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.



Full Time Equivalent (FTE) Employees:

Finance	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	34.00	34.00	33.00	35.00	35.00
Part-Time		1.21	1.21	0.46	0.46
Total FTE	34.00	35.21	34.21	35.46	35.46
Limited Term			1.00	**	

*** Note: The Utility Billing System conversion project has been delayed by 1 year to allow sufficient time for new staff to complete training. The Limited Term position in Finance was to backfill current staff during the conversion so has been suspended until the new conversion schedule is finalized.*

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 2013-14 and 2014-15:

- New backup 911 telephone system at Fire Station 3 providing access to all lines currently available in the primary dispatch center.
- Worked with GFOA to develop a risk-based reserve analysis to recommend appropriate reserve levels for the General Fund.
- Completed User Fee Study and updated the Master Fee Schedule in July 2014.
- Selected new audit firm and internally prepared the City's first CAFR in over ten years.
- Contracted with new firm to provide additional voluntary benefits to employees and reduce cost to the City for administration of IRS section 125 (cafeteria) plan.
- Implemented change from line-item to programmatic budget with program metrics.
- Refinanced outstanding bonds of the former Redevelopment Agency for net present value savings of nearly 7% (allocated to taxing entities within Napa County).
- Implemented an annual employee benefits fair and developed benefit summary booklet to provide summary of all available City benefits.

Key Initiatives in Fiscal Years 2015-16 and 2016-17:

- Replacement of the Water Utility Billing System incorporating interactive e-government functionality.
- Replacement of the 911 Dispatch Center Radio Console.
- Migration of all users to Microsoft Office 365.
- Continue staff development and training.
- Begin process to secure funding for new City Hall.
- Complete impact fee study to update the Fire/Paramedic Impact fee and develop a new Parks and Recreation facility impact fee.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Monthly Close Timeliness	% of months closed within 20 days of month end	80%	25%	42%
Accounts Payable Timeliness	# invoices processed	Trend	34,825	35,934
	% of undisputed invoices paid within 30 days of invoice date	90%	83%	86%
General Fund Budget Accuracy/ Performance	% variance original budget to actual revenues	<3%	12.70%	7.20%
	% variance original budget to actual expenditures	<3%	-4.40%	-4.70%
Business License Processing	# of new license applications processed	Trend	844	1,061
	% Business license applications processed within 30 days	85%	Not Available	Not Available
IT Responsiveness/ Performance	% helpdesk tickets closed within 24 hours	70%	Not available	Not available

Finance Department

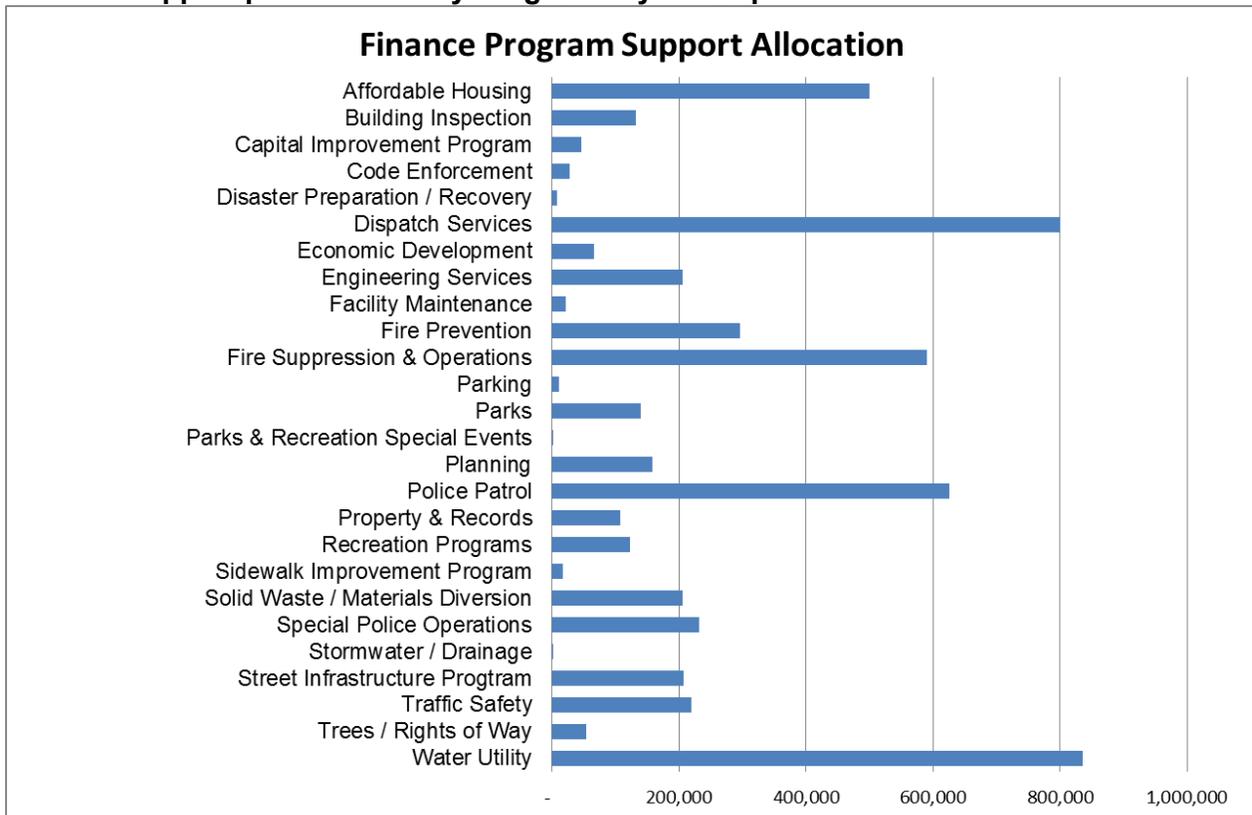
Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	164,383	167,200	171,200	171,354	176,000	3%	176,000	0%
Interest on Investments	87	120	-	-	-	0%	-	0%
Revenues Total	\$ 164,470	167,320	171,200	171,354	176,000	3%	176,000	0%
Category Expenditure Summary								
Salaries and Wages	2,510,592	2,364,370	2,608,165	2,632,886	2,713,694	4%	2,849,538	5%
Benefits	1,010,092	999,192	1,162,189	1,149,971	1,319,306	14%	1,431,352	8%
Materials and Services	348,100	413,206	470,850	465,309	440,700	-6%	440,700	0%
Services	1,138,468	1,111,169	1,373,036	1,190,423	1,402,530	2%	1,399,486	0%
Total Expenditures	\$ 5,037,100	\$ 4,887,937	\$ 5,614,240	\$ 5,438,589	\$ 5,876,230	5%	\$ 6,121,076	4%
Net Contribution / (Use)	\$ (4,872,630)	(4,720,617)	(5,443,040)	(5,267,235)	(5,700,230)	5%	(5,945,076)	4%
Division Expenditure Summary								
Source of Funds								
General Fund	4,874,268	4,697,278	5,245,645	5,069,994	5,277,630	1%	5,945,076	13%
Non-Recurring General Fund	550	-	197,395	197,395	422,600	114%	-	-100%
IT Replacement Fund	162,282	190,659	171,200	171,200	176,000	3%	176,000	0%
Source of Funds Total	\$ 5,037,100	4,887,937	5,614,240	5,438,589	5,876,230	5%	6,121,076	4%

Major Budget Changes in Fiscal Years 2015-16 and 2016-17:

- Increase in *Benefits* due to PERS increase in FY 2015-16 and FY 2016-17.
- Increase in *Non-Recurring General Fund* related to the replacement of the Dispatch Radio Console in FY 2015-16 managed by Information Technology services.

Level of Support provided to City Programs by the Department:





General Services

*Fiscal Years
2015-16 & 2016-17*

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.
- Payments to the County of Napa for property tax administration.
- Operations related to the public access channel.
- Dues and contributions to Local Agency Formation Commission (LAFCO) and Napa Cities League of Governments (NCLOG).
- Transfers from available General Fund and Non-Recurring General Fund balances to Operating Reserves, Emergency Reserves and Capital Improvement Projects and Reserves.
- General Liability (Self Insurance) for the City.
- Other Post-Employment Benefits for the City.

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

Major Accomplishments in Fiscal Years 2013-14 and 2014-15:

- Given the nature of the General Services, there are no operational accomplishments to report.

General Services

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16	%	2016-17	%
	Actual	Actual	Budget	Projected	Adopted	Change	Adopted	Change
Category Revenue Summary								
Taxes	53,253,107	59,400,743	59,911,554	58,735,574	62,912,000	5%	66,866,975	6%
Intergovernmental	40,390	3,711,245	44,000	37,659	35,000	-20%	35,000	0%
Charges for Services	4,779,443	5,571,424	5,363,561	5,359,984	5,780,100	8%	5,993,255	4%
Investment Earnings	3,581	176,341	251,988	268,500	256,000	2%	258,500	1%
Miscellaneous Revenue	34,288	35,728	25,000	40,000	25,000	0%	25,000	0%
Transfers In	3,781,008	5,196,123	3,209,188	3,209,188	3,605,465	12%	3,704,649	3%
Revenues Total	\$ 61,891,817	74,091,604	68,805,291	67,650,905	72,613,565	6%	76,883,379	6%
Category Expenditure Summary								
Salaries and Wages	52,857	126,199	109,583	102,574	258,402	136%	266,386	3%
Benefits	22,488	52,889	48,917	53,890	127,829	161%	135,374	6%
Materials and Supplies	10,306	19,044	31,106	34,970	95,035	206%	95,095	0%
Services	7,661,720	5,305,847	7,060,153	6,003,169	7,253,400	3%	7,516,598	4%
Capital Outlay	-	126,119	-	-	-	0%	-	0%
Transfers Out	8,728,307	3,049,942	2,289,737	2,194,737	2,535,414	11%	2,361,492	-7%
Expenditures Total	\$ 16,475,678	8,680,040	9,539,496	8,389,340	10,270,080	8%	10,374,945	1%
Net Impact of Operations	\$ 45,416,139	65,411,564	59,265,795	59,261,565	62,343,485	5%	66,508,434	7%
Non-Recurring Revenues	2,710,448	2,955,539	2,100,000	2,100,000	2,750,000	31%	-	-100%
Non-Recurring Expenses	1,852,552	4,002,307	379,544	379,543	594,000	57%	50,000	-92%
Net Impact of Nonrecurring	\$ 857,896	(1,046,768)	1,720,456	1,720,457	2,156,000	25%	(50,000)	-102%
Source of Funds								
General Fund	9,981,703	4,314,663	3,952,526	3,217,061	4,453,738	13%	4,351,435	-2%
Non-Recurring General Fund	1,852,552	4,002,307	379,544	379,543	594,000	57%	50,000	-92%
Risk Management Fund	4,571,703	3,476,581	4,545,749	4,123,058	4,526,242	0%	4,642,951	3%
Other Post Employment Benefits Fund	1,915,460	879,699	1,041,221	1,041,221	1,239,100	19%	1,329,559	7%
Other Special Revenues Fund	6,812	9,097	-	8,000	51,000	100%	51,000	0%
Source of Funds Total	\$ 18,328,230	12,682,347	9,919,040	8,768,883	10,864,080	10%	10,424,945	-4%

Major Budget Changes for Fiscal Years 2015-16 and 2016-17:

- Reduction in *Intergovernmental* revenues due to the “right-sizing” of anticipated revenues. A significant portion of the budget reduction was related to the reduction of VLF revenue distribution from the State to municipalities.
- Increase in *Transfers In* for expected PBID contribution in support of enhanced Downtown Maintenance program.
- Increase in *Salary and Wages*, and *Benefits* related to contingency set-aside to fund labor negotiations with the various bargaining units.
- Increased *Materials and Supplies* expenditures related to setting an annual budget level of \$50K for damage to city facilities, which is reimbursable through insurance claims.
- Increase in *Non-Recurring Expenditures* due to approved Senior Center project.

Key Initiatives for Fiscal Years 2015-16 and 2016-17:

- Strengthen organizational training and communications through increased employee workshops and meetings.
- Conduct community workshops to increase communication with Napa residents.



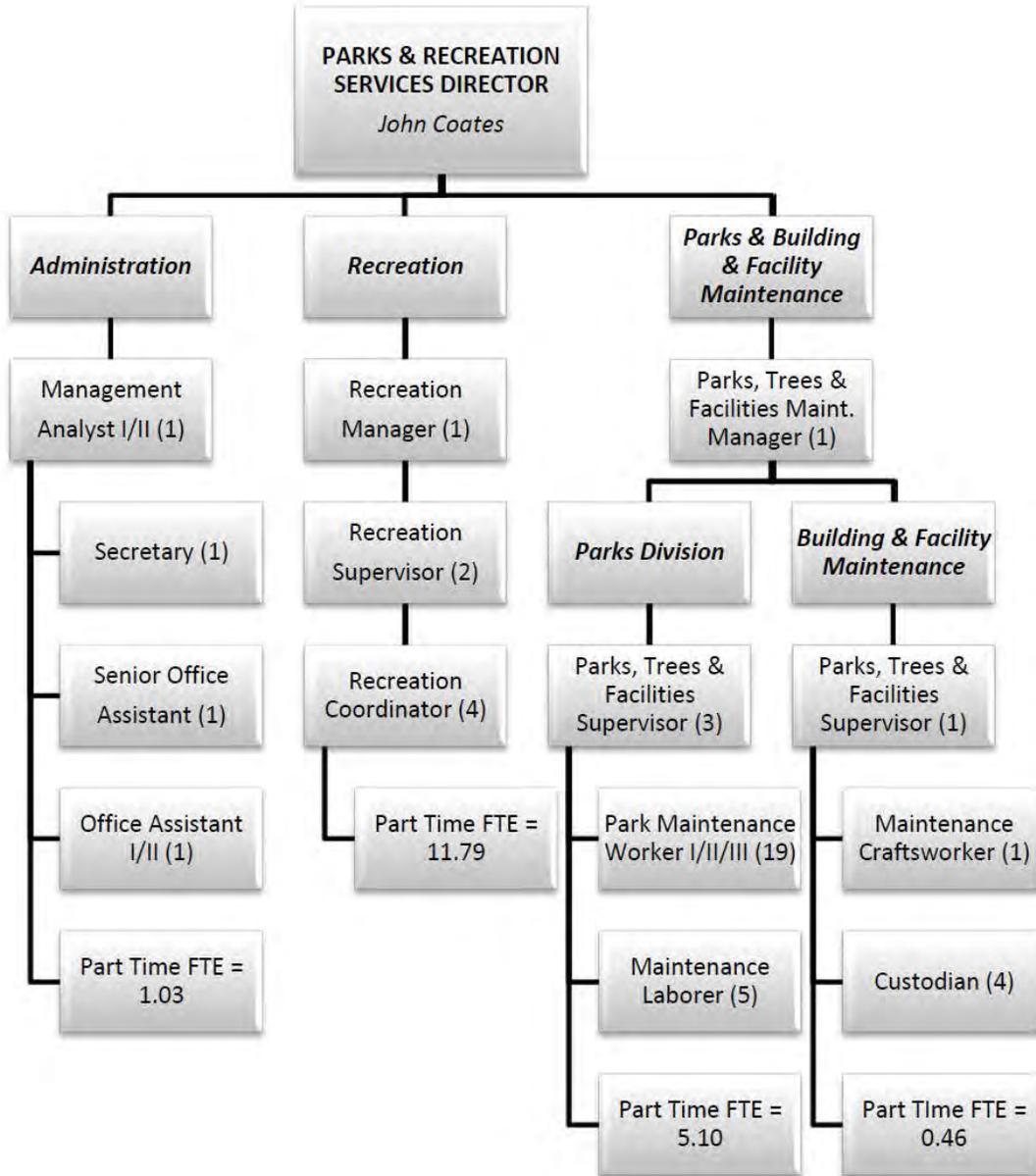
Parks & Recreation Services

*Fiscal Years
2015-16 & 2016-17*

Parks & Recreation Services Department

Mission Statement:

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



Full Time Equivalent (FTE) Employees:

Parks & Recreation	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	41.00	42.00	43.00	45.00	45.00
Part-Time	18.41	25.17	26.59	18.38	18.44
Total FTE	59.41	67.17	69.59	63.38	63.44
Limited Term					

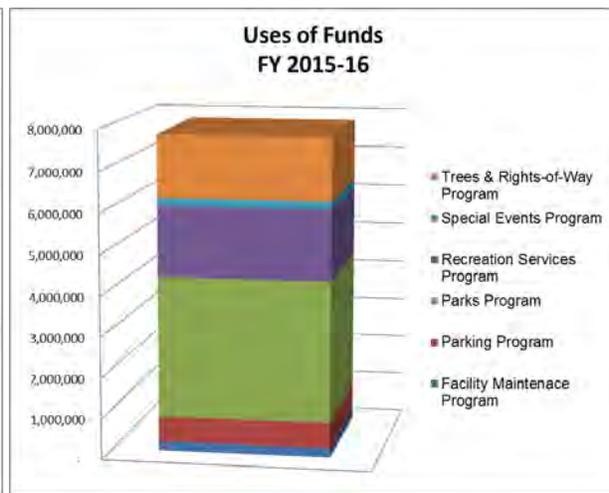
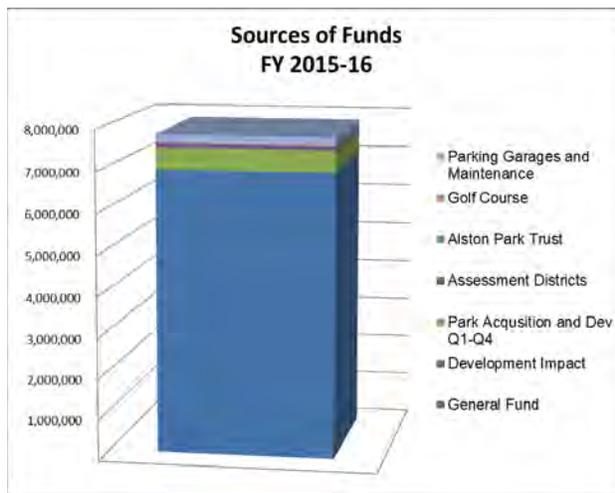
Parks & Recreation Services Department

Department Overview:

The Parks and Recreation Services Department provides quality services to the community by offering recreational opportunities in a variety of forms including enrichment classes, day camps, swimming lessons, sport programs, free community events, and by providing free access to parks, trails, downtown plazas and open spaces. The Department is also responsible for the management and maintenance of City owned buildings and facilities used by the public to access City services and to park while visiting the downtown merchants and restaurants. Other responsibilities include providing management and maintenance to City support facilities such as the City's Corporation Yard, the Fire Stations, and facilities leased to the community for enhancement programs, such as the Goodman Library, the Child Start building in Fuller Park, and the Fire Fighters Museum and maintaining landscaping in specific neighborhoods identified by assessment districts.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Funding Source								
General Fund	4,266,694	5,493,277	5,343,404	5,101,626	6,953,799	30.14%	6,792,590	-2.32%
Development Impact	4,738	2,301	3,875	759	759	-80.41%	759	0.00%
Park Acquisition and Dev Q1-Q4	1,197,419	417,446	733,418	668,346	529,458	-27.81%	529,458	0.00%
Assessment Districts	96,233	111,246	106,385	106,685	95,309	-10.41%	95,309	0.00%
Alston Park Trust	17,688	12,663	19,400	19,500	100	-99.48%	100	0.00%
Golf Course	444,218	11,465	4,000	2,000	13,667	241.68%	30,000	119.51%
Parking Garages and Maintenance	152,262	208,686	265,000	213,000	203,000	-23.40%	203,000	0.00%
Revenues Total	6,179,252	6,257,084	6,475,482	6,111,916	7,796,092	20%	7,651,216	-2%
Program Expenditure Summary								
Facility Maintenance Program	257,323	239,594	213,944	231,732	230,655	7.81%	231,916	0.55%
Parking Program	509,357	381,946	438,397	212,774	618,961	41.19%	723,778	16.93%
Parks Program	2,674,687	2,621,896	2,979,705	2,798,621	3,476,243	16.66%	3,134,200	-9.84%
Recreation Services Program	1,758,217	1,812,411	1,601,058	1,556,478	1,733,532	8.27%	1,784,221	2.92%
Special Events Program	41,528	66,681	111,399	104,984	201,125	80.54%	202,285	0.58%
Trees & Rights-of-Way Program	938,140	1,134,556	1,130,979	1,207,327	1,535,576	35.77%	1,574,816	2.56%
Total Expenditures	6,179,252	6,257,084	6,475,482	6,111,916	7,796,092	20%	7,651,216	-2%



PROGRAM SUMMARY

Public Facility Maintenance

Program Overview:

The Public Facility Maintenance program is responsible for the management and maintenance of 17 City owned buildings both used by the public and that provide support infrastructure for services, such as the City’s Corporation Yard, Fire Stations, the Police Building, Community Services Building and facilities leased to the community for enhancement programs, such as the Goodman Library, the Child Start building in Fuller Park, and the Fire Museum. This program also provides maintenance and building management to three recreational facilities: the Senior Center, Las Flores Community Center and the Pelusi Building.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Provided maintenance and management for the landscaping of City owned properties, including City Hall, the Police Station, and the Community Services Building.
- Provided daily maintenance and management of the City’s Corporation Yard facility, including the management and coordination of the storm water inspections required by the City’s MS4 storm water discharge permit to comply with State and Federal regulations.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Provide oversight to the repairs of City facilities as a result of the August 2014 earthquake, including the Napa Senior Center, the Goodman Library, the City’s Corporation Yard and the Fire Museum.
- Develop training and work task modification program for the implementation of the new, citywide work order maintenance management program (Cartegraph) which will require procedures for input of parks, trees, and facility inventory of City assets.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Preventative Maintenance	% of total maintenance time classified as "preventative maintenance"	70%	Not Available	Not Available
Graffiti	# graffiti related work orders received	Trend	Not Available	9,500
	% of graffiti related work orders completed within 2 business days	100%	Not Available	85%

PROGRAM SUMMARY

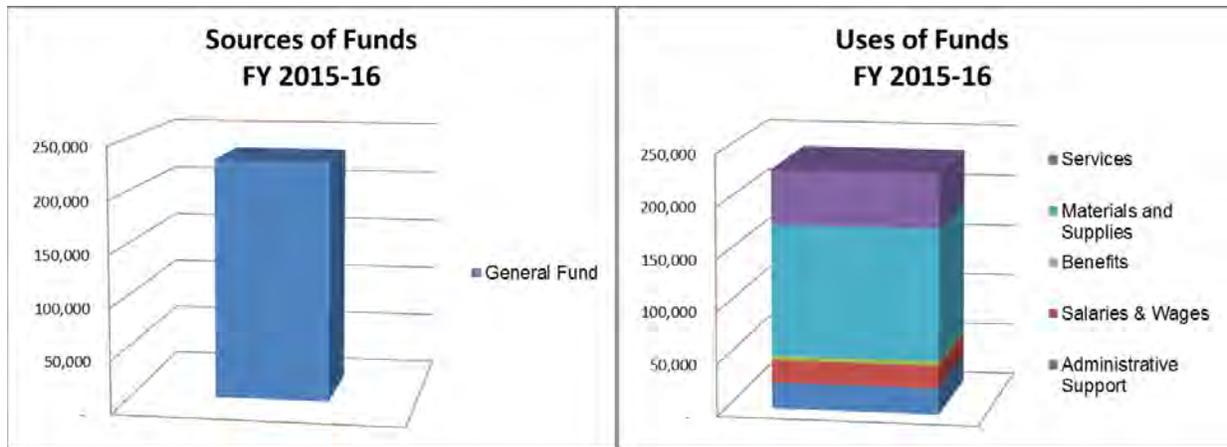
Public Facility Maintenance

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	3,787	816	4,000	9,209	1,200	-70.00%	1,200	0.00%
Miscellaneous Revenues	119,178	147,651	159,547	142,988	102,940	-35.48%	137,260	33.34%
Revenues Total	122,965	148,467	163,547	152,197	104,140	-36.32%	138,460	32.96%
Category Expenditure Summary								
Administrative Support	17,960	17,448	18,800	18,800	25,348	34.83%	26,454	4.36%
Salaries & Wages	62,915	54,247	18,184	49,500	21,555	18.54%	26,153	21.33%
Benefits	11,267	12,187	1,724	14,201	4,599	166.76%	4,900	6.54%
Materials and Supplies	114,500	110,963	119,563	100,152	126,270	5.61%	127,270	0.79%
Services	50,681	44,749	55,673	49,079	52,883	-5.01%	47,139	-10.86%
Program Category Expenditures	257,323	239,594	213,944	231,732	230,655	7.81%	231,916	0.55%
Sources of Funds								
General Fund	257,323	239,594	213,944	231,732	230,655	7.81%	231,916	0.55%
Source of Funds Total	257,323	239,594	213,944	231,732	230,655	7.81%	231,916	0.55%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* in FY 2015-16 is related to the one-time reimbursement for Ballfield retrofit received in FY 2014-15.
- Decrease in *Miscellaneous Revenues* from FY 2014-15 due to reduced rental fees, primarily from Senior Center, expected to be closed for six months for earthquake damage repairs.
- Increase in *Salaries and Wages*, and *Benefits* resulting from more precise budgeting of support from Facilities and Public Works crews supporting the program.



PROGRAM SUMMARY

Parking

Program Overview:

This Parking Program is responsible for maintenance of three parking garages and 12 surface parking lots. Additionally, this program manages the City facility parking plan.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Provided daily maintenance in parking garages and surface parking facilities throughout downtown.
- Servicing of the recycling and trash receptacles in the parking facilities.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Replace the elevator and implement improvements at the Second Street Parking Garage.
- Increase maintenance levels of downtown in response to implementing the downtown enhanced maintenance program.

Program Metrics:

Parking program metrics are currently under development. Indicators will include:

- Cleaning Frequency
- Operational Elevators
- Sweeping Standards

PROGRAM SUMMARY

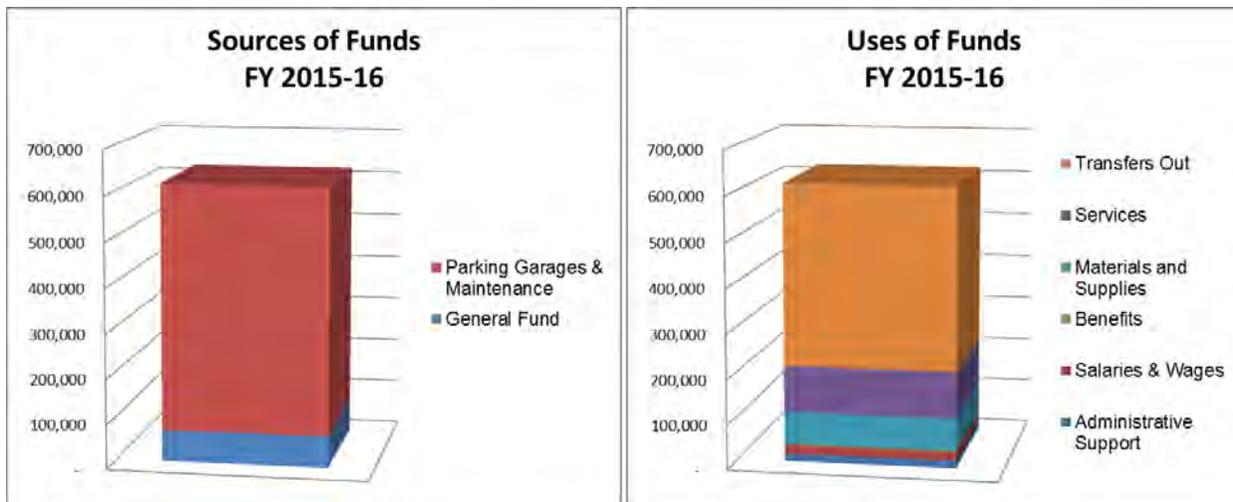
Parking

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	-	3,660,000	-	-	-	0.00%	-	0.00%
Charges for Services	143,079	137,954	382,000	181,000	345,000	-9.69%	345,000	0.00%
Investment Earnings	2,139	33,286	65,200	33,000	33,000	-49.39%	33,000	0.00%
Transfers In	123,861	70,000	70,000	70,000	70,000	0.00%	70,000	0.00%
Revenues Total	269,079	3,901,240	517,200	284,000	448,000	-13.38%	448,000	0.00%
Category Expenditure Summary								
Administrative Support	18,275	18,771	19,748	19,748	16,285	-17.54%	17,009	4.45%
Salaries & Wages	14,266	16,014	19,700	11,946	20,488	4.00%	20,488	0.00%
Benefits	5,619	4,709	2,323	1,716	1,976	-14.94%	1,922	-2.73%
Materials and Supplies	50,493	65,251	75,072	81,000	72,000	-4.09%	76,000	5.56%
Services	190,140	73,239	317,614	94,424	104,154	-67.21%	104,179	0.02%
Transfers Out	230,564	203,962	3,940	3,940	404,058	10155.28%	504,180	24.78%
Expenditures Total	509,357	381,946	438,397	212,774	618,961	41.19%	723,778	16.93%
Sources of Funds								
General Fund	70,000	70,000	70,000	70,000	70,000	0.00%	70,000	0.00%
Parking Garages & Maintenance	439,357	311,946	368,397	142,774	548,961	49.01%	653,778	19.09%
Sources of Funds Total	509,357	381,946	438,397	212,774	618,961	41.19%	723,778	16.93%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* in FY 2015-16 reflects the parking license agreement revenue going to the Successor Agency until the parking facility is transferred to the City.
- Decrease in *Investment Earnings* to more precisely reflect historic levels.
- Adjustment to *Salaries and Wages*, and *Benefits* due to reallocation of labor in support of Parking Program.
- Decrease in *Materials and Supplies*, and *Services* to reflect the Parking Garage maintenance program activities in FY 2014-15.
- Increase in *Transfers Out* to fund the construction of the Temporary Parking Lots at Cinedome and Napa Sanitation District sites downtown.



PROGRAM SUMMARY

Parks

Program Overview:

The Parks Program is responsible for the planning, operations and maintenance of over 820 acres of parks, trails and open space areas that contribute to enhanced vitality for the community. Responsibilities include:

- Maintains and operates 53 recreational amenities which includes 47 City parks, five (5) public plazas in the downtown area, ½ mile of river front promenade, two (2) boat docks, two (2) boat launches, a downtown skate park and 26 miles of public trails.
- Manages an inspection program for 33 playgrounds to ensure community safety and a quality experience.
- Maintains and manages a wide variety of recreational amenities including sports fields at Kennedy and Kiwanis Parks, picnic areas including those available for public rental, play equipment located throughout the park system, walking and hiking trails, boat docks and launches, a BMX track, five (5) downtown public plazas that include an amphitheater for special events, skating elements located in various parks and in the downtown skate park, and dedicated off-leash dog areas.
- Manages a Memorial Tree and Bench Program that provides an outlet for public space enhancements while honoring a community or family member.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Awarded a Design Build Contract for a new Skate Park in Kennedy Park.
- Opened additional park and recreation facilities including the 911 Memorial Park and the Main Street Boat Dock in the core downtown commercial area.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Increase amenities at Kennedy Park, replace playground equipment at Sutherland Park and Playground Fantastico, resurface basketball courts and renovate asphalt pathways through the park system, through the City's Capital Improvement Program.
- Complete construction and open the new skate park at Kennedy Park.
- Assume the maintenance responsibility of China Point Overlook Park, the Oxbow Bypass, a new section of the Napa River Trail from Hartle Court to Napa Riverfront Green and a new section of the Vine Trail from Redwood Road to Salvador Avenue.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Park Maintenance	Cost per acre (Neighborhood Parks)	Trend	\$13,345	\$13,758
	Cost per acre (Community Parks)	Trend	\$8,688	\$8,957
	Cost per acre (Open space parks)	Trend	\$4,969	\$4,838

PROGRAM SUMMARY

Parks

Program Detail:

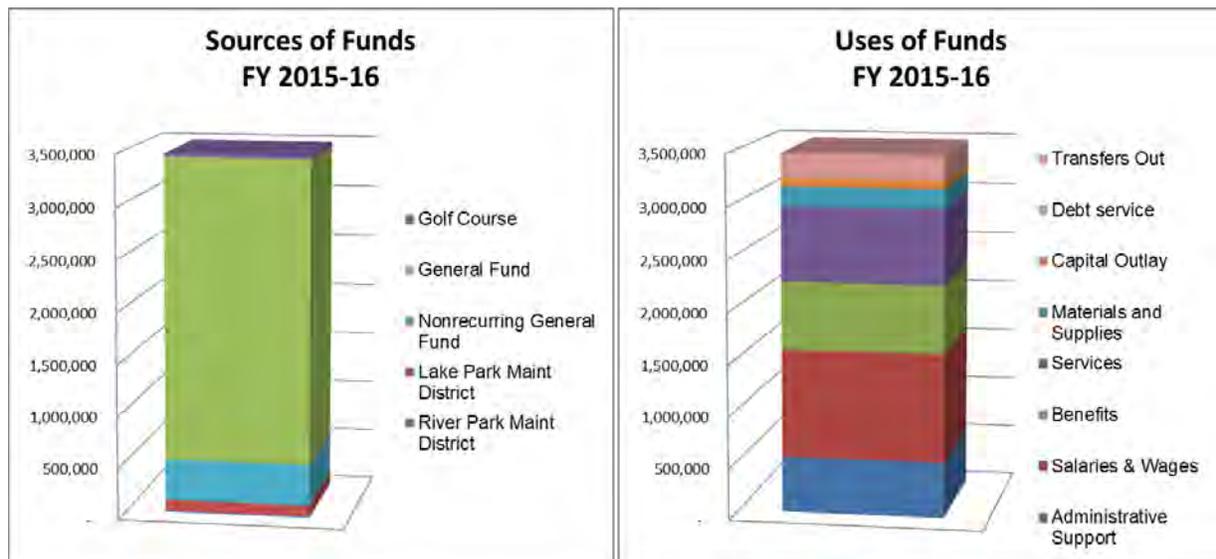
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	382,860	336,980	310,000	363,983	310,000	0.00%	310,000	0.00%
Investment Earnings	(9,157)	22,831	24,000	24,000	24,000	0.00%	24,000	0.00%
Miscellaneous Revenues	17,200	20,877	24,300	24,350	34,342	41.33%	51,035	48.61%
Transfers In	158,387	-	-	-	-	0.00%	-	0.00%
Other Fin Sources/Uses	451,590	-	-	-	-	0.00%	-	0.00%
Revenues Total	1,000,880	380,688	358,300	412,333	368,342	2.80%	385,035	4.53%

Category Expenditure Summary								
Administrative Support	473,733	486,917	507,749	507,749	542,819	6.91%	565,974	4.27%
Salaries & Wages	1,063,188	999,240	1,163,261	1,107,944	1,048,647	-9.85%	1,056,600	0.76%
Benefits	512,769	549,256	664,409	609,797	659,413	-0.75%	678,698	2.92%
Materials and Supplies	157,606	184,700	172,190	171,871	188,181	9.29%	193,181	2.66%
Services	448,220	397,228	412,060	392,224	720,732	74.91%	553,344	-23.22%
Capital Outlay	-	-	52,000	1,000	84,000	61.54%	78,000	-7.14%
Debt service	-	-	2,000	2,000	2,000	0.00%	2,000	0.00%
Transfers Out	19,171	4,555	6,036	6,036	230,451	3717.94%	6,403	-97.22%
Program Category Expenditures	2,674,687	2,621,896	2,979,705	2,798,621	3,476,243	16.66%	3,134,200	-9.84%

Sources of Funds								
General Fund	2,638,138	2,496,749	2,863,092	2,732,980	2,931,888	2.40%	2,985,242	1.82%
Nonrecurring General Fund	-	-	-	-	397,584	0.00%	-	-100.00%
Lake Park Maint District	24,122	49,020	102,971	51,053	108,111	4.99%	108,279	0.16%
River Park Maint District	12,427	33,259	11,612	12,558	11,630	0.16%	11,649	0.16%
Golf Course	-	42,868	2,030	2,030	27,030	1231.53%	29,030	7.40%
Sources of Funds Total	2,674,687	2,621,896	2,979,705	2,798,621	3,476,243	16.66%	3,134,200	-9.84%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Miscellaneous Revenues* in both years to reflect increased receipts through Golf Course lease agreement.
- Increase in *Services* in FY 2015-16 for enhanced Downtown maintenance efforts.
- Increase in *Capital Outlay* to support capital funding for the Golf Course as required through lease agreement.
- Increase in *Transfers Out* for equipment needs in support of Downtown maintenance.



PROGRAM SUMMARY

Recreation Programs

Program Overview:

The Recreation Program enhances community vitality by providing a diverse selection and quality recreational programming for every age group, infant through senior. To promote quality of life, recreation services include swim lessons, day camps, youth and adult sports, senior services, pre-school programs, enrichment classes, teen activities and therapeutic recreation programs. Responsibilities include:

- Planning and managing twelve (12) diverse program areas that change seasonally depending on the needs and demands of the community
- Managing a vital Senior Activities Center that provides social, intellectual, and recreational activities for the 50 years or older population.
- Planning and managing city-wide community special events that are offered free to the public utilizing partnerships and donations.
- Coordinating with Napa Valley Unified School District on shared use of school and City facilities per the joint use agreement.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Engaged the public in a process to develop a needs assessment for the Napa Senior Center.
- Increased the operational hours of the Senior Center by 22 hours per week, resulting in the expansion of program and services and the establishment of a satellite office to enhance customer service in recreation registrations and facility rentals.
- Increased the number of partnership agreements with other service providers to offer a wider variety of classes and day camps.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Seek funding options to begin implementation of the Senior Center Needs Assessment.
- Develop and implement a strategic business plan for recreation programs and services.
- Continue the modification of core programs to meet the changing needs of the community.
- Implement operating agreements for commercial use of the Downtown Boat Dock increasing recreational opportunities on the Napa River.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Recreation Program Performance	Make Rate: Planned vs. Offered Programs	1st year will be baseline	Not Available	65.46%
	% direct cost recovered	35%	Not Available	Not Available
	# registrants for programs administered by City	Trend	Not Available	8,106

PROGRAM SUMMARY

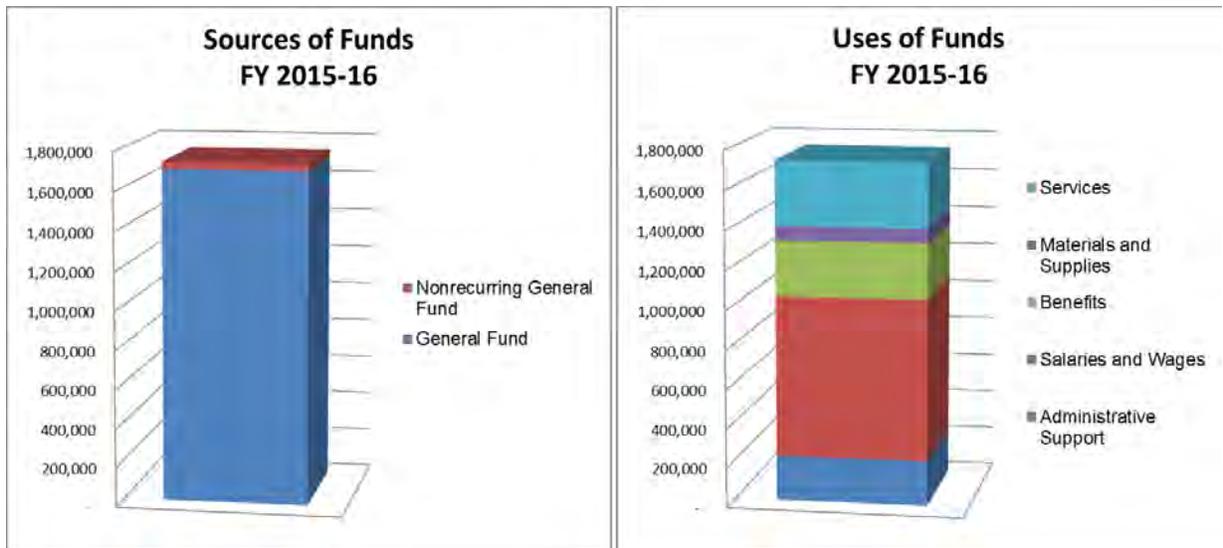
Recreation Programs

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	338,949	384,638	-	-	-	0.00%	-	0.00%
Charges for Services	589,810	874,955	850,674	832,191	850,416	-0.03%	871,932	2.53%
Miscellaneous Revenues	1,914	-	-	-	-	0.00%	-	0.00%
Revenues Total	930,673	1,259,593	850,674	832,191	850,416	-0.03%	871,932	2.53%
Category Expenditure Summary								
Administrative Support	264,063	278,139	290,794	290,794	229,061	-21.23%	238,373	4.07%
Salaries and Wages	817,811	816,375	704,731	676,515	819,475	16.28%	861,695	5.15%
Benefits	275,914	260,959	269,465	252,948	284,550	5.60%	310,778	9.22%
Materials and Supplies	98,512	89,925	74,748	70,003	70,578	-5.58%	70,968	0.55%
Services	300,835	367,013	261,320	266,218	329,868	26.23%	302,407	-8.32%
Capital Outlay	1,082	-	-	-	-	0.00%	-	0.00%
Program Category Expenditures	1,758,217	1,812,411	1,601,058	1,556,478	1,733,532	8.27%	1,784,221	2.92%
Sources of Funds								
General Fund	1,758,217	1,812,411	1,601,058	1,556,478	1,698,532	6.09%	1,784,221	5.04%
Nonrecurring General Fund	-	-	-	-	35,000	100.00%	-	-100.00%
Sources of Funds Total	1,758,217	1,812,411	1,601,058	1,556,478	1,733,532	8.27%	1,784,221	2.92%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Salaries and Wages* due to addition of the Recreation Manager position.
- Increase in *Services* for increased payments for contractor operated recreation classes, as more contractors are holding classes at non-city facilities.



PROGRAM SUMMARY

Special Events Program

Program Overview:

The Special Events Program provides opportunity for the community to experience many different activities through partnerships with other community groups, non-profits, the Chamber of Commerce and Downtown Business Association. Through these partnerships the City is able to leverage combined resources to provide greater numbers of events at a higher quality. The collaboration includes city sponsored events at Veterans Park, co-sponsored events, and privately produced events using City Parks and assets.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Provided lead support and liaison functions on a citywide special event process that includes a co-sponsorship component.
- Expanded the annual July 4th Celebration Event through increased community partnerships.
- Provided free Movies & Music-in-the-Park summer series, sponsored by donations and community partnerships.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Develop programming and events for the new Oxbow Bypass recreational space.
- Expand free community events through sponsorships, partnerships, and strategic alliances.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Special Event Attendance	# attendees (private special events)	Trend	175,750	125,300
	# attendees (City-sponsored special events)	Trend	18,000	18,000

PROGRAM SUMMARY

Special Events Program

Program Detail:

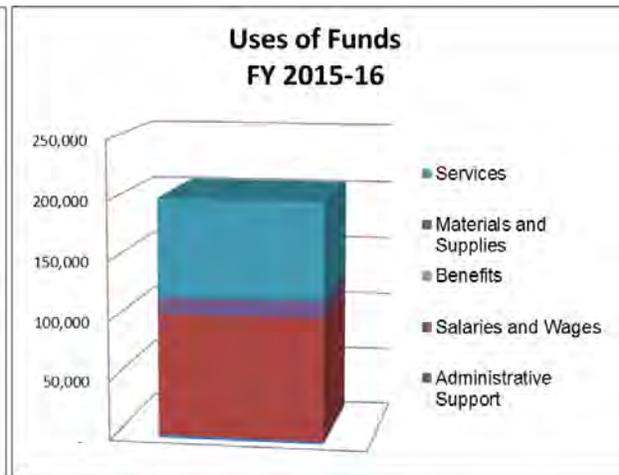
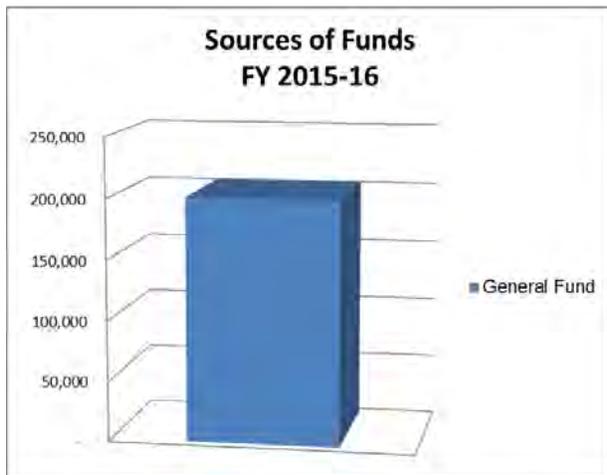
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Licenses and Permits	250	2,150	-	500	250	100.00%	250	0.00%
Charges for Services	3,196	7,981	9,000	4,000	4,000	-55.56%	4,800	20.00%
Miscellaneous Revenues	4,650	-	22,671	22,105	16,500	-27.22%	36,500	121.21%
Revenues Total	8,096	10,131	31,671	26,605	20,750	-34.48%	41,550	100.24%

Category Expenditure Summary								
Administrative Support	1,777	1,807	1,942	1,942	2,541	30.83%	2,653	4.41%
Salaries and Wages	13,609	11,813	32,296	33,274	103,181	219.49%	103,229	0.05%
Benefits	2,230	1,220	3,358	3,854	57	-98.30%	57	0.00%
Materials and Supplies	8,648	27,121	37,375	32,387	13,825	-63.01%	13,825	0.00%
Services	15,264	24,720	36,428	33,527	81,521	123.79%	82,521	1.23%
Program Category Expenditures	41,528	66,681	111,399	104,984	201,125	80.54%	202,285	0.58%

Sources of Funds								
General Fund	41,528	66,681	111,399	104,984	201,125	80.54%	202,285	0.58%
Sources of Funds Total	41,528	66,681	111,399	104,984	201,125	80.54%	202,285	0.58%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Licenses and Permits* adjusted to reflect historical trend.
- Decrease in *Charges for Service* and *Miscellaneous Revenues* related to City co-sponsorships.
- Adjustment to *Salaries and Wages*, and *Benefits* to cover Public Works crews overtime for street closures.
- Decrease in *Materials and Supplies* and increase in *Services* due to approval of Decision Package to fund City sponsored events, including the 4th of July Celebration.



PROGRAM SUMMARY

Trees & Right-of-Way Program

Program Overview:

The Trees & Right-of-way program provides quality services to the community by managing the community urban forest, by maintaining beautification efforts of the street medians and by providing maintenance in the landscape assessment districts.

Responsibilities include:

- Maintains and manages over 30,000 trees in 53 City parks, plazas and open spaces.
- Maintains street trees and landscaping along 140 miles of public rights-of-ways and street medians.
- Manages the maintenance of 17 landscape assessment and 3 special tax districts including detention basins.
- Manages a Significant Tree Program for trees on private property and a Protected Native Tree Program on both public and private properties.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Organized the Annual Arbor Day Celebration utilizing community volunteers and neighbors to enhance and beautify neighborhood parks and arterial gateways.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Provides management and coordination with user departments for compliance with the MS4 storm water discharge permit.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Tree Planting (planned vs actual)	% actual to target	500	357 (71.4%)	302 (60.4%)
Tree Pruning (planned vs actual)	% actual to target	2,000	1,959 (97.95%)	1,570 (78.5%)
Tree Replacement	% replacement trees planted within 30 days	100%	78.98%	100%

PROGRAM SUMMARY

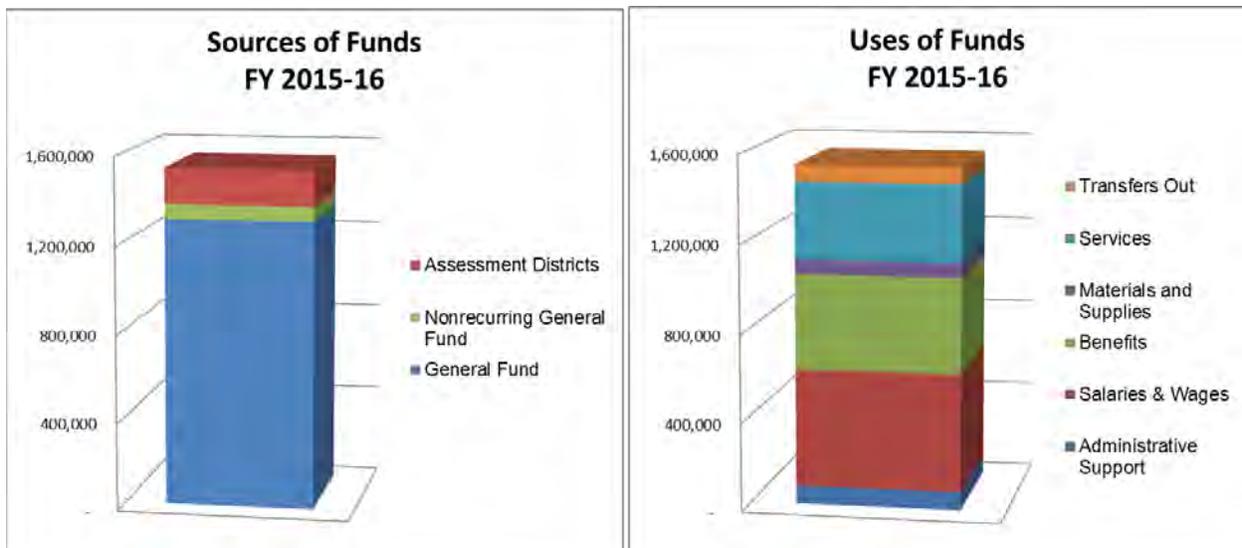
Trees & Right-of-Way Program

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	99,845	108,417	95,640	97,490	103,686	8.41%	103,427	-0.25%
Investment Earnings	793	12,126	18,895	19,195	500	-97.35%	500	0.00%
Miscellaneous Revenues	-	1,500	-	-	-	0.00%	-	0.00%
Transfers in	2,091	-	-	-	-	0.00%	-	0.00%
Revenues Total	102,729	122,043	114,535	116,685	104,186	-9.04%	103,927	-0.25%
Category Expenditure Summary								
Administrative Support	100,926	101,777	106,332	106,332	82,012	-22.87%	85,562	4.33%
Salaries & Wages	196,008	416,277	371,012	421,838	534,305	44.01%	595,959	11.54%
Benefits	206,830	273,324	238,009	287,048	432,306	81.63%	466,734	7.96%
Materials and Supplies	36,831	36,813	65,870	37,560	64,430	-2.19%	64,430	0.00%
Services	303,398	301,851	337,586	348,729	349,527	3.54%	355,956	1.84%
Capital Outlay	2,880	-	6,350	-	-	-100.00%	-	0.00%
Transfers Out	91,267	4,514	5,820	5,820	72,996	1154.23%	6,175	-91.54%
Program Category Expenditures	938,140	1,134,556	1,130,979	1,207,327	1,535,576	35.77%	1,574,816	2.56%
Sources of Funds								
General Fund	821,912	1,005,633	959,908	1,068,451	1,305,423	35.99%	1,411,497	8.13%
Nonrecurring General Fund	-	-	-	-	67,000	100.00%	-	-100.00%
Assessment Districts	116,228	128,923	171,071	138,876	163,153	-4.63%	163,319	0.10%
Sources of Funds Total	938,140	1,134,556	1,130,979	1,207,327	1,535,576	35.77%	1,574,816	2.56%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Investment Earnings* to reflect historical trends.
- Increase in *Salaries and Wages*, and *Benefits* in FY 2015-16 reflects the movement of some Assessment District support from the Parks program.
- Decrease in *Capital Outlay* due to inadvertently budgeting smaller equipment purchases in FY 2014-15 in this category.
- Increase in *Transfers Out* in FY 2015-16 for approved equipment purchases in support of program.





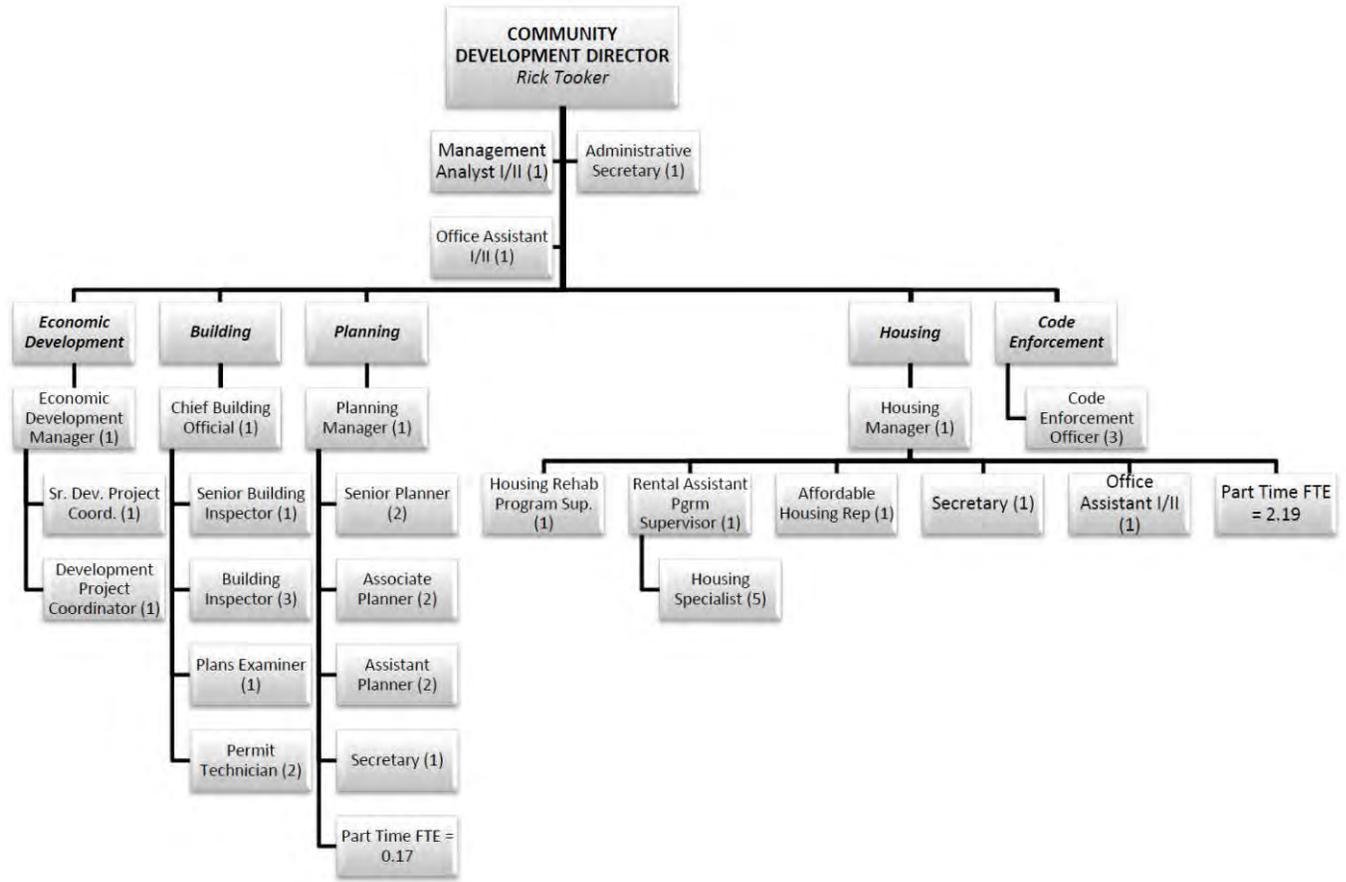
Development Services Community Development

*Fiscal Years
2015-16 & 2016-17*

Community Development Department

Mission Statement:

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



Full Time Equivalent (FTE) Employees:

Community Development	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	36.50	33.50	33.00	36.00	36.00
Part-Time	1.21	1.21	2.29	2.36	2.29
Total FTE	37.71	34.71	35.29	38.36	38.29
Limited Term	3.00	1.00	1.00		

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 Successor Agency to the Napa Community Redevelopment Agency, and also administers and maintains the General Plan and Zoning Ordinance, and prepares studies and documentation to address future planning needs.

Revenues / Expenditures Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Funding Source								
General Fund	4,312,522	4,169,709	4,871,435	4,838,267	5,593,344	14.82%	5,901,761	5.51%
Non Recurring General Fund	122,177	135,062	554,000	492,905	423,216	-23.61%	303,500	-28.29%
Tourism Improvement District Fund	598,420	658,599	611,499	596,576	858,410	40.38%	748,105	-12.85%
Housing Impact Fee	113,187	202,004	3,850,576	1,586,609	2,212,960	-42.53%	175,492	-92.07%
CDBG	344,608	331,103	318,166	342,256	325,872	2.42%	315,730	-3.11%
CDBG Rehab Revolving Loan	561,894	754,620	459,578	591,900	276,748	-39.78%	293,760	6.15%
HOME	327,876	335,280	502,071	749,262	510,070	1.59%	80,870	-84.15%
Cal Home Grant	319,821	373,338	1,060,173	217,281	484,647	-54.29%	300,000	-38.10%
Laurel Manor Fund	271,176	309,676	1,551,117	1,455,086	365,706	-76.42%	384,369	5.10%
Seminary Street Fund	120,014	131,936	183,960	137,888	186,806	1.55%	193,619	3.65%
Section 8 - HUD	11,798,414	11,357,103	11,482,923	11,308,642	11,771,764	2.52%	11,673,917	-0.83%
Low / Moderate Income Housing	974,339	131,068	506,850	468,913	104,434	-79.40%	116,170	11.24%
Local Housing Fund	163,446	219,347	222,028	220,801	303,619	36.75%	323,441	6.53%
Continuum of Care Fund	89,798	156,348	185,620	190,500	197,602	6.46%	197,602	0.00%
RDA 5% Supplemental	377	374	-	-	-	0.00%	-	0.00%
Downtown Business District Fund	510,643	309,977	110,150	110,150	110,050	-0.09%	110,050	0.00%
Oxbow Business District Fund	25,828	26,957	25,436	25,436	27,515	8.17%	28,515	3.63%
Total Revenues	20,654,540	19,602,501	26,495,582	23,332,472	23,752,763	-10%	21,146,901	-11%

Program Expenditure Summary								
Affordable Housing Program	16,144,086	15,247,741	21,463,868	18,386,934	18,000,777	-16.13%	15,362,115	-14.66%
Building Permit & Inspection	1,138,720	1,184,146	1,347,233	1,333,723	1,485,662	10.28%	1,545,780	4.05%
Code Enforcement Program	147,329	115,613	183,594	183,567	295,319	60.85%	316,291	7.10%
Economic Development Program	1,883,217	1,624,796	1,561,938	1,613,474	1,838,177	17.69%	1,754,171	-4.57%
Planning Program	1,341,187	1,430,205	1,938,949	1,814,774	2,132,828	10.00%	2,168,544	1.67%
Total Expenditures	20,654,540	19,602,501	26,495,582	23,332,472	23,752,763	-10%	21,146,901	-11%



PROGRAM SUMMARY

Affordable Housing

Program Overview:

The Affordable Housing Program operates a variety of programs to provide decent, safe, affordable housing to qualified residents working in partnership with City departments and outside government agencies, community organizations and the private sector. 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 Affordable Housing Program 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 counseling.

Housing programs include the federally funded Community Development Block Grant (CDBG) and HOME programs as well as the state funded CalHome program. They also include the City's Affordable Housing Impact Fund, which is locally funded from affordable housing impact fees on both residential and non-residential (e.g., office, hotel, retail, industrial, etc.) development. The programs utilizing these funds include affordable housing development, acquisition, rehabilitation, assistance to first-time homebuyers, and other community development activities. The Housing Authority Programs include administration of federally funded Section 8 Housing Vouchers, Mainstream Vouchers and Continuum of Care Funds.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Awarded \$600,000 in CalHome funds.
- Provided over 90 emergency repair grants to assist low-income homeowners to make earthquake repairs to their homes for damages caused by the 2014 South Napa Earthquake.
- Completed the multi-year major renovation project at Laurel Manor, the Housing Authority's senior apartment project.
- Negotiated additional service agreements with partner agencies to expand housing services to the Cities of American Canyon and Calistoga and the Town of Yountville.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Support the CANV Homeless Shelter, NEWS Bi-lingual Counselor and Fair Housing Activities.
- Outreach and education of affordable housing services and programs including targeted outreach to landlords to expand housing opportunities for Section 8 voucher holders.
- Continue housing services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Continue to support homeless programs and the Continuum of Care grant programs.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Affordable Housing	# of affordable housing units developed	Trend	0	27
Housing Rehab Program	# households assisted annually	40 households per year	71	46
Family Self Sufficiency	# FSS graduates	4 per year	2	6
Section 8 Spending	% of Section 8 funds spent	100% within calendar year	99.80%	99.10%

PROGRAM SUMMARY

Affordable Housing

Program Detail:

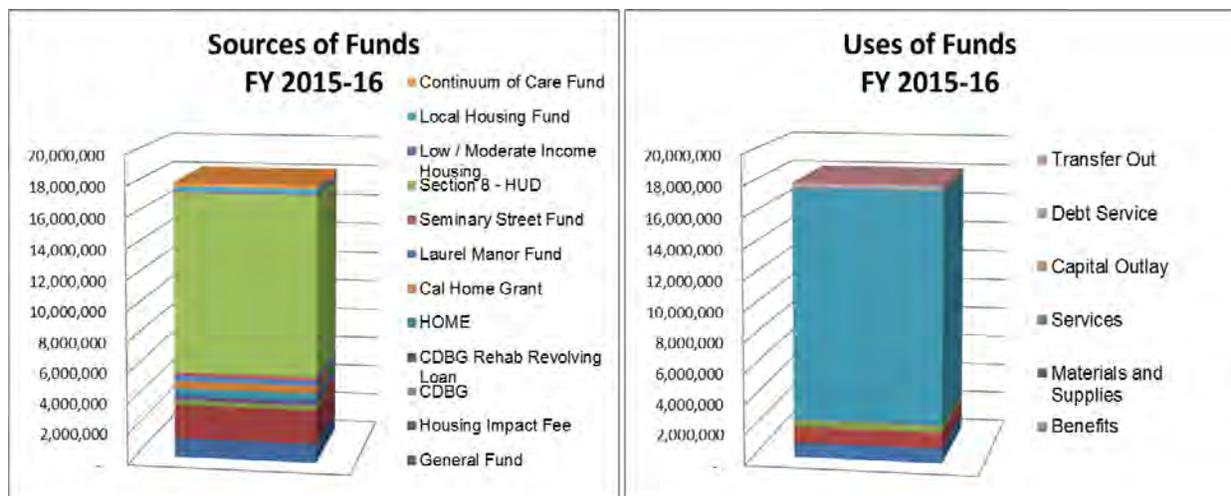
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	12,498,558	11,292,258	14,441,245	13,152,776	13,069,816	-9.50%	12,691,721	-2.89%
Charges for Services	1,281,964	1,302,567	940,018	1,245,915	908,199	-3.38%	921,264	1.44%
Investment Earnings	(10,770)	87,766	28,045	53,240	52,240	86.27%	52,240	0.00%
Miscellaneous Revenues	570,514	509,054	628,302	541,403	613,485	-2.36%	619,823	1.03%
Transfers In	1,813	23,758	-	-	18,567	0.00%	18,567	0.00%
Revenues Total	14,342,079	13,215,403	16,037,610	14,993,334	14,662,307	-8.58%	14,303,615	-2.45%

Category Expenditure Summary								
Administrative Support	757,004	682,991	858,917	858,917	978,659	13.94%	1,025,255	4.76%
Salaries and Wages	937,538	943,944	962,825	928,108	1,045,394	8.58%	1,061,169	1.51%
Benefits	410,875	441,169	440,375	430,706	456,879	3.75%	484,537	6.05%
Materials and Supplies	50,540	52,345	75,251	54,325	61,295	-18.55%	67,127	9.51%
Services	13,735,020	12,760,380	17,656,423	14,708,502	15,131,120	-14.30%	12,392,755	-18.10%
Capital Outlay	70,744	68,300	1,209,918	1,146,379	63,540	-94.75%	63,540	0.00%
Debt Service	51,189	55,877	135,815	135,653	135,815	0.00%	135,815	0.00%
Transfer Out	131,176	242,735	124,344	124,344	128,075	3.00%	131,917	3.00%
Program Category Expenditures	16,144,086	15,247,741	21,463,868	18,386,934	18,000,777	-16.13%	15,362,115	-14.66%

Sources of Funds								
General Fund	1,059,136	945,544	1,140,806	1,117,796	1,260,549	10.50%	1,307,145	3.70%
Housing Impact Fee	113,187	202,004	3,850,576	1,586,609	2,212,960	-42.53%	175,492	-92.07%
CDBG	344,608	331,103	318,166	342,256	325,872	2.42%	315,730	-3.11%
CDBG Rehab Revolving Loan	561,894	754,620	459,578	591,900	276,748	-39.78%	293,760	6.15%
HOME	327,876	335,280	502,071	749,262	510,070	1.59%	80,870	-84.15%
Cal Home Grant	319,821	373,338	1,060,173	217,281	484,647	-54.29%	300,000	-38.10%
Laurel Manor Fund	271,176	309,676	1,551,117	1,455,086	365,706	-76.42%	384,369	5.10%
Seminary Street Fund	120,014	131,936	183,960	137,888	186,806	1.55%	193,619	3.65%
Section 8 - HUD	11,798,414	11,357,103	11,482,923	11,308,642	11,771,764	2.52%	11,673,917	-0.83%
Low / Moderate Income Housing	974,339	131,068	506,850	468,913	104,434	-79.40%	116,170	11.24%
Local Housing Fund	163,446	219,347	222,028	220,801	303,619	36.75%	323,441	6.53%
Continuum of Care Fund	89,798	156,348	185,620	190,500	197,602	6.46%	197,602	0.00%
RDA 5% Supplemental	377	374	-	-	-	0.00%	-	0.00%
Revenues Total	16,144,086	15,247,741	21,463,868	18,386,934	18,000,777	-16.13%	15,362,115	-14.66%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Investment Earnings* to reflect historical trend.
- Decrease in *Materials and Supplies*, *Services* and *Capital Outlay* due to the completion of the Laurel Manor Rehabilitation project.



PROGRAM SUMMARY

Building Plan Check and Inspection

Program Overview:

The Building Program is part of the Community Development Department and is responsible for regulating the construction and use of buildings and structures through the application of adopted codes and ordinances. The purpose of codes and ordinances is to provide minimum standards to safeguard life or limb, health, property and public welfare by regulating the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings and structures in Napa. The Program reviews construction plans, issues permits, and performs inspections to ensure building projects are built safely and in compliance with state and local codes and regulations helping to create a vibrant, livable, and safe-built community. The Program works closely with other City departments and county-wide agencies, including Public Works, Fire Prevention, Environmental Health, and helps investigate complaints of illegal construction or use of structures in conjunction with the Code Enforcement and Planning Programs. A vital part of the services provided by the Building Program staff is to assist business and home owners, construction professionals and the general public by explaining requirements and provisions governing development regulations and construction methods.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Completed plan checks and issued approximately 5,700 building permits in the last two fiscal years.
- Inspected thousands of affected buildings and issued over 1,200 permits associated with the 2014 South Napa Earthquake rapid safety assessment and recovery plan.
- Adopted the 2015 California Building Standards Code and local amendments.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Complete plan check and inspections for The Archer Hotel and Napa Center projects.
- Continue to provide efficient plan check and inspection services with priority on earthquake repairs.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Building Permit Processing	% of permits processed within target goal (22 days for single plan check, 11 additional days for additional plan checks)	95% within timeframes	Not available	Not available

PROGRAM SUMMARY

Building Plan Check and Inspection

Program Detail:

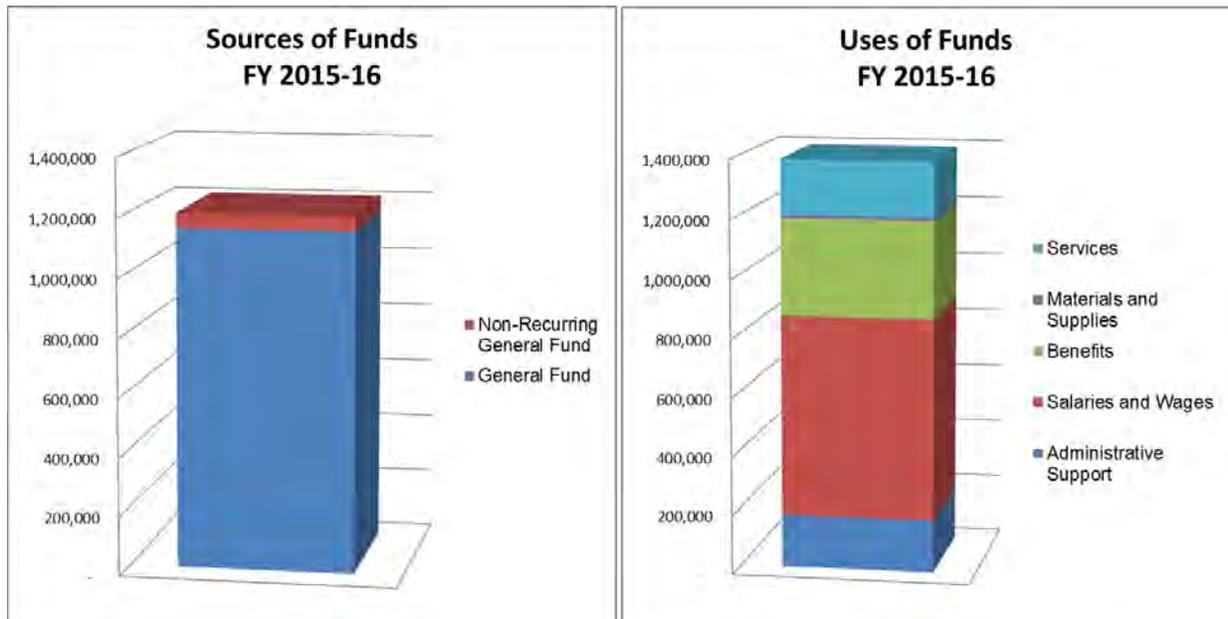
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Taxes	-	-	-	16,500	15,000	0.00%	15,000	0.00%
Licenses and Permits	1,107,792	1,256,558	1,351,000	1,294,000	1,362,300	0.84%	1,430,416	5.00%
Charges for Services	50	60	100	2,730	-	-100.00%	-	0.00%
Intergovernmental	-	-	-	(170)	-	0.00%	-	0.00%
Revenues Total	1,107,842	1,256,618	1,351,100	1,313,060	1,377,300	1.94%	1,445,416	4.95%

Category Expenditure Summary								
Administrative Support	212,322	212,702	226,930	226,930	275,506	21.41%	287,572	4.38%
Salaries and Wages	493,177	533,435	621,288	605,069	683,195	9.96%	709,928	3.91%
Benefits	199,505	226,676	274,021	267,406	330,029	20.44%	359,441	8.91%
Materials and Supplies	8,039	9,480	10,450	9,000	10,000	-4.31%	17,000	70.00%
Services	225,681	201,857	214,544	225,319	186,932	-12.87%	171,839	-8.07%
Program Category Expenditures	913,043	982,293	1,132,689	1,108,405	1,298,730	14.66%	1,373,941	5.79%

Sources of Funds								
General Fund	913,043	982,293	1,132,689	1,108,405	1,248,730	10.24%	1,323,941	6.02%
Non-Recurring General Fund	-	-	-	-	50,000	100.00%	50,000	0.00%
Sources of Funds Total	913,043	982,293	1,132,689	1,108,405	1,298,730	14.66%	1,373,941	5.79%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* as revenue budgeted in *Licenses and Permits* category.
- Increase in *Salaries and Wages*, and *Benefits* due to addition of Permit Technician position.
- Reduction in *Services* for contracted Part-time staff, as a result of new position.



PROGRAM SUMMARY

Code Enforcement Program

Program Overview:

The Code Enforcement Program is responsible for enforcing the City's Municipal Code, including the Zoning Ordinance and the California Building and Safety Codes. Program staff responds to complaints filed by the community, City departments and outside agencies, and addresses media inquiries. Enforced codes cover public nuisances, zoning and land use violations, and building code violations such as setback encroachments, unpermitted signs, unsafe living conditions, property maintenance and derelict buildings, recreational vehicle parking, and construction without a permit. Program staff is also responsible for supporting the Hoarding And Rehabilitation Team (HART), which is a county-wide group that provides psychological and physical assistance to those persons who create unsafe conditions by hoarding, and participates in the Neighborhood Enhancement Team (NET), which is a multi-department and agency collaborative resource team providing 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, Program staff also provides support to the Administrative Hearing Board responsible for review of violations that cannot be resolved through the use of compliance orders and citations, or the NET program.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Responded to 1,944 new Code Enforcement cases over the past two fiscal years including enforcement of 116 portable signs, 120 vacation rentals, and 6 dangerous structures.
- Coordinated with Materials Diversion Division and NRWS regarding delinquent accounts resulting in collection of lost revenue and enforced unlicensed hauling of solid waste and e-waste.
- Provide ongoing guidance to the City's Enforcement Volunteer Crew relating to garage sale signs, graffiti, shopping carts, and businesses operating without a business license.
- Worked closely with Napa Valley Fair Housing to identify and address substandard housing.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Continue to respond promptly to complaints, focusing on immediate action regarding health and safety violations.
- Increase efforts to address unpermitted vacation rentals.
- Address illegal signs including portable advertisement (e.g., A-frames, banners, etc.).

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Code Enforcement	Average number of days to first contact with reporting party	Trend	Not Available	Not Available
	Average number of days to first contact with violating party	Trend	Not Available	Not Available
	% of cases resolved through voluntary compliance	60%	Not Available	Not Available

PROGRAM SUMMARY

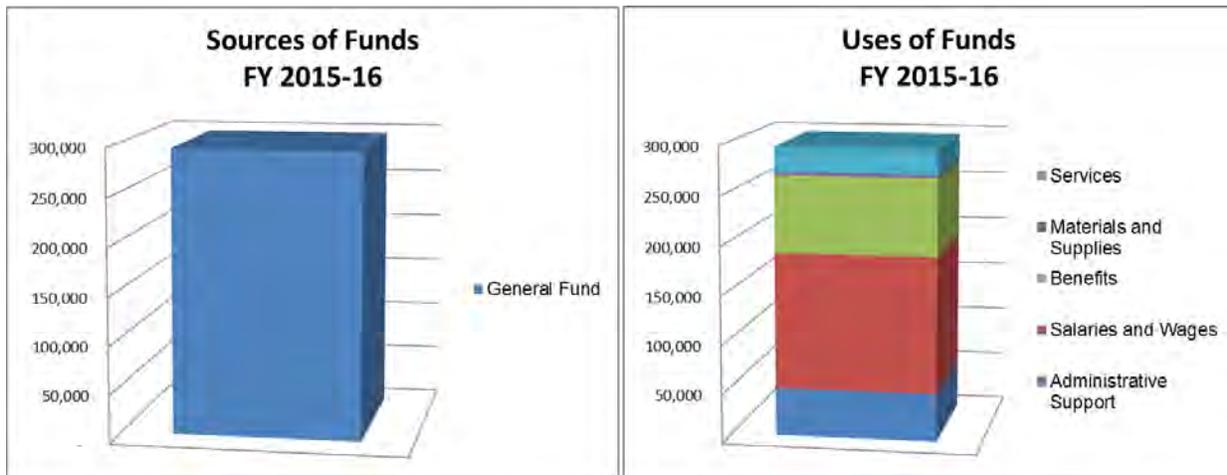
Code Enforcement Program

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	43,521	33,836	32,000	32,000	30,000	-6.25%	30,000	0.00%
Revenues Total	43,521	33,836	32,000	32,000	30,000	-6.25%	30,000	0.00%
Category Expenditure Summary								
Administrative Support	38,743	38,675	40,012	40,012	49,152	22.84%	51,242	4.25%
Salaries and Wages	56,854	37,986	78,218	73,905	139,078	77.81%	151,649	9.04%
Benefits	24,927	19,510	36,837	39,411	78,919	114.24%	88,437	12.06%
Materials and Supplies	1,083	3,241	2,250	2,250	3,200	42.22%	2,250	-29.69%
Services	25,725	16,060	26,278	27,989	24,970	-4.98%	22,713	-9.04%
Program Category Expenditures	147,332	115,472	183,595	183,567	295,319	60.85%	316,291	7.10%
Sources of Funds								
General Fund	147,332	115,472	183,595	183,567	295,319	60.85%	316,291	7.10%
Sources of Funds Total	147,332	115,472	183,595	183,567	295,319	60.85%	316,291	7.10%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Salaries and Wages*, and *Benefits* due to restoring of Code Enforcement Officer position that was eliminated in FY2010-11.
- Increase in *Materials and Supplies* for Code Enforcement book needs in FY 2015-16.



PROGRAM SUMMARY

Economic Development

Program Overview:

The Economic Development Program provides a full range of economic development services, with a focus on new business development, and business retention and expansion. The Program coordinates between property owners, developers and business owners, and other City departments and outside agencies to ensure successful projects and new investment in the community. As the City's designated Business Liaison, the Economic Development Program works closely with new businesses, providing business location and permitting assistance, and referrals to outside resources. The Program provides administrative support to the Tourism Improvement District local committee, and serves on the Property and Business Improvement District committee, Napa Downtown Association, and Napa-Lake Workforce Development Board and facilitates City Council approvals for levying annual assessments for the Property & Business Improvement Area benefit zones. The Program facilitates public private partnerships to further community goals, and collaborates with community business organizations and other governmental agencies to foster a healthy local economy, and prepares economic trend data for use by other City departments and the public.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Negotiated the West Pueblo Partners purchase agreement for the Borreo property; a parking license agreement with Lodgeworks for The Archer Hotel; and a license agreement with SyWest to construct a temporary parking lot on the former Cinedome site.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Begin implementing the Downtown Parking Management Plan to include updating the Parking Impact Fee, amending the Parking Exempt District and Parking & Business Improvement Area boundaries, and coordinating the funding and construction of temporary parking in the vicinity of the former Cinedome.
- Develop an economic development plan transitioning from the wind-down of the former Redevelopment Agency to more active engagement in business retention and recruitment.
- Complete an infrastructure financing plan for the Downtown / Soscol Priority Development Area.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Downtown Investment	Annual Private Real Estate \$	Trend	Not available	\$96,436,300
	Annual Private Construction \$	Trend	Not available	\$3,220,212
	Vacancy Rate	Trend	Not available	5%

PROGRAM SUMMARY

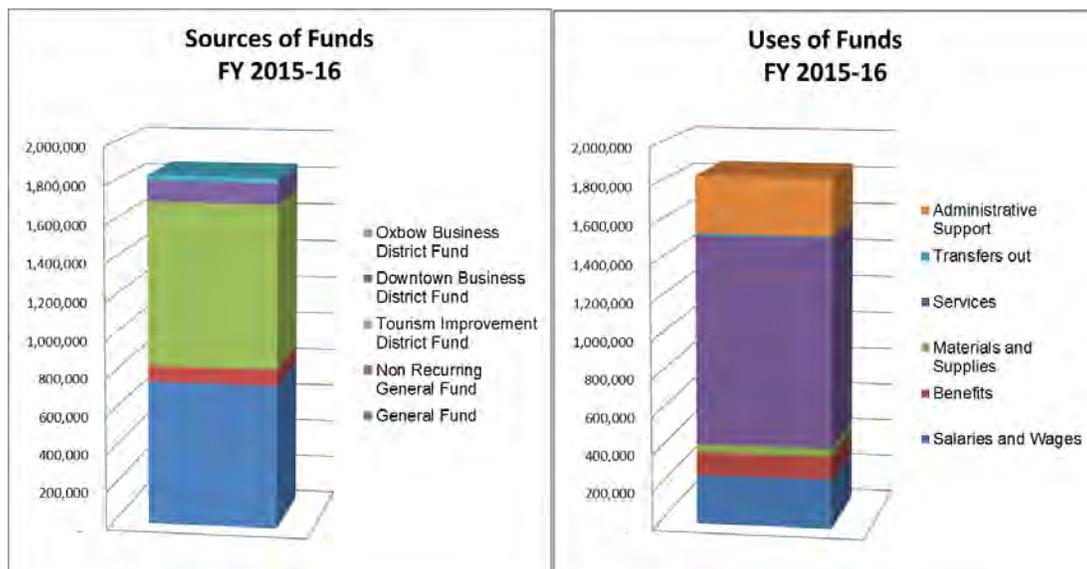
Economic Development

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Taxes	525,478	633,059	601,350	601,350	664,886	10.57%	747,105	12.37%
Charges for Services	538,043	337,800	135,400	135,450	137,500	1.55%	138,500	0.73%
Investment Earnings	(473)	718	1,186	1,086	1,065	-10.20%	1,065	0.00%
Revenues Total	1,063,048	971,577	737,936	737,886	803,451	8.88%	886,670	10.36%
Category Expenditure Summary								
Administrative Support	351,766	357,040	388,039	388,039	300,536	-22.55%	314,744	4.73%
Salaries and Wages	214,724	157,277	188,348	272,292	261,731	38.96%	286,757	9.56%
Benefits	87,959	76,395	141,333	130,115	120,891	-14.46%	125,169	3.54%
Materials and Supplies	16,542	8,037	23,500	12,549	45,043	91.67%	5,293	-88.25%
Services	1,205,932	1,016,882	778,833	768,594	1,101,185	41.39%	1,013,154	-7.99%
Capital Outlay	6,299	350	33,350	33,350	-	-100.00%	-	0.00%
Transfers out	-	8,535	8,535	8,535	8,791	3.00%	9,055	3.00%
Program Category Expenditures	1,883,222	1,624,516	1,561,938	1,613,474	1,838,177	17.69%	1,754,172	-4.57%
Sources of Funds								
General Fund	723,032	579,231	648,896	725,831	757,486	16.73%	817,502	7.92%
Non Recurring General Fund	25,299	49,752	165,957	155,481	84,716	-48.95%	50,000	-40.98%
Tourism Improvement District Fund	598,420	658,599	611,499	596,576	858,410	40.38%	748,105	-12.85%
Downtown Business District Fund	510,643	309,977	110,150	110,150	110,050	-0.09%	110,050	0.00%
Oxbow Business District Fund	25,828	26,957	25,436	25,436	27,515	8.17%	28,515	3.63%
Sources of Funds Total	1,883,222	1,624,516	1,561,938	1,613,474	1,838,177	17.69%	1,754,172	-4.57%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Adjustment to *Salaries and Wages*, and *Benefits* related to the wind down of Successor Agency activity, resulting in more staff time available for Economic Development program priorities.
- Decrease in *Materials and Supplies* in support of the Tourism Improvement District.
- Increase in *Services* related to planned tourism development activities planned by the Tourism Improvement District Board.
- *Capital Outlay* in FY 2014-15 was the one-time reimbursement for damages to art pieces on loan to the City of Napa.



PROGRAM SUMMARY

Planning

Program Overview:

The Planning Program provides a full range of planning services to the community. Its primary function is to guide private development in accordance with state law and the City's adopted land use and physical development programs (e.g., General Plan, Downtown Specific Plan, Zoning Ordinance, and Soscol Corridor/Downtown Riverfront Development and Design Guidelines). Major tasks include implementation and administration of land use and development policies and regulations; assisting residents, developers and real estate professionals with land use questions and procedures; and conducting environmental review. The Program also participates in county-wide and regional planning efforts relating to land use, housing and transportation.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Updated the General Plan Housing Element and prepared the Street Banner Policy and Program Guidelines, and the Public Art Master Plan and Administrative Program Guidelines.
- Protect and promoted housing opportunities by initiating amendments to regulations of Vacation Rentals and Second Units.
- Secured grant funding for Priority Development Areas (PDAs) to study parking management, an infrastructure financing strategy, and active transportation improvements in the downtown area.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Complete the Historic Preservation Ordinance Amendment and designate eligible historic districts within Napa's historic neighborhoods.
- Complete the reuse plans for the COPIA property.
- Initiate review of the City's winery regulations in industrially-zoned areas and an amendment to the City's sign regulations.
- Commission public art in the roundabout project at California and First.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Entitlement Applications by Type	# processed (Administrative Permit)	Trend	Not Available	Not Available
	# processed (Discretionary Reviews)	Trend	Not Available	Not Available
Determination of Application Completeness	% of applications reviewed for completeness within 30 days	Trend	Not Available	Not Available
Final Application Approval	% of applications requiring environmental determination pursuant to CEQA that are reviewed within 180 days	95%	Not Available	Not Available
	% of applications requiring an environmental impact report (EIR) that are reviewed within one year	95%	Not Available	Not Available
Approved Residential Development	# of single-family units	Trend	Not Available	Not Available
	# of multi-family units	Trend	Not Available	Not Available
	# of second units	Trend	Not Available	Not Available
	# of group bed units	Trend	Not Available	Not Available
Approved Non-Residential Development	# commercial square feet	Trend	Not Available	Not Available
	# office square feet	Trend	Not Available	Not Available
	# industrial square feet	Trend	Not Available	Not Available
	# hotel rooms	Trend	Not Available	Not Available

PROGRAM SUMMARY

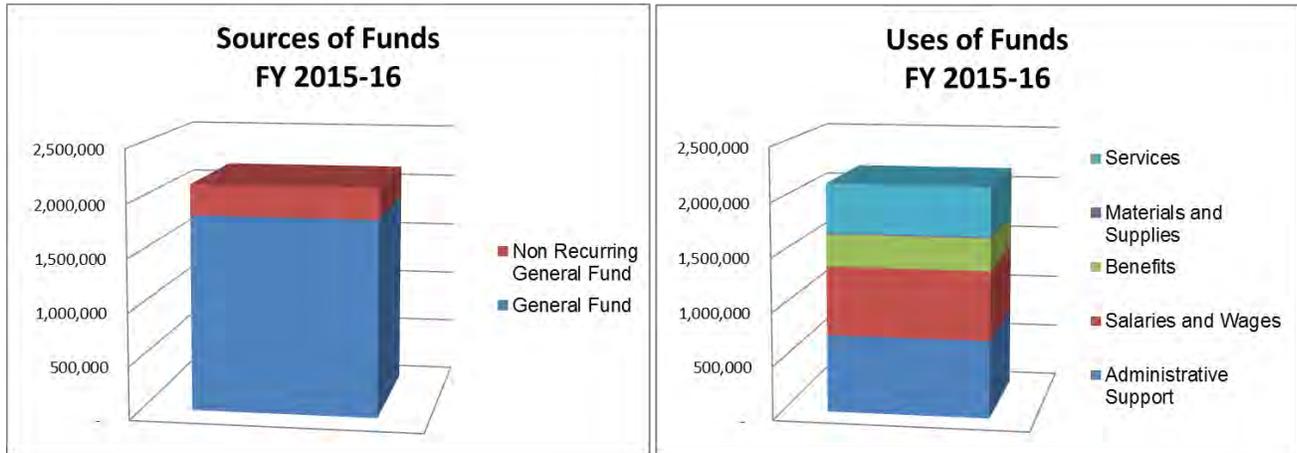
Planning

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Taxes	-	-	-	15,000	-	0.00%	-	0.00%
Charges for Services	281,202	372,967	643,741	600,426	241,865	-62.43%	252,130	4.24%
Revenues Total	281,202	372,967	643,741	615,426	241,865	-62.43%	252,130	4.24%
Category Expenditure Summary								
Administrative Support	424,729	418,610	484,581	484,581	725,232	49.66%	759,785	4.76%
Salaries and Wages	513,958	552,292	643,426	577,903	641,558	-0.29%	679,274	5.88%
Benefits	202,017	237,358	286,825	259,280	300,318	4.70%	331,887	10.51%
Materials and Supplies	13,518	13,168	13,584	11,550	12,000	-11.66%	12,300	2.50%
Services	186,972	208,782	561,153	481,460	453,721	-19.14%	385,299	-15.08%
Program Category Expenditures	1,341,194	1,430,210	1,989,569	1,814,774	2,132,829	7.20%	2,168,545	1.67%
Sources of Funds								
General Fund	1,244,316	1,344,900	1,601,526	1,477,350	1,844,329	15.16%	1,965,045	6.55%
Non Recurring General Fund	96,878	85,310	388,043	337,424	288,500	-25.65%	203,500	-29.46%
Sources of Funds Total	1,341,194	1,430,210	1,989,569	1,814,774	2,132,829	7.20%	2,168,545	1.67%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* reflects City practice to not appropriate developer contributions until they are received. After deposits are received, adjustments will be made to both Revenue and Expenditure (*Services*) budgets.





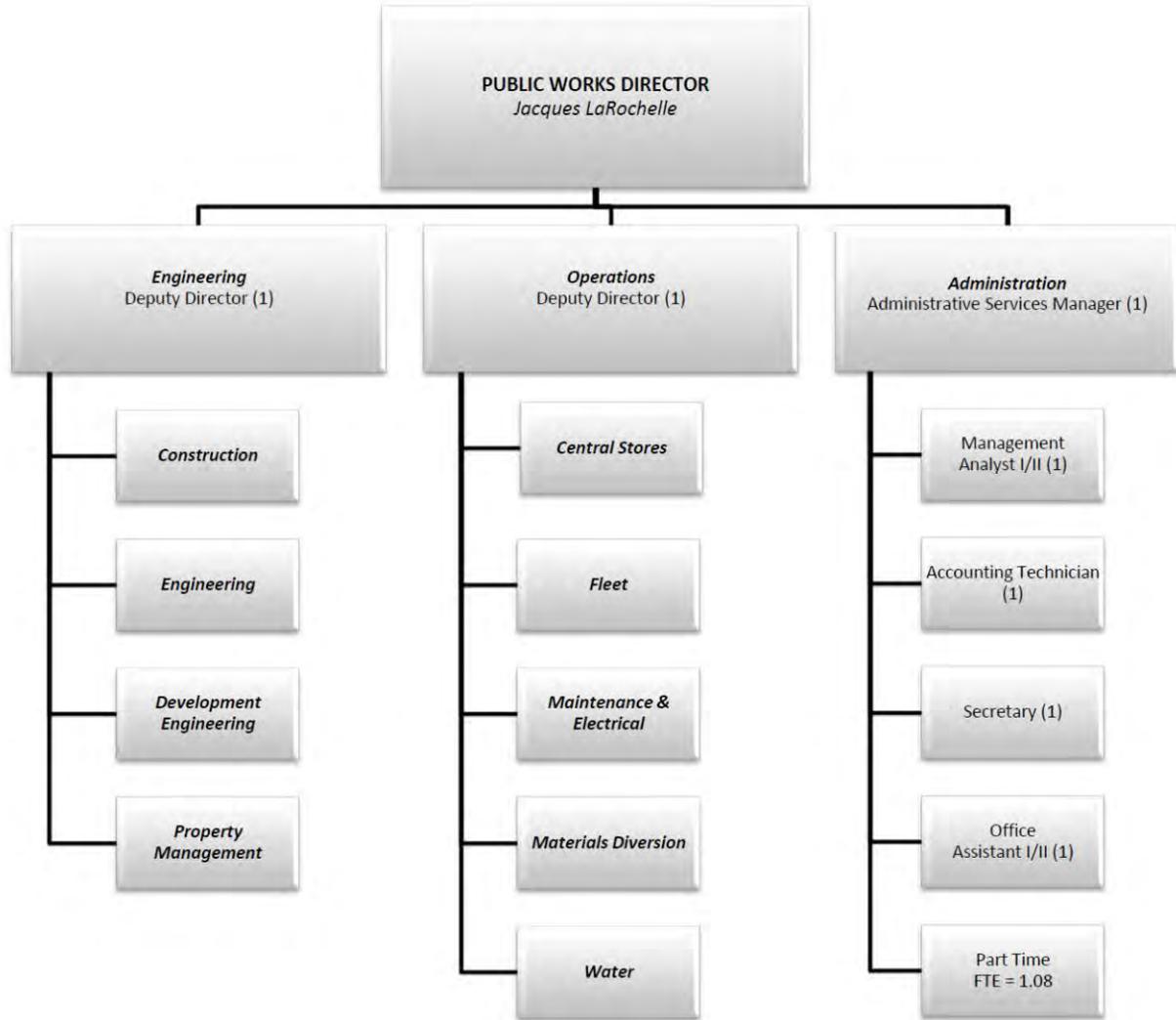
Development Services Public Works

*Fiscal Years
2015-16 & 2016-17*

Public Works Department

Mission Statement:

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



Full Time Equivalent (FTE) Employees:

Public Works	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	113.00	117.00	122.00	128.00	130.00
Part-Time	11.13	9.46	8.04	11.19	11.66
Total FTE	124.13	126.46	130.04	139.19	141.66
<i>Limited Term</i>		2.00	2.00	2.00	

Public Works Department

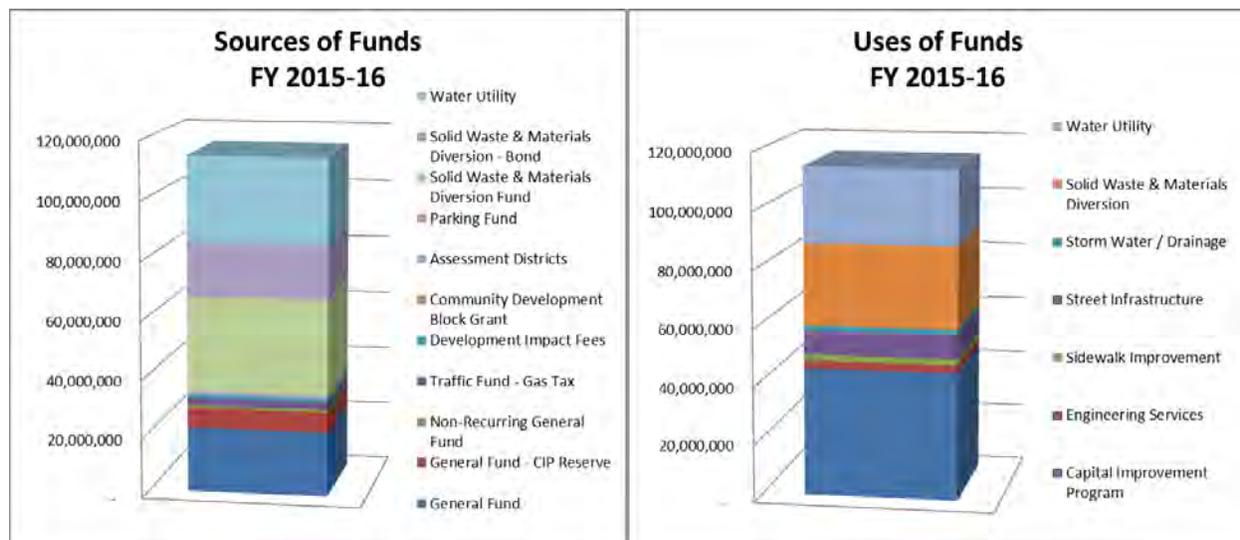
Department Overview:

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, Solid Waste and Materials Diversion, and Fleet.

Revenue / Expenditure Detail:

	2012-13	2013-14	2014-15	2014-15	2015-16		2016-17	
	Actual	Actual	Amended	Projected	Adopted	% Change	Adopted	% Change
Program Funding Sources								
General Fund	11,185,211	54,631,551	33,057,887	11,497,957	21,949,091	-33.60%	14,895,760	-32.13%
General Fund - CIP Reserve	3,195,595	6,802,052	3,198,933	3,176,712	6,827,000	113.41%	2,784,800	-59.21%
Non-Recurring General Fund	1,889,306	3,610,123	500,654	500,652	863,673	72.51%	130,790	-84.86%
Traffic Fund - Gas Tax	3,046,038	2,042,481	2,388,576	2,357,293	2,493,076	4.37%	2,304,383	-7.57%
Development Impact Fees	2,694,727	3,060,691	6,902,561	6,902,561	1,065,000	-84.57%	1,292,000	21.31%
Community Development Block Grant	549,356	160,802	1,171,541	1,171,541	100,000	-91.46%	100,000	0.00%
Assessment Districts	686,437	600,445	1,751,877	1,755,159	1,110,800	-36.59%	118,719	-89.31%
Parking Fund	-	150,022	-	-	200,000	0.00%	300,000	50.00%
Solid Waste & Materials Diversion Fund	25,536,644	26,565,148	32,197,878	30,006,502	32,156,951	-0.13%	29,093,991	-9.53%
Solid Waste & Materials Diversion - Bond	-	-	-	-	17,987,000	0.00%	2,000,000	-88.88%
Water Utility	28,089,504	29,007,234	30,739,355	26,444,046	29,313,513	-4.64%	29,611,348	1.02%
Funding Sources Total	76,872,818	126,630,549	111,909,262	83,812,423	114,066,104	1.93%	82,631,791	-27.56%

Program Expenditure Summary								
Capital Improvement Program	16,735,339	64,731,186	41,208,803	20,802,505	44,472,882	7.92%	15,552,039	-65.03%
Engineering Services	2,654,747	2,590,726	2,915,543	3,341,515	2,681,240	-8.04%	2,665,501	-0.59%
Sidewalk Improvement	1,310,917	1,509,925	2,747,339	2,442,392	2,176,259	-20.79%	1,812,392	-16.72%
Street Infrastructure	6,468,038	7,384,124	9,118,865	7,657,582	8,341,674	-8.52%	7,477,277	-10.36%
Storm Water / Drainage	609,335	709,583	1,698,290	1,256,622	1,806,220	6.36%	1,436,196	-20.49%
Solid Waste & Materials Diversion	23,632,704	24,041,761	27,123,137	24,931,761	28,374,316	4.61%	27,191,038	-4.17%
Water Utility	25,461,738	25,663,244	27,097,285	23,380,046	26,213,513	-3.26%	26,497,348	1.08%
Total Program Expenditures	76,872,818	126,630,549	111,909,262	83,812,423	114,066,104	1.93%	82,631,791	-27.56%



PROGRAM SUMMARY

Capital Improvement Program

Program Overview:

The Capital Improvement Program accounts for financial resources to be used for the acquisition or design and construction of City capital facilities.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Completion of the California Boulevard Widening project between Pueblo Avenue and the Napa Valley Railroad tracks.
- Completion of the Montecito Boulevard Drainage project.
- Completion of the First and Second Street Two Way conversion project.
- Completion of streetscape improvements along First Street from School St to Main St.
- Completion of the Seismic Retrofit of Fire Station No. 1 Roof project.
- Completion of Central Avenue widening and sidewalk.
- Worked with FEMA and CalOES to develop capital improvement projects to address damaged infrastructure as a result of the August 2014 South Napa Earthquake.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Earthquake Recovery – continue to repair infrastructure damaged from the August 24, 2014 earthquake and coordinate federal and state assistance.
- Complete dredging of the Napa River from Third Street to Kennedy Park.
- Construction of Fire Station No. 5.
- Construction of China Point Overlook Park.
- Complete environmental documents and design of First and Second Street roundabouts at California Boulevard.
- Continue Two-way Street Conversions for Third and Fourth Streets in Downtown Napa.
- Planning of the Five-Way Intersection Improvements at Silverado Trail and Coombsville Road.
- City Hall Facilities Planning.
- Develop an Arterial/Gateway Beautification Plan.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Capital Project Performance	% projects completed on time and within budget	70%	Not Available	Not Available
	% of non-owner initiated change order costs	<10%	Not Available	Not Available

PROGRAM SUMMARY

Capital Improvement Program

Program Detail:

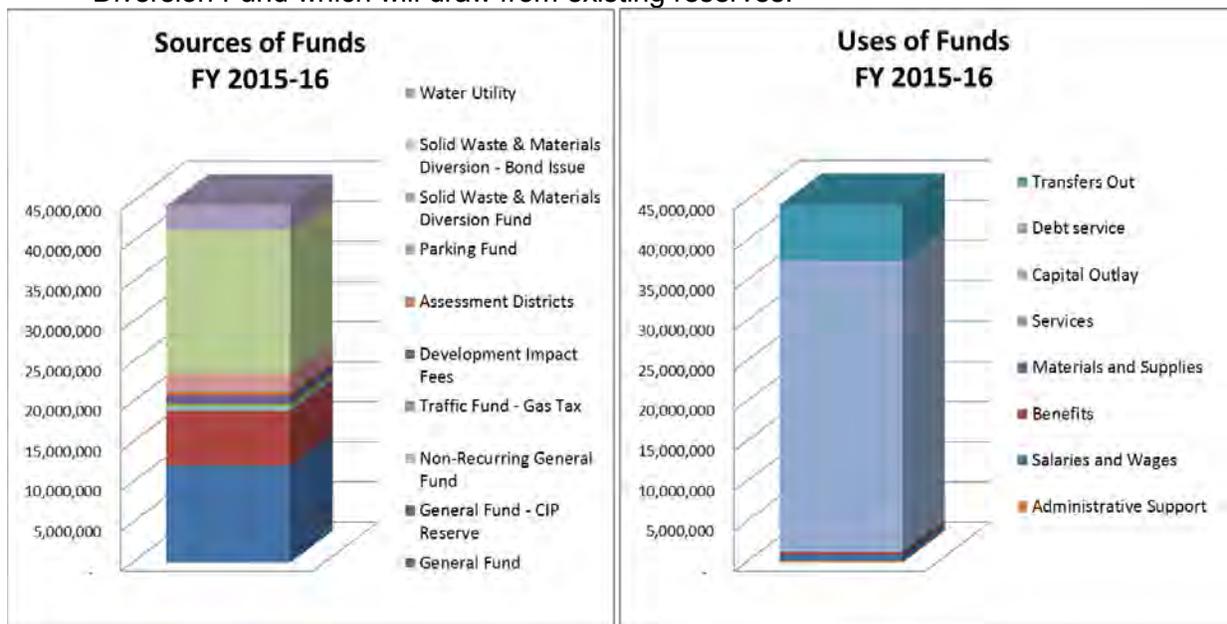
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	462,020	777,173	388,454	388,454	350,000	-9.90%	1,487,000	324.86%
Intergovernmental	4,735,144	2,296,764	6,166,729	4,158,104	3,570,696	-42.10%	1,154,000	-67.68%
Investment Earnings	(22,710)	55,016	-	-	-	0.00%	-	0.00%
Miscellaneous Revenues	105,917	1,770,102	100,000	-	106,000	6.00%	-	-100.00%
Transfers In	18,847,490	16,290,589	13,941,808	13,688,604	12,169,912	-12.71%	5,572,090	-54.21%
Other Financing Sources/Uses	-	1,220,333	415,758	415,758	-	-100.00%	-	0.00%
Revenues Total	24,127,861	22,409,977	21,012,749	18,650,920	16,196,608	-22.92%	8,213,090	-49.29%

Category Expenditure Summary								
Administrative Support	153,277	153,973	172,925	172,925	198,844	14.99%	208,467	4.84%
Salaries and Wages	579,883	528,230	-	222,963	767,816	0.00%	805,444	4.90%
Benefits	229,692	216,290	-	94,045	334,526	0.00%	373,528	11.66%
Materials and Supplies	5,090	350	-	993	-	0.00%	-	0.00%
Services	2,834,491	7,965	154,914	41,156	30,000	-80.63%	30,000	0.00%
Capital Outlay	8,573,999	11,576,289	37,476,504	16,992,884	36,154,696	-3.53%	11,349,800	-68.61%
Debt service	1,695	-	-	-	-	0.00%	-	0.00%
Transfers Out	4,357,212	52,248,089	3,404,460	3,277,539	6,987,000	105.23%	2,784,800	-60.14%
Program Category Expenditures	16,735,339	64,731,186	41,208,803	20,802,505	44,472,882	7.92%	15,552,039	-65.03%

Sources of Funds								
General Fund	5,231,394	46,208,655	22,291,557	2,516,833	12,119,882	-45.63%	5,481,239	-54.77%
General Fund - CIP Reserve	3,195,595	6,802,052	3,198,933	3,176,712	6,827,000	113.41%	2,784,800	-59.21%
Non-Recurring General Fund	1,500,000	3,384,000	-	-	449,000	0.00%	-	-100.00%
Traffic Fund - Gas Tax	868,763	906,450	773,865	742,582	425,000	-45.08%	600,000	41.18%
Development Impact Fees	2,694,727	3,060,691	6,902,561	6,902,561	1,065,000	-84.57%	1,292,000	21.31%
Community Development Block Grant	274,678	80,401	366,776	366,776	-	-100.00%	-	0.00%
Assessment Districts	238,476	152,161	892,341	892,341	450,000	-49.57%	50,000	-88.89%
Parking Fund	-	150,022	-	-	200,000	0.00%	300,000	50.00%
Solid Waste & Materials Diversion Fund	203,940	742,764	3,240,700	3,240,700	1,950,000	-39.83%	30,000	-98.46%
Solid Waste & Materials Diversion - Bond Issue	-	-	-	-	17,987,000	0.00%	2,000,000	-88.88%
Water Utility	2,527,766	3,243,990	3,542,070	2,964,000	3,000,000	-15.30%	3,014,000	0.47%
Sources of Funds Total	16,735,339	64,731,186	41,208,803	20,802,505	44,472,882	7.92%	15,552,039	-65.03%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* due to grant revenue not budgeted until awarded.
- Increase in *Transfers Out* due to planned activity in the Solid Waste and Materials Diversion Fund which will draw from existing reserves.



PROGRAM SUMMARY

Engineering Services

Program Overview:

The Engineering Services program includes the services provided by the Engineering Division, Development Engineering Division, and Construction Division. Together, these divisions provide a full range of engineering support services, including design and management of Special Projects, sustainability program management, transportation planning, severe weather monitoring, general engineering support to field operations, review private development and establish project conditions, construction management, encroachment permits and inspection services. These divisions also directly support the Capital Improvements Program (CIP) Program, Traffic Safety, Streets and Sidewalk Improvement Programs. Portions of their responsibilities related to these programs are included in those program descriptions.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- August 24, 2014 Napa Earthquake Response - continue to work with FEMA and the State Office of Emergency Services (CalOES), to coordinate recovery.
- Flood Warning Response – responded to the winter 2014 flood warnings and provided information to Operations and Public Safety managers during rain event.
- Oversaw PG&E repairs and projects including gas line replacements, hydro tests.
- Issuance of over 400 Encroachment Permits.
- New ordinances for Single Use Bags and Property Assessed Clean Energy (PACE).
- Collaborated with other agencies for Vine Trail development.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Earthquake Recovery – continue to coordinate and inspect repairs of infrastructure damaged from the August 24, 2014 earthquake and coordinate federal and state assistance.
- Develop Citywide Travel Demand Model.
- Develop an Arterial/Gateway Beautification Plan.
- Oversee the design and construction of the Archer development.
- Continue to review and revise private development project review and development procedures.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Engineering Services	# development plans reviewed	Trend	Not Available	Not Available
	# of subdivision projects reviewed	Trend	Not Available	Not Available
	# parcel map projects reviewed	Trend	Not Available	Not Available
	# other projects reviewed	Trend	Not Available	Not Available

PROGRAM SUMMARY

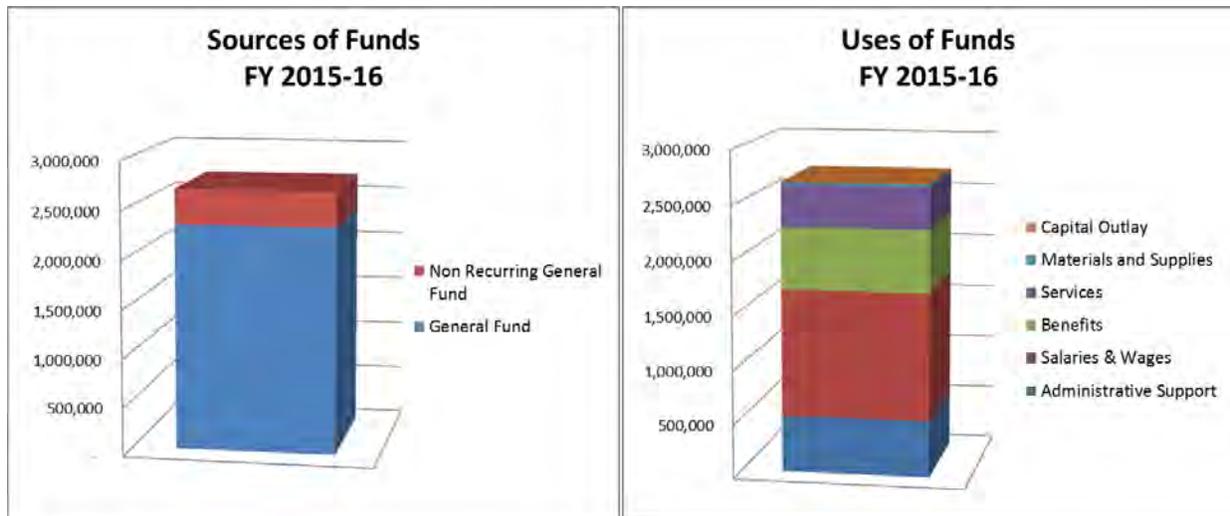
Engineering Services

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Licenses and Permits	52,262	48,297	15,000	59,000	57,000	280.00%	57,000	0.00%
Charges for Services	325,166	460,555	271,158	452,658	320,000	18.01%	220,000	-31.25%
Intergovernmental	14,665	28,252	17,578	17,628	-	-100.00%	-	0.00%
Transfers In	25,000	-	-	-	-	0.00%	-	0.00%
Revenues Total	417,093	537,104	303,736	529,286	377,000	24.12%	277,000	-26.53%
Category Expenditure Summary								
Administrative Support	447,731	458,902	477,224	477,224	522,453	9.48%	544,652	4.25%
Salaries & Wages	1,074,441	1,253,351	975,795	1,641,863	1,175,799	20.50%	1,186,766	0.93%
Benefits	371,013	475,301	779,356	666,037	574,780	-26.25%	561,202	-2.36%
Services	457,758	368,015	562,840	460,396	388,208	-31.03%	353,231	-9.01%
Materials and Supplies	27,461	27,735	21,150	21,818	20,000	-5.44%	19,650	-1.75%
Capital Outlay	249,500	7,422	99,178	74,177	-	-100.00%	-	0.00%
Transfers Out	26,843	-	-	-	-	0.00%	-	0.00%
Program Category Expenditures	2,654,747	2,590,726	2,915,543	3,341,515	2,681,240	-8.04%	2,665,501	-0.59%
Sources of Funds								
General Fund	2,265,441	2,448,640	2,471,591	2,897,564	2,319,567	-6.15%	2,564,711	10.57%
Non Recurring General Fund	389,306	142,086	443,952	443,951	361,673	-18.53%	100,790	-72.13%
Sources of Funds Total	2,654,747	2,590,726	2,915,543	3,341,515	2,681,240	-8.04%	2,665,501	-0.59%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Increase in *Licenses and Permits* and *Charges for Service* to reflect historical trends.
- Decrease in *Intergovernmental* as grant funds are not budgeted until awarded.
- Adjustments in *Salaries and Wages* and *Benefits* to reflect a higher level of direct support to planned Capital Projects and more precise accounting for benefits.
- Decrease in *Services* to reflect a more constant baseline level.
- Decrease in *Capital Outlay* as no capitalized assets are budgeted for this program.



PROGRAM SUMMARY

Sidewalk Improvement Program

Program Overview:

The Sidewalk Improvement Program utilizes City crews to remove, replace, install and maintain curb, gutter, sidewalk, driveway approaches, valley gutters, ADA ramps and other concrete associated needs each year using a variety of funding sources. The program aims to install a minimum of 1,200 cubic yards of concrete every year. The Sidewalk Improvement Program allows the City to stretch General Fund, Gas Tax, CDBG and other funding sources to provide a widespread benefit throughout the community. The program typically completes work in the 10-mile paving neighborhoods prior to the streets being paved. However, crews work in other priority areas to address tripping hazards and other sidewalk issues.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Installed 1,700 cubic yards of concrete in FY 2013-14 and 1,300 cubic yards in FY 2014-15 to repair failing sidewalk, curb and gutter and install ADA compliant curb ramps.
- Performed city-wide survey to determine location and condition of sidewalk damages as part of asset management program.

Key Initiatives for FY 2015-16 & FY 2016-17:

- FY 2015-16 – Repair/Replace sidewalks, curb and gutter and ADA ramps in Springwood Estates neighborhood (north of Salvador) and Pueblo Park neighborhood (south of Pueblo).
- FY 2016-17 – Repair/Replace sidewalks, curb and gutter and ADA ramps in the Westwood neighborhood (north of Laurel) and Alta Heights neighborhood (north of East First Street).
- Focus efforts on priority sites to reduce the number of tripping hazards in neighborhoods.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Sidewalk Repairs	# of priority sidewalk repairs completed	50 per year	Not Available	Not Available
Sidewalk Installation	# cubic yards of concrete installed	1,200 cubic yards per year	1,205	1,700

PROGRAM SUMMARY

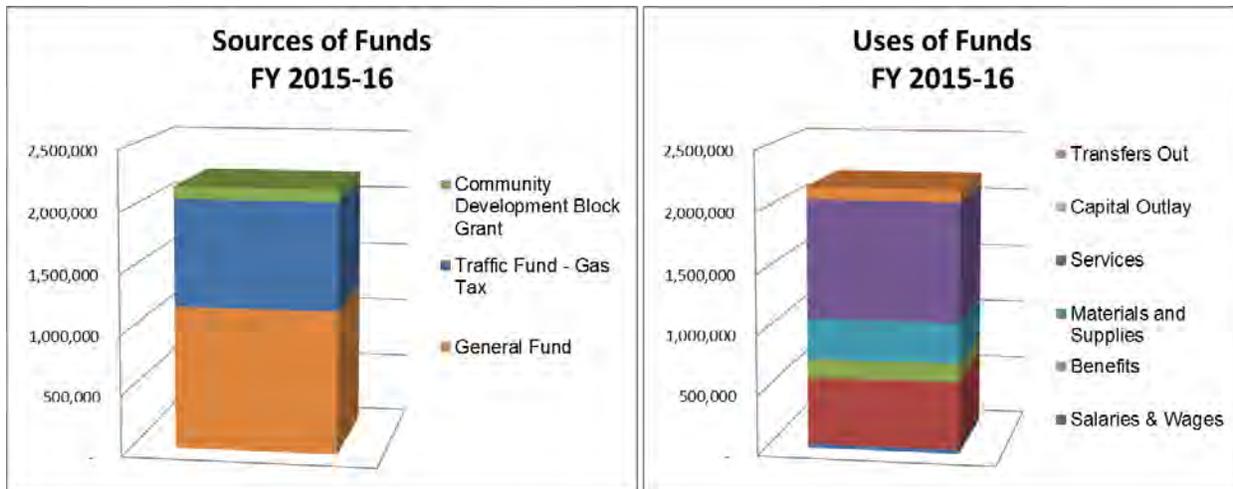
Sidewalk Improvement Program

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	274,678	80,401	804,765	804,765	100,000	-87.57%	100,000	0.00%
Transfers In	896,108	1,358,057	1,407,234	1,407,234	1,860,783	32.23%	1,494,273	-19.70%
Revenues Total	1,170,786	1,438,458	2,211,999	2,211,999	1,960,783	-11.36%	1,594,273	-18.69%
Category Expenditure Summary								
Administrative Support	23,168	23,569	24,870	24,870	30,949	24.44%	32,291	4.34%
Salaries & Wages	556,177	512,883	659,471	621,825	566,224	-14.14%	586,083	3.51%
Benefits	19,569	27,712	22,730	24,521	156,288	587.58%	170,100	8.84%
Materials and Supplies	125,146	200,783	276,506	277,006	337,506	22.06%	277,808	-17.69%
Services	312,179	596,826	695,249	689,405	985,292	41.72%	646,110	-34.42%
Capital Outlay	-	67,751	263,748	-	-	-100.00%	-	0.00%
Transfers Out	274,678	80,401	804,765	804,765	100,000	-87.57%	100,000	0.00%
Program Category Expenditures	1,310,917	1,509,925	2,747,339	2,442,392	2,176,259	-20.79%	1,812,392	-16.72%
Sources of Funds								
General Fund	640,131	1,067,221	1,544,723	1,239,776	1,187,678	-23.11%	1,190,321	0.22%
Traffic Fund - Gas Tax	396,108	362,303	397,851	397,851	888,581	123.35%	522,071	-41.25%
Community Development Block Grant	274,678	80,401	804,765	804,765	100,000	-87.57%	100,000	0.00%
Sources of Funds Total	1,310,917	1,509,925	2,747,339	2,442,392	2,176,259	-20.79%	1,812,392	-16.72%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* due to year-to-year variances in CDBG funding.
- Increase in *Transfer In* to fund an additional 400 cubic yards of sidewalk improvements.
- Decrease in *Salaries and Wages*, and increase in *Benefits* to reflect correct labor charges from City crews working on the Sidewalk program (FY 2014-15 and prior combined *Salaries and Wages* and *Benefits* into one interdepartmental charge).
- Increase in *Materials and Supplies*, and *Services* needed to repair/replace 1,600 cubic yards in the scheduled locations. FY 2016-17 is anticipated to return to historic levels.
- Decrease in *Capital Outlay* is due to a one-time carryover of unspent funds from previous fiscal years for Sidewalk work completed in the summer 2014.
- Decrease in *Transfers Out* due to reduced CDBG funding.



PROGRAM SUMMARY

Street Infrastructure Program

Program Overview:

The Street Infrastructure program provides 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 and Sidewalks
- Storm Drain System; pipe, curb inlets, debris traps.
- Street Signs and Roadway Striping
- Traffic Signals
- Street Lights
- Electrical systems in all City Facilities

The Street Infrastructure program is a combination of maintenance activities by the Street and Electrical Division’s and the 10-Mile paving program which resurfaces 10-miles of residential streets each year with Street Division crews.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Street Resurfacing Program – Completed 17 miles of paving for a total of 57 miles to date.
- Streets and Electrical crews assisted in the downtown two-way street conversion.
- Streets crews began installing thermal-plastic striping which has a life expectancy of 5 to 7 times longer than paint.
- Street crews installed thin asphalt patches (skin patching) on Hoffman, Foster Road, Lernhart, Minahen, South Franklin and Spruce to hold these streets over until the 10-mile program arrives.
- Electrical crews completed remodels in Police Department, Fire Station 3 and Community Services Building.
- Streets and Electrical crews played a major role in response and recovery in the 2014 South Napa Earthquake.

Key Initiatives for FY 2015-16 & FY 2016-17:

- FY 2015-16 – Street resurfacing in Springwood Estates neighborhood (north of Salvador) and Pueblo Park neighborhood (south of Pueblo).
- FY 2016-17 – Street resurfacing in the Westwood neighborhood (north of Laurel) and Alta Heights neighborhood (north of East First Street).
- Implement Work Order and Asset Management System for street assets.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Potholes	# pothole service order requests completed (all complaints are addressed within 3 business days)	<300	325	333
Street Conditions (Pavement Condition Index)	PCI	80% PCI by 2023 >2% pts annually	60	62
Pavement Markings	% of pavement markings and signage in school zones (in need of repair) addressed	100%	Not Available	Not Available

PROGRAM SUMMARY

Street Infrastructure Program

Program Details:

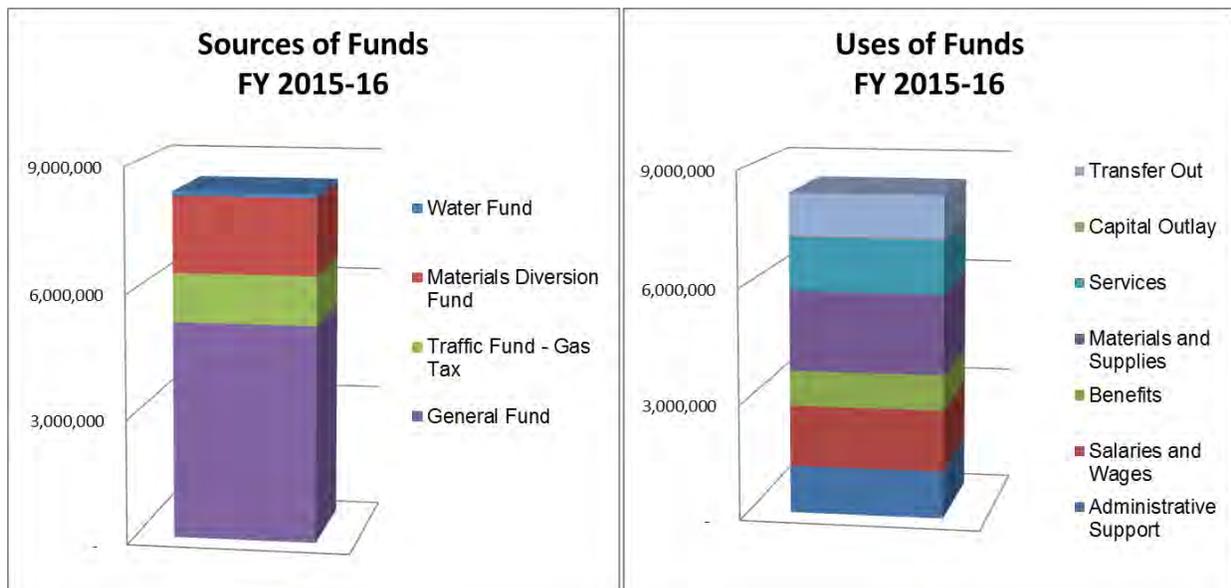
	2012-13	2013-14	2014-15	2014-15	2015-16		2016-17	
	Actual	Actual	Amended	Projected	Adopted	% Change	Adopted	% Change
Revenues by Category								
Licenses and Permits	1,061	-	-	-	-	0.00%	-	0.00%
Charges for Services	4,144	5,254	-	30,600	-	0.00%	-	0.00%
Intergovernmental	25,091	239,572	-	-	-	0.00%	-	0.00%
Transfers In	3,581,167	2,654,351	3,150,901	3,150,901	3,112,130	-1.23%	3,155,265	1.39%
Revenues Total	3,611,463	2,899,177	3,150,901	3,181,501	3,112,130	-1.23%	3,155,265	1.39%

Category Expenditure Summary								
Administrative Support	1,554,105	1,617,709	1,677,979	1,677,979	1,236,461	-26.31%	1,285,008	3.93%
Salaries and Wages	1,370,800	1,426,914	1,529,636	1,526,753	1,587,400	3.78%	1,686,045	6.21%
Benefits	797,912	928,898	967,418	976,016	919,585	-4.94%	998,355	8.57%
Materials and Supplies	1,709,409	1,909,308	2,091,460	2,136,230	2,076,297	-0.72%	2,076,300	0.00%
Services	1,038,517	1,164,731	1,310,711	1,325,504	1,406,831	7.33%	1,416,469	0.69%
Capital Outlay	(2,705)	(12,436)	1,541,661	15,100	15,100	-99.02%	15,100	0.00%
Transfer Out	-	349,000	-	-	1,100,000	0.00%	-	-100.00%
Program Category Expenditures	6,468,038	7,384,124	9,118,865	7,657,582	8,341,674	-8.52%	7,477,277	-10.36%

Sources of Funds								
General Fund	2,886,871	4,729,773	5,967,964	4,506,681	5,229,544	-12.37%	4,322,012	-17.35%
Traffic Fund - Gas Tax	1,781,167	773,728	1,216,860	1,216,860	1,179,495	-3.07%	1,182,312	0.24%
Materials Diversion Fund	1,700,000	1,780,623	1,834,041	1,834,041	1,832,635	-0.08%	1,872,953	2.20%
Water Fund	100,000	100,000	100,000	100,000	100,000	0.00%	100,000	0.00%
Sources of Funds Total	6,468,038	7,384,124	9,118,865	7,657,582	8,341,674	-8.52%	7,477,277	-10.36%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Capital Outlay* related to 10-mile resurfacing program and is due to FY 2014-15 budget being one-time carryover of unspent funds from previous fiscal years.
- *Transfer Out* in FY 2015-16 reflects unspent funds returned to Gas Tax for other uses.



PROGRAM SUMMARY

Storm Water / Drainage

Program Overview:

The City of Napa Stormwater Program is responsible to implement the State Water Resources Control Board Water Quality General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4). The City is in its second year of a five year permit term. The MS4 permit requires the City to implement sixteen stormwater provisions in an effort to improve the overall quality of stormwater runoff. These provisions are comprised of program management, public education, public outreach participation and involvement, illicit discharge detection and elimination, construction site stormwater runoff control, pollution prevention, municipal operations good housekeeping, post-construction stormwater management program, water quality monitoring, program effectiveness and assessment, total maximum daily loads and annual reporting. The City's stormwater program implements these requirements in partnership with the Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) comprised of Napa County, American Canyon, Town of Yountville, St Helena and Calistoga. In addition to implementing the MS4 permit, the stormwater program also assists with public drainage questions and complaints as well as assist the development community meet the City's drainage and stormwater quality requirements.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Created Stormwater Inspection App for Illicit Discharge Detection and Construction Site Inspection documentation.
- Created and implemented the Illicit Discharge Response Plan through the NCSPPP.
- Installed over 1300 storm drain markers on catch basins.
- Facilitated 21 training sessions for the public and private interests.
- Conducted over 256 construction site stormwater inspections.
- Responded to over 117 illicit discharge issues.
- Managed over 70+ post-construction stormwater treatment facilities.
- Completed outfall monitoring on 153 outfalls within city limits.
- Revised and adopted new Stormwater Ordinance.
- Developed Erosion and Sediment Control Plan Guidance Manual for applicants and review staff.
- Adopted Program Effectiveness and Assessment Improvement Plan (PEAIP).
- Responded to over 38 citizen drainage issues.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Continue to develop and implement MS4 Year 3 and Year 4 stormwater requirements.
- Develop, prioritize and implement an effective stormdrain system maintenance schedule.
- Update and implement required Landscape Design and Maintenance Program to reduce the amount of water, pesticides, herbicides, and fertilizers used during City operations and activities.
- Develop and implement a plan to satisfy the newly adopted state trash capture requirements.
- Implement MS4 Program Effectiveness Assessment and Improvement Plan (PEAIP).

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Stormwater Quality	# of illicit discharges reported	Trend	46	53
Catch Basin Cleaning	# of catch basins cleaned	Trend	89	33

PROGRAM SUMMARY

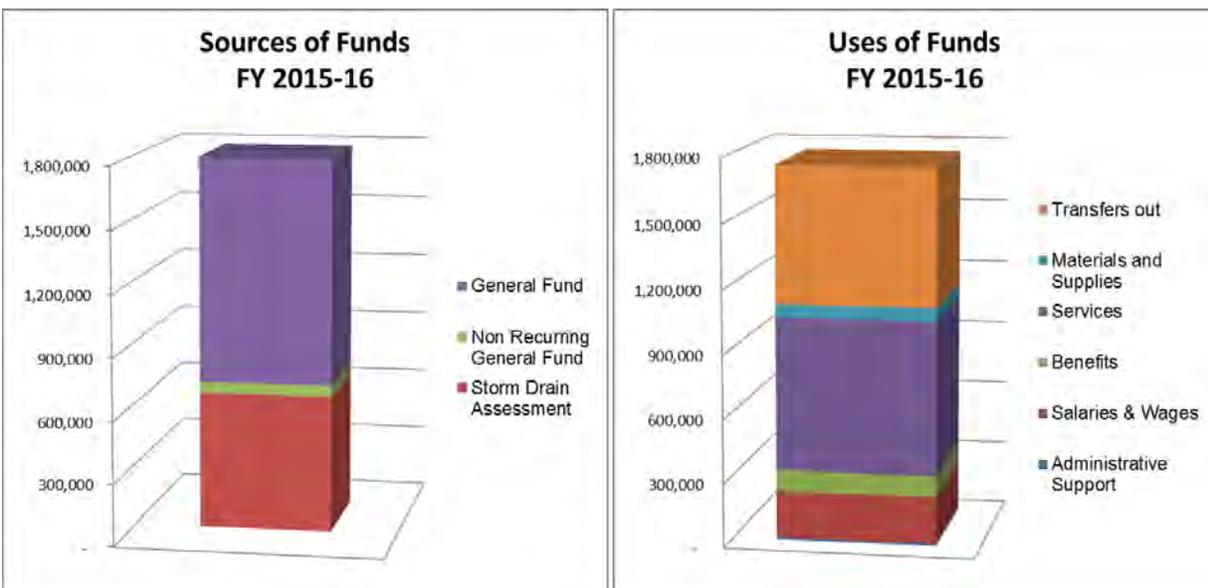
Storm Water / Drainage

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	416,802	411,765	430,000	420,000	450,000	4.65%	10,000	-97.78%
Intergovernmental	-	84,033	56,706	56,705	-	-100.00%	-	0.00%
Investment Earnings	692	5,687	7,380	7,000	5,000	-32.25%	-	-100.00%
Transfers In	115,090	142,225	146,383	146,383	173,178	18.30%	-	-100.00%
Revenues Total	532,584	643,710	640,469	630,088	628,178	-1.92%	10,000	-98.41%
Category Expenditure Summary								
Administrative Support	7,560	7,618	7,973	7,973	9,409	18.01%	9,803	4.19%
Salaries and Wages	127,883	106,082	105,998	98,461	221,017	108.51%	349,541	58.15%
Benefits	37,220	36,655	74,249	33,983	100,024	34.71%	166,045	66.01%
Services	134,412	239,225	750,296	367,844	719,420	-4.12%	775,088	7.74%
Materials and Supplies	18,994	17,070	35,700	24,287	62,000	73.67%	67,000	8.06%
Transfers Out	283,266	302,933	724,074	724,074	694,350	-4.11%	68,719	-90.10%
Program Category Expenditures	609,335	709,583	1,698,290	1,256,622	1,806,220	6.36%	1,436,196	-20.49%
Sources of Funding								
General Fund	161,374	177,261	782,052	337,103	1,092,420	39.69%	1,337,477	22.43%
Non Recurring General Fund	-	84,037	56,702	56,701	53,000	-6.53%	30,000	-43.40%
Storm Drain Assessment	447,961	448,285	859,536	862,818	660,800	-23.12%	68,719	-89.60%
Sources of Funding Total	609,335	709,583	1,698,290	1,256,622	1,806,220	6.36%	1,436,196	-20.49%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Charges for Services* in FY 2016-17 due to Storm Drain Assessment Fee scheduled to end in June 2016.
- Decrease in *Intergovernmental* as grant funds are not budgeted until awarded.
- Decrease in *Investment Earnings* to reflect historical trends.
- Increase in *Transfers In*, *Salaries and Wages*, *Benefits*, and *Materials and Supplies* related to approved Decision Package for enhanced Stormwater program in response to MS4 Permit requirements.
- Increase in *Services* due to Napa Countywide Stormwater Pollution Prevention Program (NCSPPP) costs related to new MS4 Permit requirements.



PROGRAM SUMMARY

Solid Waste & Materials Diversion Program

Program Overview:

The Solid Waste and Materials Diversion (Recycling) Program is responsible for the collection, processing, public education and long-term planning related to solid waste materials generated in the City of Napa. Beyond the safe and cost-effective handling of solid waste materials, the program is intended to maximize the diversion of solid waste materials from landfill disposal in order to meet or exceed State mandates. To this end, the City owns the Napa Materials Diversion Facility (MDF).

Major Accomplishments in FY 2013-14 & FY 2014-15:

- The City of Napa achieved and maintains a 65% (2013) landfill diversion rate.
- Council approved a Disposal Reduction Policy with a 75% recycling goal by 2020.
- All reserve targets fully funded per Fiscal Policy; no rate increase from CY12-CY14.
- A comprehensive Construction & Demolition Debris Recycling Ordinance in place.
- The MDF solid waste facility permit has been revised to include food scraps.
- New commercial & residential food composting programs approved for CY15.
- Carpet and “Split-Box” recycling were introduced in 2011 & continue to grow.
- Working with NVUSD, public school recycling improved from 33% to over 50% rate.
- Pilot Commercial Food Composting Route established with over 45 participants.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Per City’s adopted Disposal Reduction Policy (R2012 100), programs and policies to achieve or exceed 75% recycling and composting by 2020 are being developed.
- Per Council direction, staff is negotiating a long-term contract extension with Napa Recycling & Waste Services (NRWS).
- The “Napa Renewable Resources Project” or NRRP for the MDF including covered composting, stormwater upgrades, anaerobic digestion, biomass & solar power have been approved under CEQA with many elements being installed at the MDF.
- Implement new commercial & residential food waste composting programs.
- Implement & refine Construction and Demolition Debris (C&DD) Ordinance.
- Install anaerobic digestion to biofuel system with help of \$3,000,000 state California Energy Commission grant.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Materials Diversion	diverted v. total tons generated	70% by 2018 75% by 2020	63%	65%

PROGRAM SUMMARY

Solid Waste & Materials Diversion Program

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	24,403,681	24,073,730	26,121,989	25,295,262	26,064,591	-0.22%	27,006,716	3.61%
Intergovernmental	58,018	53,752	56,800	56,800	58,496	2.99%	59,549	1.80%
Investment Earnings	(668)	176,196	115,000	228,060	230,637	100.55%	231,456	0.36%
Miscellaneous Revenues	42,501	43,449	46,000	46,000	47,357	2.95%	48,226	1.83%
Transfers In	185,887	216,173	49,500	49,500	50,960	2.95%	51,896	1.84%
Other Financing Sources/Uses	-	-	-	-	19,987,000	0.00%	-	-100.00%
Revenues Total	24,689,419	24,563,300	26,389,289	25,675,622	46,439,041	75.98%	27,397,843	-41.00%

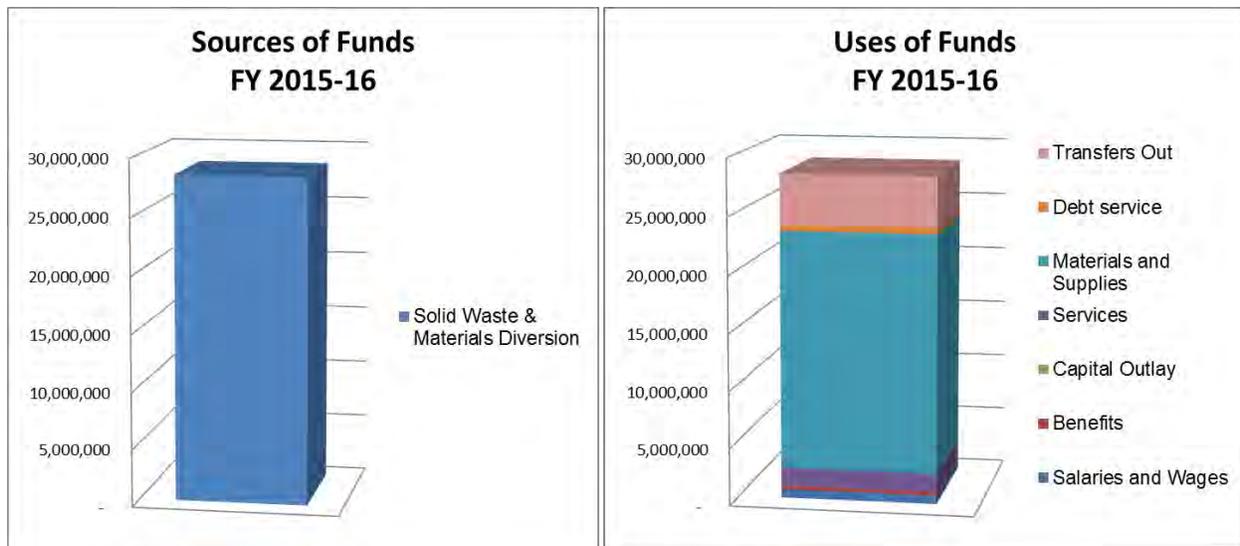
Category Expenditure Summary								
Administrative Support*	-	-	-	-	-	0.00%	-	0.00%
Salaries and Wages	488,386	519,835	700,333	616,561	750,068	7.10%	792,507	5.66%
Benefits	169,135	198,548	224,752	230,909	315,741	40.48%	353,354	11.91%
Materials and Supplies	18,940,029	18,781,296	21,298,845	19,097,954	20,776,943	-2.45%	20,531,222	-1.18%
Services	1,108,311	959,368	1,937,539	1,773,596	1,598,414	-17.50%	1,345,422	-15.83%
Capital Outlay	298,222	508,317	6,000	271,327	5,250	-12.50%	4,550	-13.33%
Debt service	214,843	191,269	219	210	600,000	273872.60%	1,700,000	183.33%
Transfers Out	2,413,778	2,883,128	2,955,449	2,941,204	4,327,900	46.44%	2,463,983	-43.07%
Program Category Expenditures	23,632,704	24,041,761	27,123,137	24,931,761	28,374,316	4.61%	27,191,038	-4.17%

Sources of Funds								
<i>Solid Waste & Materials Diversion</i>	23,632,704	24,041,761	27,123,137	24,931,761	28,374,316	4.61%	27,191,038	-4.17%
Sources of Funds Total	23,632,704	24,041,761	27,123,137	24,931,761	28,374,316	4.61%	27,191,038	-4.17%

*Administrative Support is included in *Transfers Out* category. For amount details please refer to Administrative Support Program Summary in Section 4, page 4.

Significant Program Changes for FY 2015-16 & FY 2016-17:

- Increase in *Benefits* related to PERS increases as well as more precise budgeting.
- Reduction in *Services* and *Capital Outlay* due to more precise budgeting.
- Reduction in *Debt service* due to retirement of bond in FY 2013-14. *Debt Service* amounts for FY 2015-16 and FY 2016-17 are estimates.
- As noted in the table, *Transfers Out* includes Administrative Support amount.



PROGRAM SUMMARY

Water Utility Program

Program Overview:

The Water Utility Program is responsible for the operation, maintenance and improvement of the municipal water system serving the City and adjacent areas. The mission of the program is to provide an uninterrupted supply of high quality and reasonably priced water to the community for consumption and fire protection. Over 15,000 acre-feet (5-billion gallons) of water meeting State and Federal drinking water regulations is delivered to customers each year, in addition to investing in capital improvements, planning for future water supply needs, responding to emergency repairs, and maintaining a proactive water conservation program.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Installed 3 transmission main crossings under Highway 29 totaling 4,300 linear feet of pipe using horizontal directional drilling technique.
- Responded to the August 24, 2014 earthquake and with the assistance of mutual aid repaired more than two typical years' worth of distribution system breaks within the first 6 months of FY 2015 – complete.
- Completion of valve repairs and interior coating of the Hennessey Treatment Plant Clearwell – complete.
- Assessment of Water System Corrosion and Installation of Cathodic Protection – ongoing.
- Installation of Storage Tank Mixers for Disinfection Byproduct Control – ongoing.
- Establishment of Geo-spatial Database for System Assets – ongoing.
- Automation and Replacement Program for Water Meters – ongoing.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Implementation of the Work Order Asset Management (WAM) System.
- Installation of mixers and aerators in storage tanks to reduce THMs to comply with Stage II Disinfection Byproduct Rule.
- Purchase equipment and develop in-house analytical certification for tri-halomethane compliance sampling.

- Design and implementation of horizontal directional drilling projects to repair broken water mains due to the August 2014 South Napa Earthquake.
- Hennessey Reservoir Intake Tower Assessment.
- Dwyer Road Pump Station Construction pending the SRF Funding Agreement.
- Design and installation of centrifuge sludge handling system at the Barwick Jamieson Treatment Plant.

Program Metrics:

Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual
Water Quality	% compliance with state water quality standards	100%	100%	100%
Water Conservation - reduce overall water usage by 20% by 2020	actual v. target	2015 goal: 148.4 gallons/person/day; 2020 goal: 131.9 gallons/person/day	145 gpcd	151 gpcd

PROGRAM SUMMARY

Water Utility Program

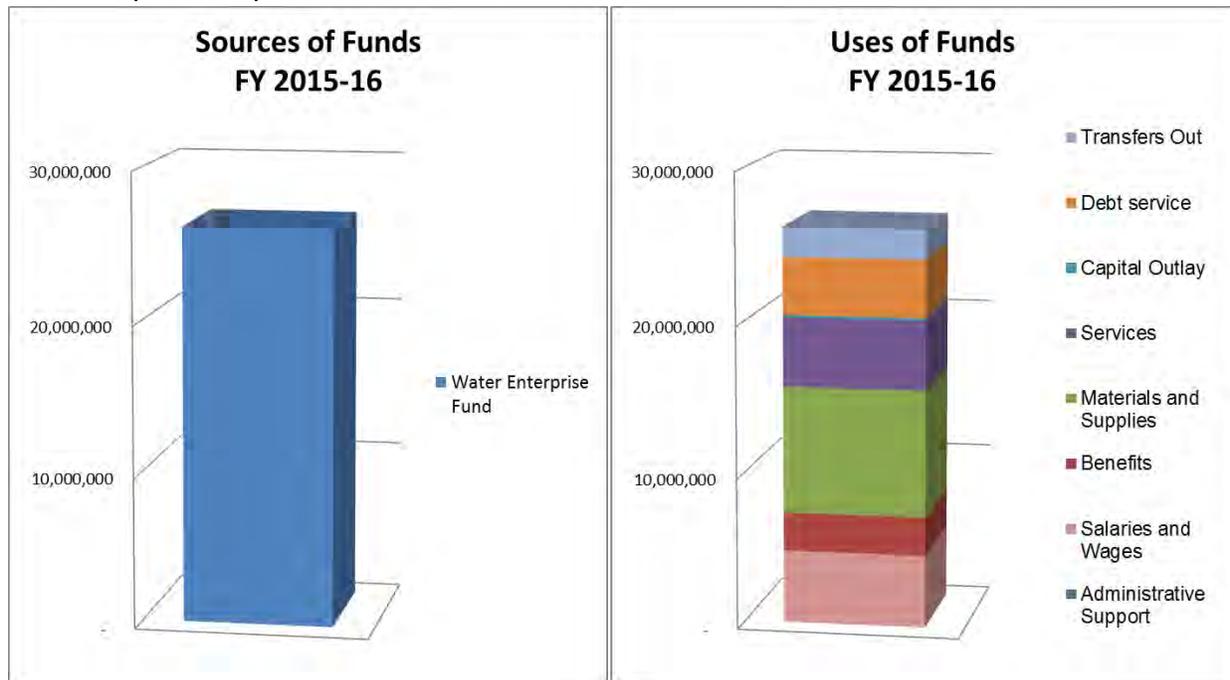
Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Charges for Services	25,266,058	28,396,667	27,985,170	26,247,604	26,629,000	-4.85%	28,890,000	8.49%
Intergovernmental	554	-	-	-	-	0.00%	-	0.00%
Investment Earnings	40,235	88,193	150,000	150,000	150,000	0.00%	150,000	0.00%
Miscellaneous Revenues	187,607	197,758	127,500	127,500	127,500	0.00%	127,500	0.00%
Transfers In	584,752	43,740,335	-	-	-	0.00%	-	0.00%
Revenues Total	26,079,206	72,422,953	28,262,670	26,525,104	26,906,500	-4.80%	29,167,500	8.40%
Category Expenditure Summary								
Administrative Support	-	-	-	-	-	0.00%	-	0.00%
Salaries and Wages	3,905,522	4,079,938	4,652,260	4,347,888	4,806,669	3.32%	5,213,022	8.45%
Benefits	1,736,549	1,890,119	2,205,559	2,113,935	2,546,210	15.45%	2,810,349	10.37%
Materials and Supplies	5,615,776	6,993,319	9,970,305	7,377,971	8,382,420	-15.93%	8,581,209	2.37%
Services	3,063,950	2,907,583	4,247,049	3,546,243	4,573,317	7.68%	4,082,180	-10.74%
Capital Outlay	2,971,044	4,661,220	97,500	98,190	151,500	55.38%	66,500	-56.11%
Debt service	3,870,505	3,268,578	3,803,234	3,803,234	3,803,684	0.01%	3,800,684	-0.08%
Transfers Out	4,298,392	1,862,487	2,121,378	2,092,585	1,949,713	-8.09%	1,943,404	-0.32%
Program Category Expenditures	25,461,738	25,663,244	27,097,285	23,380,046	26,213,513	-3.26%	26,497,348	1.08%
Sources of Funds								
Water Enterprise Fund	25,461,738	25,663,244	27,097,285	23,380,046	26,213,513	-3.26%	26,497,348	1.08%
Sources of Funds Total	25,461,738	25,663,244	27,097,285	23,380,046	26,213,513	-3.26%	26,497,348	1.08%

*Administrative Support is included in Transfers Out category. For amount details please refer to Administrative Support Program Summary in Section 4, page 4.

Significant Program Changes for FY 2015-16 & FY 2016-17:

- Increase to *Benefits* related to PERS increase as well as more precise budgeting.
- Decrease in *Materials and Supplies* related to assumed 20% water reduction.
- Increase in *Capital Outlay* due to the anticipated need to design multiple pipeline repair projects to be reimbursed by FEMA and CalOES as a result of the August 2014 South Napa Earthquake.





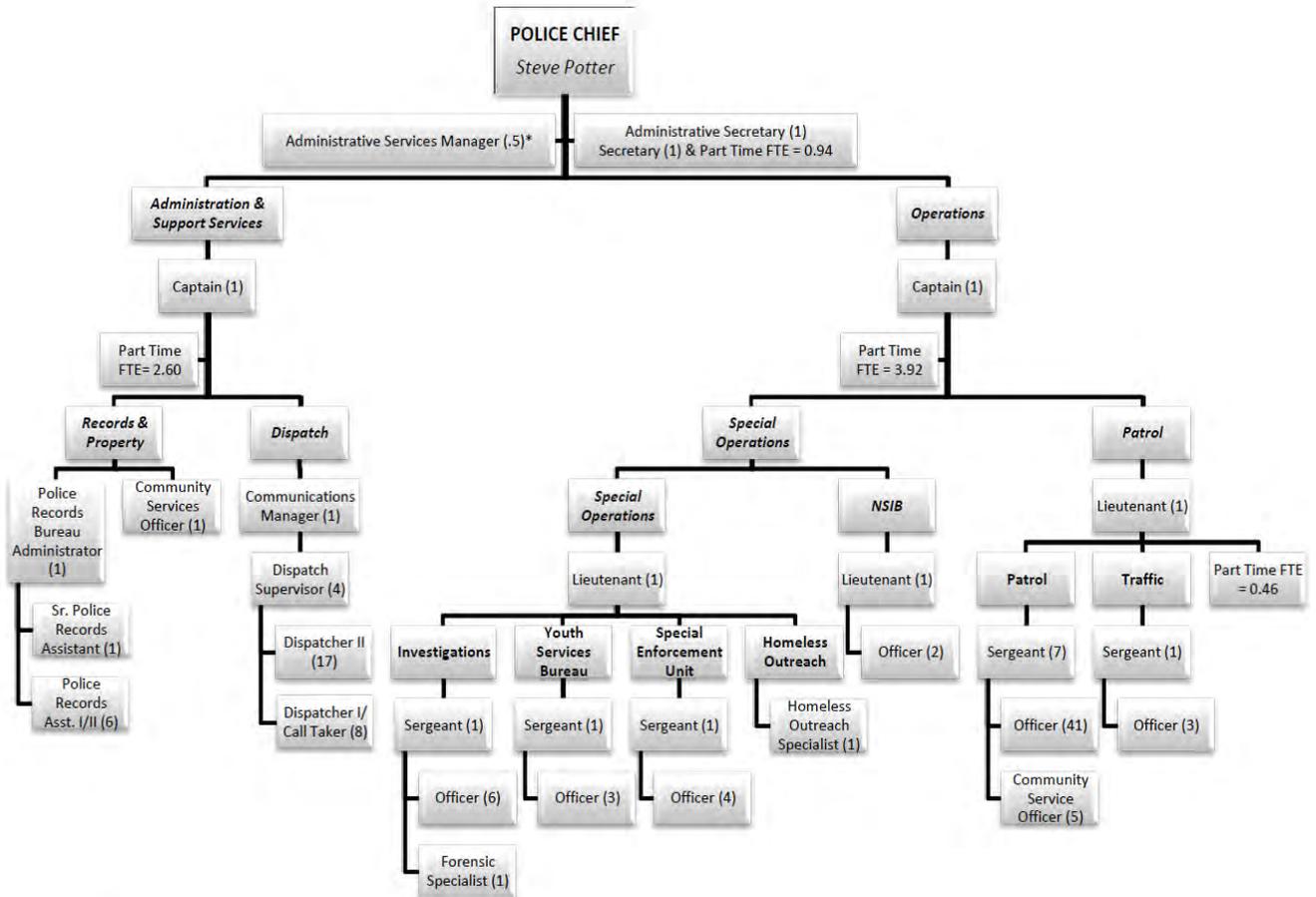
Public Safety Police

*Fiscal Years
2015-16 & 2016-17*

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.



Full Time Equivalent (FTE) Employees:

Police	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	120.50	120.50	122.50	124.50	124.50
Part-Time	8.03	8.53	8.53	7.92	7.92
Total FTE	128.53	129.03	131.03	132.42	132.42
Limited Term					

Police Department

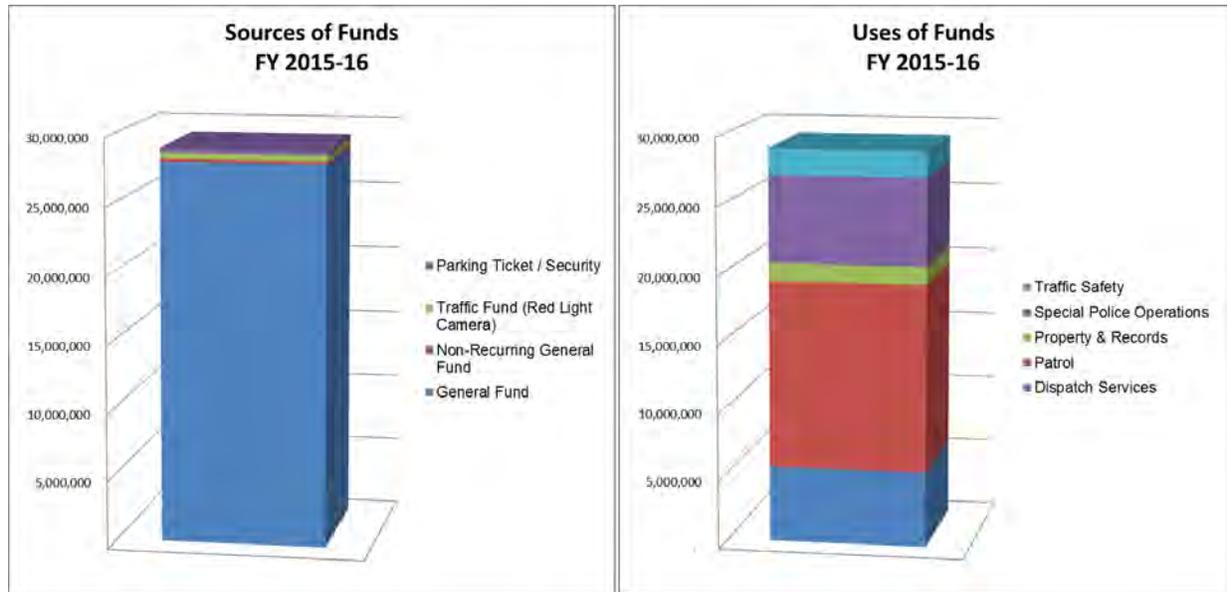
Department Overview:

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.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Funding Source								
General Fund	22,864,543	23,704,598	25,462,890	25,266,366	28,011,895	10.01%	29,416,659	5.01%
Non-Recurring General Fund	378,173	560,599	1,055,208	605,203	207,263	-80.36%	312,263	50.66%
Traffic Fund (Red Light Camera)	313,366	360,022	375,744	312,830	418,089	11.27%	459,760	9.97%
Parking Ticket / Security	362,945	309,754	344,456	296,818	346,755	0.67%	371,910	7.25%
Revenues Total	23,919,027	24,934,973	27,238,298	26,481,217	28,984,002	6%	30,560,592	5%

Program Expenditure Summary								
Dispatch Services	4,608,336	4,545,433	4,854,483	4,947,731	5,548,019	14.29%	5,793,472	4.42%
Patrol	11,588,766	12,086,879	12,143,827	12,363,282	13,795,378	13.60%	14,659,021	6.26%
Property & Records	1,089,632	1,088,374	1,131,436	1,086,833	1,304,038	15.26%	1,345,242	3.16%
Special Police Operations	5,127,373	5,787,969	6,633,837	6,244,155	6,410,290	-3.37%	6,719,830	4.83%
Traffic Safety	1,504,920	1,426,318	2,474,715	1,839,216	1,926,277	-22.16%	2,043,027	6.06%
Expenditures Total	23,919,027	24,934,973	27,238,298	26,481,217	28,984,002	6%	30,560,592	5%



PROGRAM SUMMARY

Dispatch

Program Overview:

The Dispatch Program provides dispatching services for Napa City Police, Napa City Fire, Napa County Sheriffs, American Canyon Police, American Canyon Fire, American Medical Response (AMR) and Animal Services.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Began process to fill the vacant Communications Manager position.
- Implemented the Computer Aided Dispatch software upgrade.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Fill the vacant Communications Manager position.
- Renegotiate cost sharing agreement with Napa County Sheriffs, American Canyon Police, American Canyon Fire, American Medical Response and Animal Services based on service levels needed.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Dispatch Calls	# calls to dispatch	Trend	46,517	52,037
	% answered within 10 seconds	TBD	63%	69%
	General time for call received to event created	Trend	Not Available	Not Available
	Response time from event created to arrival time for Part 1	Trend	Not Available	Not Available

PROGRAM SUMMARY

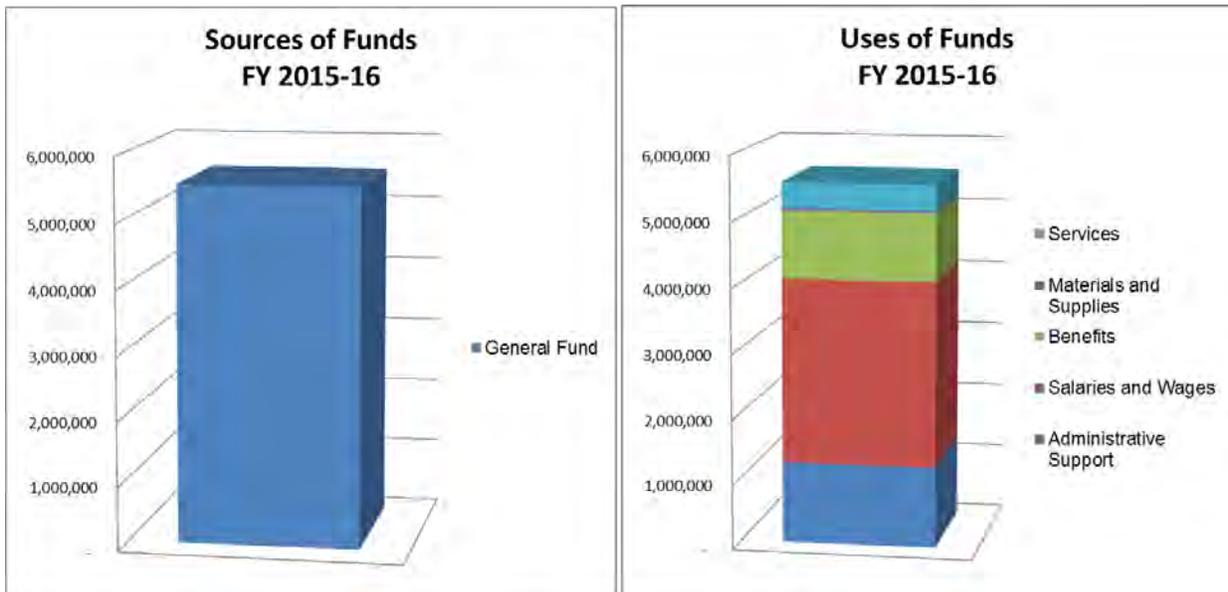
Dispatch

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Proposed	% Change	2016-17 Proposed	% Change
Revenues by Category								
Intergovernmental	71,242	78,872	103,181	95,684	-	-100.00%	-	0.00%
Charges for Services	2,379,009	2,213,025	2,159,311	2,159,311	2,201,561	1.96%	2,212,035	0.48%
Revenues Total	2,450,251	2,291,897	2,262,492	2,254,995	2,201,561	-2.69%	2,212,035	0.48%
Category Expenditure Summary								
Administrative Support	987,950	972,756	1,013,718	1,013,718	1,244,344	22.75%	1,296,986	4.23%
Salaries and Wages	2,279,645	2,430,045	2,524,066	2,706,426	2,839,986	12.52%	2,931,070	3.21%
Benefits	668,239	783,543	957,200	902,159	1,038,704	8.51%	1,162,399	11.91%
Materials and Supplies	20,714	32,911	25,283	16,681	30,700	21.43%	26,200	-14.66%
Services	476,789	326,178	334,217	308,748	394,285	17.97%	376,817	-4.43%
Transfers out	175,000	-	-	-	-	0.00%	-	0.00%
Program Category Expenditures	4,608,337	4,545,433	4,854,484	4,947,732	5,548,019	14.29%	5,793,472	4.42%
Sources of Funds								
General Fund	4,491,427	4,486,501	4,854,484	4,947,732	5,548,019	14.29%	5,793,472	4.42%
Non Recurring General Fund	116,910	58,932	-	-	-	-	-	-
Sources of Funds Total	4,608,337	4,545,433	4,854,484	4,947,732	5,548,019	14.29%	5,793,472	4.42%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* related to shifting of grant funds in FY 2014-15 as a result of departmental reorganization.
- Increase in *Salaries and Wages* due to the Communications Manager position added in FY 2014-15.
- Increase in *Materials and Supplies* and *Services* in FY 2015-16 related to approved Decision Package for conversion of office space.



PROGRAM SUMMARY

Police Patrol Program

Program Overview:

The Police Patrol program is the primary service delivery unit of the Police Department. The Patrol program is also responsible for deployment of the K-9 Program, Field Training Officer Program, Traffic Bureau, Parking Enforcement, Abandoned Vehicle Abatement Program and providing alternative means of service delivery.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Used Officers on bicycles to address security and quality of life issues in the downtown and adjacent areas.
- Increased community contact through neighborhood meetings.
- Obtained State grant funding to address Children Exposed to Domestic Violence, DUI and Traffic Enforcement.
- Continued to see reduced number of traffic collisions at red light camera equipped intersections as well as others.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Fill actual and anticipated Police Officer and Community Service Officer vacancies.
- Currently recruiting for Police Officer Trainee position to reflect the diversity in our community.
- Implementing the CalEMA Children Exposed to Domestic Violence grant.
- Assign Automatic External Defibrillators (AEDs) to patrol cars.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Crime Sort by Neighborhood (Part 1 & 2)	# Part 1 & 2 by neighborhood	Trend	Not Available	Not Available
Officer committed time vs non-committed time	Hours committed v Non-Committed	Trend	Not Available	Not Available
UCR Part 1	# crimes	Trend	2,239	2,181

PROGRAM SUMMARY

Police Patrol Program

Program Detail:

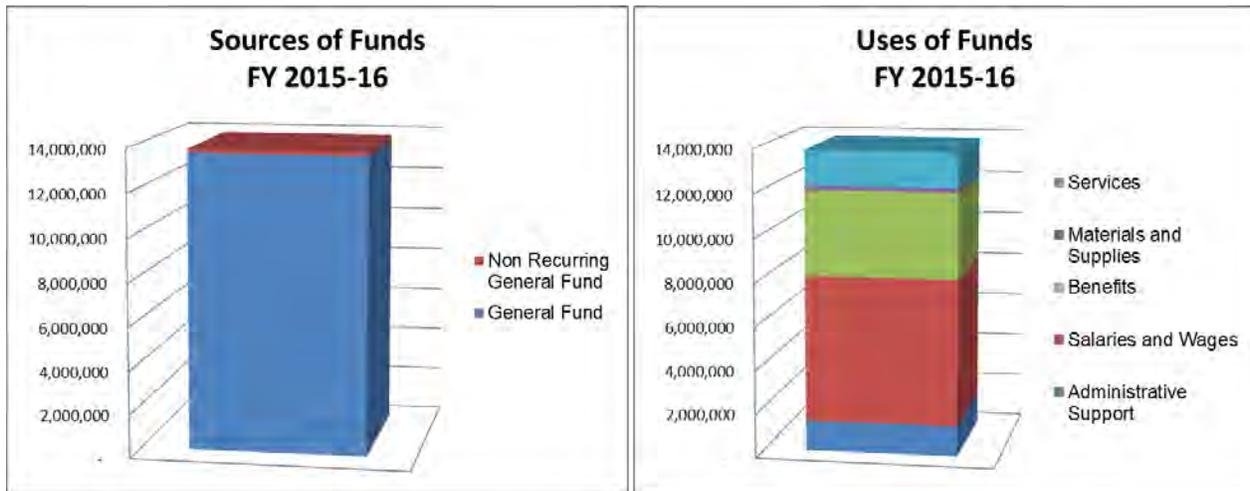
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	215,525	372,833	423,720	260,212	143,512	-66.13%	143,512	0.00%
Charges for Services	171,345	107,148	119,000	119,000	120,875	1.58%	121,780	0.75%
Miscellaneous Revenues	5,000	6,000	6,000	6,000	-	-100.00%	-	-
Revenues Total	391,870	485,981	548,720	385,212	264,387	-51.82%	265,292	0.34%

Category Expenditure Summary								
Administrative Support	1,111,537	1,124,159	1,156,178	1,156,178	1,385,643	19.85%	1,444,345	4.24%
Salaries and Wages	6,286,305	6,383,913	6,142,673	6,490,535	6,706,345	9.18%	6,984,408	4.15%
Benefits	3,058,280	3,203,315	3,364,975	3,347,465	3,931,925	16.85%	4,323,448	9.96%
Materials and Supplies	173,660	256,059	155,835	145,628	189,700	21.73%	114,700	-39.54%
Services	958,984	1,119,433	1,324,166	1,223,476	1,581,765	19.45%	1,707,120	7.93%
Capital Outlay	-	-	-	-	-	-	85,000	-
Program Category Expenditures	11,588,766	12,086,879	12,143,827	12,363,282	13,795,378	13.60%	14,659,021	6.26%

Sources of Funds								
General Fund	11,482,194	11,823,077	11,780,200	12,174,659	13,625,866	15.67%	14,354,509	5.35%
Non Recurring General Fund	106,572	263,802	363,627	188,623	169,512	-53.38%	304,512	79.64%
Sources of Funds Total	11,588,766	12,086,879	12,143,827	12,363,282	13,795,378	13.60%	14,659,021	6.26%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* as grant funds are not budgeted until the award is confirmed. Budget adjustments to both Revenues and Expenditures will be completed when award letters are received.
- Increase in *Salaries and Wages*, and *Benefits* due to approved Police Officer positions in support of enhanced Downtown program.
- Increase in *Services* due to increased Fleet and General Liability costs.



PROGRAM SUMMARY

Property & Records

Program Overview:

The Property & Records program provides customer services to citizens who come to or call the Police Department; maintains police records; provides support services for officers and the Communications Center; fingerprints new city employees, drug and sex registrants; processes citations, reports and subpoenas for court purposes; processes taxi, massage, concealed weapon and vendor permit applicants; reports crime statistics to the Department of Justice; and maintains statistics for department use. Additionally the Property & Records program is responsible for the storage, maintenance and release of evidence, found property and property held for safe keeping.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Upgraded the Records Supervisor to Records Bureau Administrator to reflect restructuring of support services and increased level of supervision.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Completed installation of additional movable carriage storage for more efficient storage of property.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Property & Records	# of processed reports	Trend	7,172	7,665
	# of front counter assistance	Trend	Not Available	12,427
	# permits processed	Trend	820	759
	# background requests processed	Trend	903	1,094
	# subpoenas processed	Trend	2,684	3,283

PROGRAM SUMMARY

Property & Records

Program Detail:

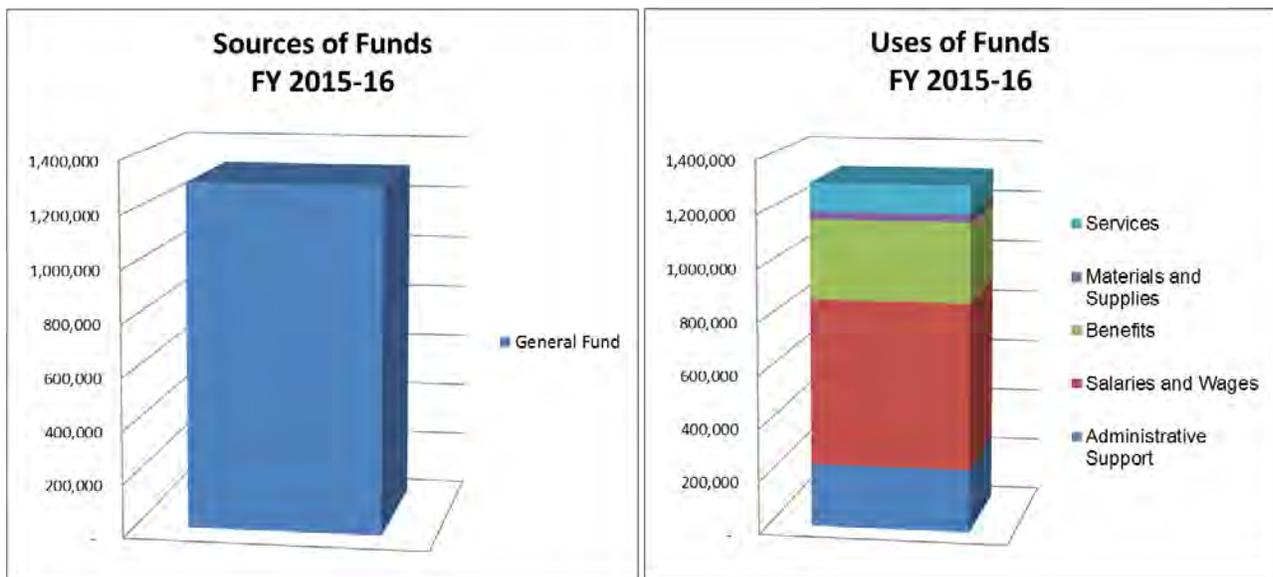
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Proposed	% Change	2016-17 Proposed	% Change
Revenues by Category								
Intergovernmental	31,710	30,928	-	-	-	0.00%	-	0.00%
Charges for Services	27,662	36,233	30,000	30,027	30,000	0.00%	30,000	0.00%
Revenues Total	59,372	67,161	30,000	30,027	30,000	0.00%	30,000	0.00%

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Proposed	% Change	2016-17 Proposed	% Change
Category Expenditure Summary								
Administrative Support	175,953	175,983	185,218	185,218	238,370	28.70%	248,823	4.39%
Salaries and Wages	552,980	532,684	575,066	549,121	628,852	9.35%	639,801	1.74%
Benefits	212,535	214,295	243,023	232,935	300,082	23.48%	317,788	5.90%
Materials and Supplies	21,663	20,485	24,301	22,000	29,300	20.57%	29,300	0.00%
Services	126,501	114,556	103,828	97,559	107,434	3.47%	109,530	1.95%
Capital Outlay	-	30,371	-	-	-	0.00%	-	0.00%
Program Category Expenditures	1,089,632	1,088,374	1,131,436	1,086,833	1,304,038	15.26%	1,345,242	3.16%

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Proposed	% Change	2016-17 Proposed	% Change
Sources of Funds								
General Fund	1,057,922	1,027,074	1,131,436	1,086,833	1,304,038	15.26%	1,345,242	3.16%
Non Recurring General Fund	31,710	61,300	-	-	-	-	-	-
Sources of Funds Total	1,089,632	1,088,374	1,131,436	1,086,833	1,304,038	15.26%	1,345,242	3.16%

Significant Program Changes in FY 2015-16 & FY 2016-17:

- Increase in *Salaries and Wages*, and *Benefits* in FY 2015-16 and FY 2016-17 due to the projected increase in pension costs, and city paid medical benefits, and a full year of the new Police Records Bureau Administrator position.
- Increase in *Materials and Supplies* related to uniform costs for Part-time staff, front counter and fingerprinting supplies.



PROGRAM SUMMARY

Special Police Operations Program

Program Overview:

The Special Police Operations program includes Investigations, Crime Prevention, Youth Services Bureaus, Homeless Outreach, SWAT Crisis Negotiations, Special Enforcement Unit and Napa Special Investigations Bureau (NSIB).

Major Accomplishments in FY 2013-14 & FY 2014-15:

- In collaboration with Napa County Mental Health, a mental health employee was assigned to this program.
- Used proactive approach to reduce gang related calls for service.
- Experienced positive interaction with the community with increased participation through community events such as expanded Shop with a Cop, National Night Out, and distribution of donated dollars.
- Acquired grant funding from Alcoholic Beverage Control (ABC) to provide additional educational enforcement pertaining to establishments that serve alcohol.
- Homeless Outreach assisted 106 clients in the last calendar year, including 7 street homeless families that remained street homeless on average for less than one week.
- Homeless Outreach provided assistance on over 1537 office visits and 738 field visits in the last calendar year providing services to the homeless population.
- Homeless Outreach also served again on the commission for POST (Police Officer Standards and Training) production of video training for officers throughout the state.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Expand Youth Prevention programs such as Legacy and DARE.
- Continue reduction in truancy.
- Expand ability to investigate cyber-crimes.
- Implement a Crime Analyst service within the Department.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Investigations	# cases assigned	Trend	410	353
	% Cleared by arrest or charges filed	Trend	19%	23%
Napa Special Investigations Bureau	# cases assigned	Trend	189	215
	% Cleared by arrest or charges filed	Trend	64.50%	39%
	Value of substances siezed	Trend	\$33,060,721	\$81,444,932
Homeless Program	# homeless persons served	Trend	2,250	2,275
	# homeless persons placed in housing or shelter	Trend	125 individuals/ 9 families	106 individuals/ 7 families
	# homeless veterans served	Trend	9	14
School Resource Officers	# cases investigated	Trend	139	128
	% of cases cleared	100%	100%	100%
Diversion	# youth referred to program	Trend	1,002	1,316
	% completing program	Trend	95%	96%

PROGRAM SUMMARY

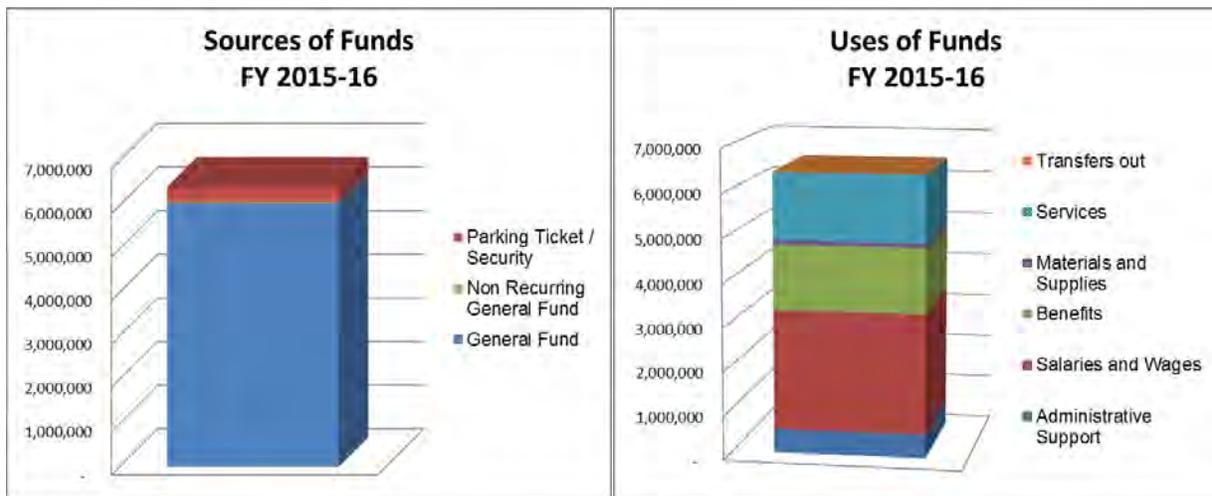
Special Police Operations Program

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	32,285	42,736	37,170	37,170	26,000	-30.05%	26,000	0.00%
Charges for Services	520,525	787,272	632,156	682,156	732,156	15.82%	732,156	0.00%
Investment Earnings	(601)	5,784	8,500	5,000	5,000	-41.18%	5,000	0.00%
Transfers In	92,682	-	92,682	-	-	-100.00%	-	0.00%
Revenues Total	644,891	835,792	770,508	724,326	763,156	-0.95%	763,156	0.00%
Category Expenditure Summary								
Administrative Support	425,172	428,648	447,987	447,987	542,262	21.04%	565,955	4.37%
Salaries and Wages	2,324,927	2,758,099	3,065,382	2,906,872	2,739,434	-10.63%	2,834,754	3.48%
Benefits	1,037,556	1,348,806	1,649,104	1,522,923	1,487,549	-9.80%	1,652,492	11.09%
Materials and Supplies	56,537	64,623	65,552	36,560	103,350	57.66%	74,000	-28.40%
Services	1,224,355	1,174,217	1,392,236	1,316,237	1,523,712	9.44%	1,578,226	3.58%
Transfers out	58,826	13,576	13,576	13,576	13,983	3.00%	14,403	3.00%
Program Category Expenditures	5,127,373	5,787,969	6,633,837	6,244,155	6,410,290	-3.37%	6,719,830	4.83%
Sources of Funds								
General Fund	4,764,428	5,478,215	6,289,381	5,947,337	6,033,535	-4.07%	6,347,920	5.21%
Non Recurring General Fund	-	-	-	-	30,000	100.00%	-	-100.00%
Parking Ticket / Security	362,945	309,754	344,456	296,818	346,755	0.67%	371,910	7.25%
Sources of Funds Total	5,127,373	5,787,969	6,633,837	6,244,155	6,410,290	-3.37%	6,719,830	4.83%

Significant Program Changes in FY 2015-16 & FY 2016-17:

- Decrease in *Intergovernmental* as County Drug Abuse Operating Grant funds are no longer available.
- Increase in *Charges for Services* related to local agency reimbursements for officer services.
- Decrease in *Investment Earnings* to reflect historical trend.
- Adjustments to *Salaries and Wages*, and *Benefits* to better reflect the programs supported by the two Police Captains.
- Increase *Materials and Supplies* for the DARE program and for Police supplies. Grant monies may be utilized as a funding source for supplies if available.
- Increase *Services* to address an increased number of cyber-crime investigations.



PROGRAM SUMMARY

Traffic Safety Program

Program Overview:

The Traffic Safety program provides equipment, engineering and educational enhancements to improve the overall traffic flow and safety for Napa’s walking, bicycling and motoring public.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Continued to see reduced number of traffic collisions at red light camera equipped intersections as well as others.
- Purchased traffic safety devices (lighted crosswalk) for installation in 8 crosswalks.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Utilize revenue to further enhance traffic safety city-wide.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Traffic Safety	# fatal collisions	Trend	1	0
	# injury collisions	Trend	596	637
	# DUI related collisions	Trend	83	90
	# DUI arrests	Trend	286	373
	# education presentations	Trend	10	17
	# engineering change recommendations made	Trend	0	0
Red Light Camera	# violations	Trend	4,667	3,415
	# citations issued	Trend	2,397	2,845
	# fatal collisions	Trend	0	0
	# injury collisions	Trend	34	25
Traffic Counts	% traffic counts on major streets completed and published annually by February 15	100%	N/A	41%
Speed Surveys	# of expiring speed surveys completed	Trend	29	40
	% of expiring speed surveys completed	100%	100%	97%

PROGRAM SUMMARY

Traffic Safety Program

Program Detail:

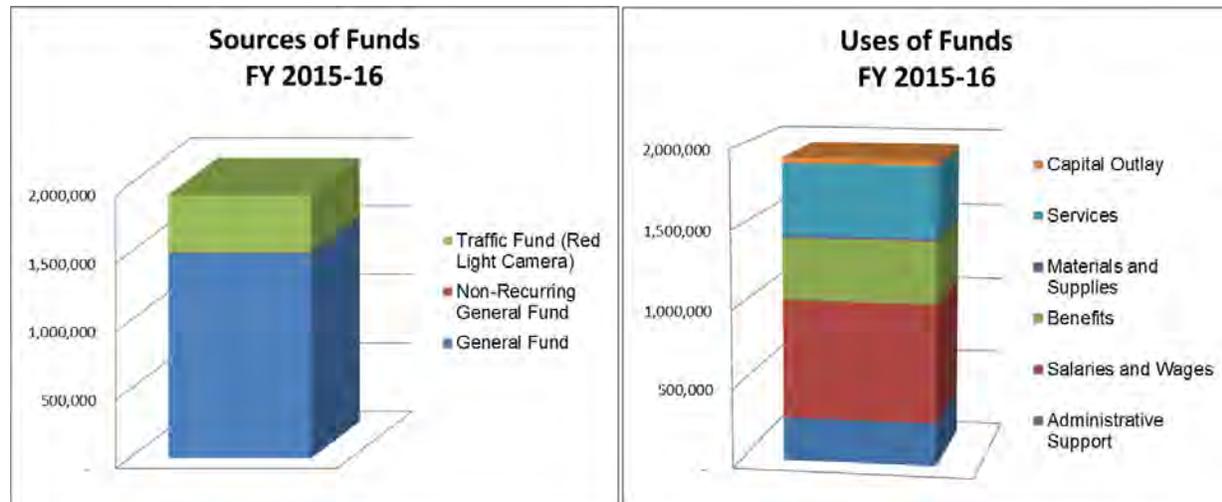
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	211,980	247,425	457,338	509,338	68,000	-85.13%	68,000	0.00%
Charges for Services	877,922	847,272	724,744	724,744	747,378	3.12%	789,205	5.60%
Investment Earnings	(310)	6,927	6,000	6,000	6,500	8.33%	7,000	7.69%
Revenues Total	1,089,592	1,101,624	1,188,082	1,240,082	821,878	-30.82%	864,205	5.15%

Category Expenditure Summary								
Administrative Support	173,241	170,961	193,661	193,661	273,988	41.48%	286,105	4.42%
Salaries and Wages	684,527	583,062	1,069,253	874,437	753,046	-29.57%	777,434	3.24%
Benefits	264,095	215,542	384,326	272,822	397,221	3.36%	435,304	9.59%
Materials and Supplies	10,893	99,347	57,282	14,468	14,700	-74.34%	52,200	255.10%
Services	372,164	357,406	770,193	483,828	451,067	-41.43%	454,535	0.77%
Capital Outlay	-	-	-	-	36,255	100.00%	37,449	3.29%
Program Category Expenditures	1,504,920	1,426,318	2,474,715	1,839,216	1,926,277	-22.16%	2,043,027	6.06%

Sources of Funds								
General Fund	1,068,573	889,731	1,407,390	1,109,806	1,500,437	6.61%	1,575,516	5.00%
Non Recurring General Fund	122,981	176,565	691,581	416,580	7,751	-98.88%	7,751	0.00%
Traffic Fund (Red Light Camera)	313,366	360,022	375,744	312,830	418,089	11.27%	459,760	9.97%
Sources of Funds Total	1,504,920	1,426,318	2,474,715	1,839,216	1,926,277	-22.16%	2,043,027	6.06%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* as operating grant funds are not included in the proposed budget until they are awarded. The *Intergovernmental* budget will be increased as the city is notified of grant awards. (i.e. California Office of Traffic Safety Grant).
- Decrease in *Salaries and Wages* as a budget correction for time spent in support of the Traffic Safety program. Proposed support is relatively consistent with prior year actuals.
- Decrease in *Materials and Supplies* due to an adjustment to the budgeting of higher dollar supplies (over \$5,000) have been moved to the *Capital Outlay* category.





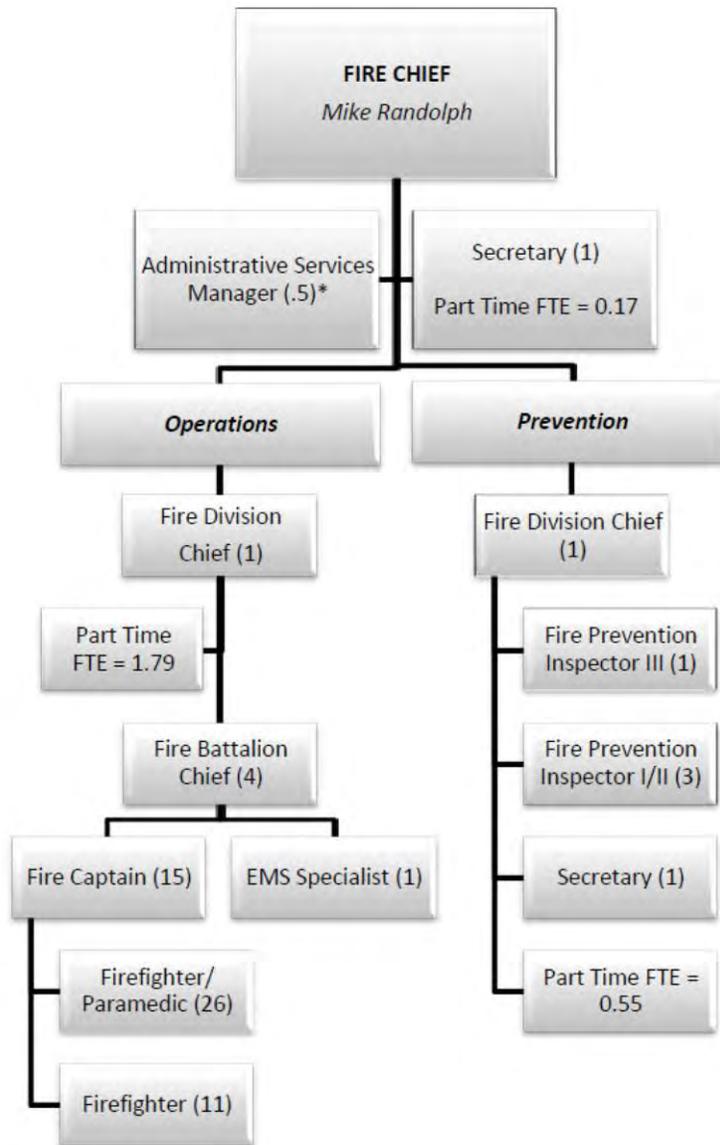
Public Safety Fire

Fiscal Years
2015-16 & 2016-17

Fire Department

Mission Statement:

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



Full Time Equivalent (FTE) Employees:

Fire	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	63.00	63.00	65.50	66.50	66.50
Part-Time	2.60	2.51	2.51	2.51	3.01
Total FTE	65.60	65.51	68.01	69.01	69.51
Limited Term					

Fire Department

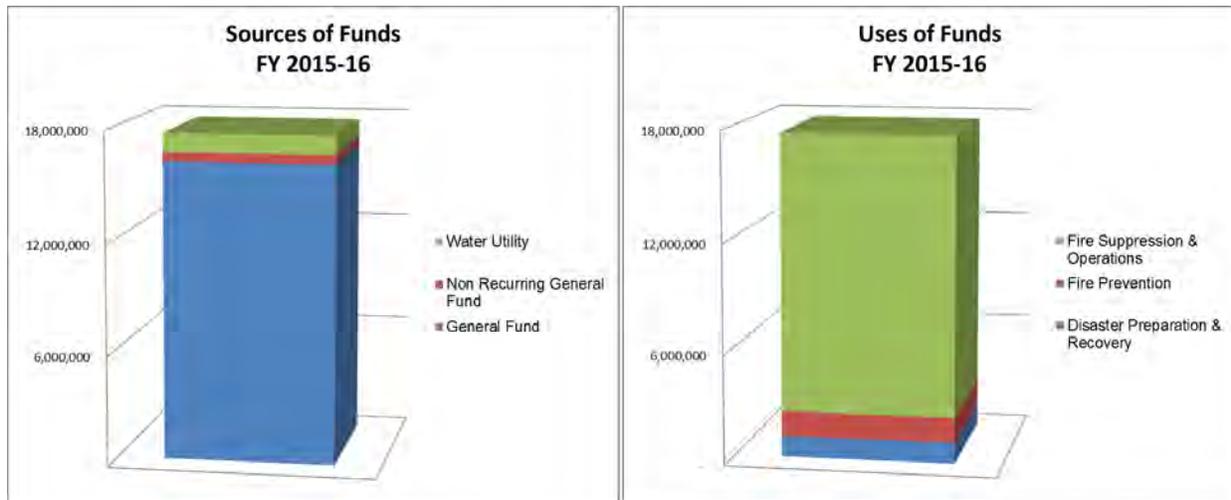
Department Overview:

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.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Funding Source								
General Fund	14,175,121	14,777,388	15,490,732	12,140,724	16,088,406	3.86%	18,155,630	12.85%
Non Recurring General Fund	511	147,009	4,446,511	8,196,205	583,085	-86.89%	-	-100.00%
Water Utility	-	-	-	954,140	1,000,000	0.00%	-	-100.00%
Revenues Total	14,175,632	14,924,397	19,937,243	21,291,069	17,671,491	-11%	18,155,630	3%

Program Expenditure Summary								
Disaster Preparation & Recovery	55,600	97,077	4,090,084	5,535,318	1,147,838	-71.94%	120,245	-89.52%
Fire Prevention	1,134,803	1,105,320	1,164,276	1,162,828	1,367,610	17.46%	1,511,042	10.49%
Fire Suppression & Operations	12,985,229	13,722,000	14,682,883	14,592,923	15,156,043	3.22%	16,524,343	9.03%
Total Expenditures	14,175,632	14,924,397	19,937,243	21,291,069	17,671,491	-11%	18,155,630	3%



PROGRAM SUMMARY

Disaster Preparation & Recovery

Program Overview:

The Disaster Preparedness and Recovery program is composed of two distinct areas of responsibility. The first area is preparedness, where we insure all City employees receive the appropriate level of training to function effectively during a disaster. This includes formal as well as situational training. The second area is recovery, where various City departments help provide direction and assistance to community members and business owners so they can mitigate damages. Additionally, City departments work collectively with the County, State and Federal governments to assist with the recovery efforts.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Achieved 100% minimum training compliance for all City employees.
- Successfully met the challenges of the August 24, 2014 earthquake, while gaining valuable “lessons learned” for improvement.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Review and Prioritize “Recommended Areas” identified in the After Action Report.
- Provide EOC section specific training.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Employee ICS/NIMS Training	% compliance	100%	90%	100%

PROGRAM SUMMARY

Disaster Preparation & Recovery

Program Detail:

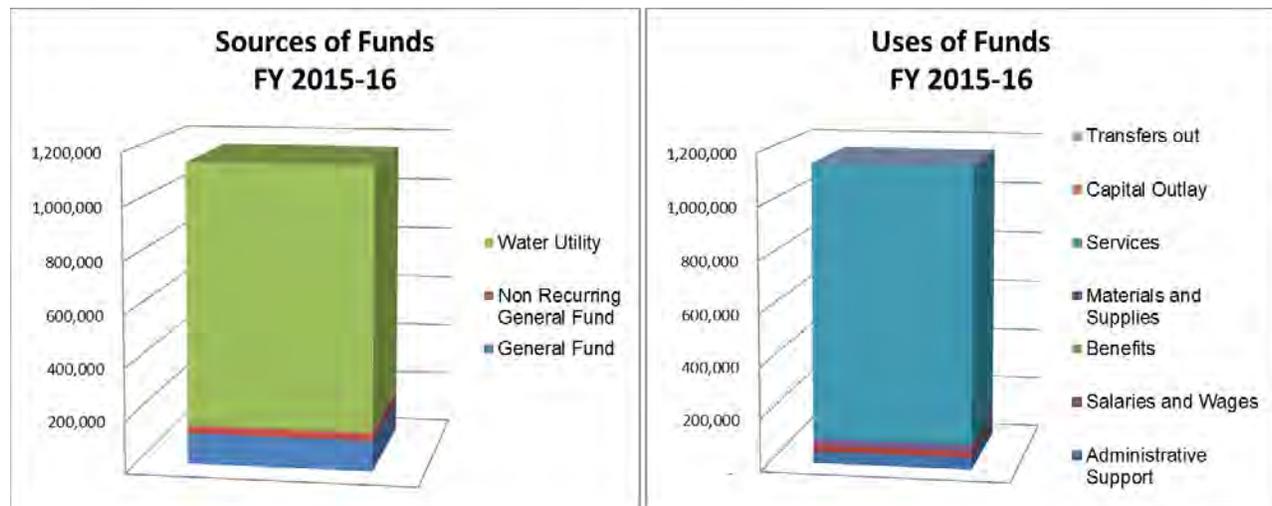
	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Intergovernmental	39,305	125,388	7,724,953	368,897	55,000	-99.29%	55,000	0.00%
Charges for Services	248,196	(82,168)	-	-	-	0.00%	-	0.00%
Transfers in	-	-	4,028,793	4,000,000	-	-100.00%	-	0.00%
Revenues Total	287,501	43,220	11,753,746	4,368,897	55,000	-99.53%	55,000	0.00%

Category Expenditure Summary								
Administrative Support	27,134	26,904	30,453	30,453	46,043	51.19%	48,194	4.67%
Salaries and Wages	3,113	6,671	9,500	807,915	26,583	179.82%	26,687	0.39%
Benefits	1,206	790	554	118,204	130	-76.53%	132	1.54%
Materials and Supplies	6,594	3,210	23,713	530,703	23,750	0.16%	23,750	0.00%
Services	17,553	12,704	25,864	3,265,024	1,051,332	3964.85%	21,482	-97.96%
Capital Outlay	-	854	11,758,390	783,019	-	-100.00%	-	0.00%
Transfers out	-	45,944	-	-	-	0.00%	-	0.00%
Program Category Expenditures	55,600	97,077	11,848,474	5,535,318	1,147,838	-90.31%	120,245	-89.52%

Sources of Funds								
General Fund	55,089	51,133	90,084	99,368	117,838	30.81%	120,245	2.04%
Non Recurring General Fund	511	45,944	5,540,306	4,481,810	30,000	-99.46%	-	-100.00%
Water Utility	-	-	6,218,084	954,140	1,000,000	0.00%	-	-100.00%
Sources of Funds Total	55,600	97,077	11,848,474	5,535,318	1,147,838	-90.31%	120,245	-89.52%

Significant Program Changes for Fiscal Years 2015-16 and 2016-17:

- Decrease in *Intergovernmental* due to expected FEMA reimbursements for August 2014 South Napa Earthquake.
- Adjustment in *Salaries and Wages*, *Benefits*, and *Services* for continued efforts in response to the August 2014 South Napa Earthquake.
- Decrease in *Capital Outlay* in FY 2015-16 as work will continue with carry-over appropriations for continued efforts in response to the August 2014 South Napa Earthquake.



PROGRAM SUMMARY

Fire Prevention

Program Overview:

The Fire Prevention program includes the review and approval of planned unit development projects and new construction activities. Additionally inspection of all state mandated occupancies, and testing and acceptance of fire protection systems, fire investigation, review of local codes and standards, weed abatement and public education are also covered under the Fire Prevention program.

The primary goal is to prevent fires from starting and minimize the potential for loss of life, property and damage to the environment. This is accomplished by requiring built-in fire protection, such as automatic fire sprinkler systems, fire resistive construction, adequate 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 at risk population of children and elderly. One example of providing quality services to the community has been through teaching all elementary students "Student Awareness of Fire Education" (SAFE).

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Added two qualified shift fire investigators to the Departments Fire Investigation Team.
- Completed State mandated inspections of schools, institutions, hotels, motels and multi-family residential properties within the City of Napa and American Canyon Fire Protection District.
- Managed a 27.4% increase in development and plan reviews from the previous year (2013).
- Conducted a well-attended Fire Department Open House in conjunction with National Fire Prevention Week.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Transition Weed Abatement responsibilities.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Community Outreach	# of events	1st year will be baseline	50	89
	# of participants in SAFE program	1st year will be baseline	7,500	5,900
	# of participants (all events except SAFE program)	1st year will be baseline	1,047	1,798
Fire is Everyone's Fight	# smoke alarms installed	1st year will be baseline	17	60
Fire Prevention Inspections (includes American Canyon)	# construction inspections	1st year will be baseline	676	840
	# plan checks	1st year will be baseline	725	1,128
	% of mandatory inspections completed (schools, institutions, hotels, motels, multifamily residential properties)	100%	100%	100%
Weed Abatement	# notices sent	Trend	380	327
	# properties inspected	Trend	103	129
	# citations issued	Trend	26	40
	# parcels cleared by City	Trend	8	12

PROGRAM SUMMARY

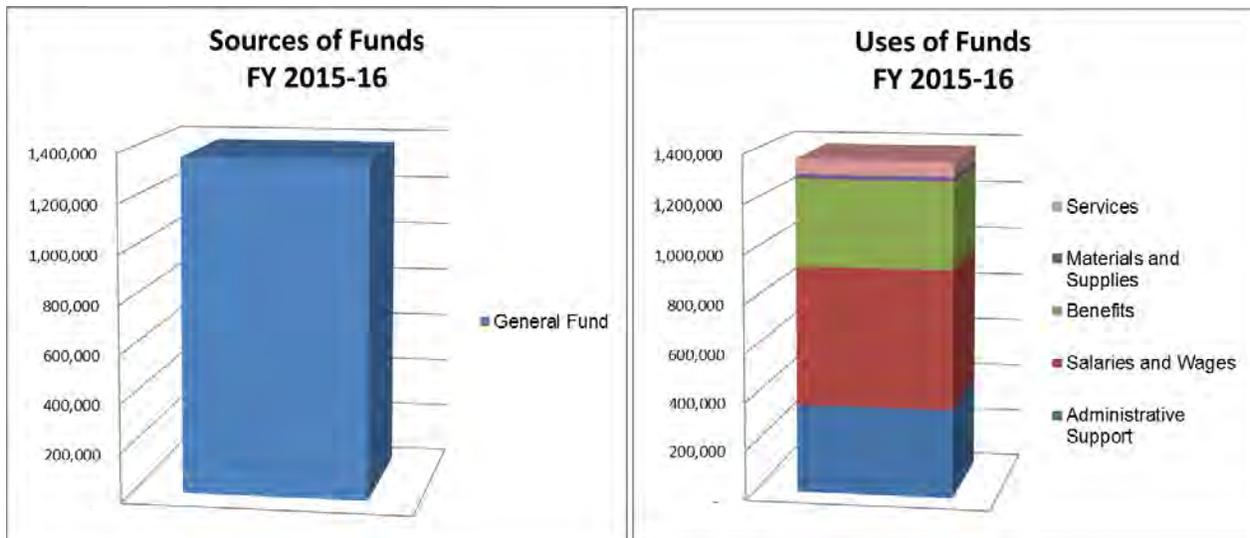
Fire Prevention

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Taxes	-	-	-	6,000	5,000	0.00%	5,000	0.00%
Intergovernmental	31,414	35,667	40,000	41,495	68,161	70.40%	99,138	45.45%
Charges for Services	222,235	259,029	216,168	262,114	219,200	1.40%	226,700	3.42%
Revenues Total	253,649	294,696	256,168	309,609	292,361	14.13%	330,838	13.16%
Category Expenditure Summary								
Administrative Support	269,471	270,219	293,642	293,642	364,013	23.97%	379,505	4.26%
Salaries & Wages	534,217	506,485	505,652	517,204	569,583	12.64%	641,866	12.69%
Benefits	256,800	261,910	285,075	287,713	354,658	24.41%	409,428	15.44%
Materials and Supplies	18,031	22,655	18,585	12,117	18,525	-0.32%	18,525	0.00%
Services	56,284	44,051	61,322	52,152	60,831	-0.80%	61,718	1.46%
Program Category Expenditures	1,134,803	1,105,320	1,164,276	1,162,828	1,367,610	17.46%	1,511,042	10.49%
Sources of Funds								
General Fund	1,134,803	1,105,320	1,164,276	1,162,828	1,367,610	17.46%	1,511,042	10.49%
Sources of Funds Total	1,134,803	1,105,320	1,164,276	1,162,828	1,367,610	17.46%	1,511,042	10.49%

Significant Program Changes for Fiscal Years 2015-16 & 2016-17:

- Increase in *Intergovernmental* due to expected revenue as a result of additional Fire Prevention Inspector.
- Increase in *Salaries and Wages*, and *Benefits* is due to addition of the Fire Prevention Inspector position.



PROGRAM SUMMARY

Fire Suppression & Operations

Program Overview:

The Fire Suppression and Operations program is responsible for the delivery of both emergency and non-emergency services to the citizens of Napa.

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, specialized rescues (trench, confined space, water), 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.

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.

Major Accomplishments in FY 2013-14 & FY 2014-15:

- Responded to over 8,802 calls for service; a 9.2% increase in total call volume (approx. 300 incidents were directly related to the Earthquake).
- Positively impacted the lives of 5,977 patients in our community.
- Conducted over 1,079 fire and life safety inspections.
- Conducted over 18,472 hours of training.

Key Initiatives for FY 2015-16 & FY 2016-17:

- Open, staff and operate Fire Station 5.
- Prioritization of Strategic Plan Initiatives.

Program Metrics:

Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual
Emergency Response Time	% calls responded to within target	90% response within 7 minutes	87.40%	88.80%
CPR Survival Rate (Napa compared to national average)	% Napa Average	Comparison	16.70%	27.10%
	% US Average	Comparison	10.50%	10.20%
Certification in Specialized Disciplines	% certification	100%	Not Available	96.75%

PROGRAM SUMMARY

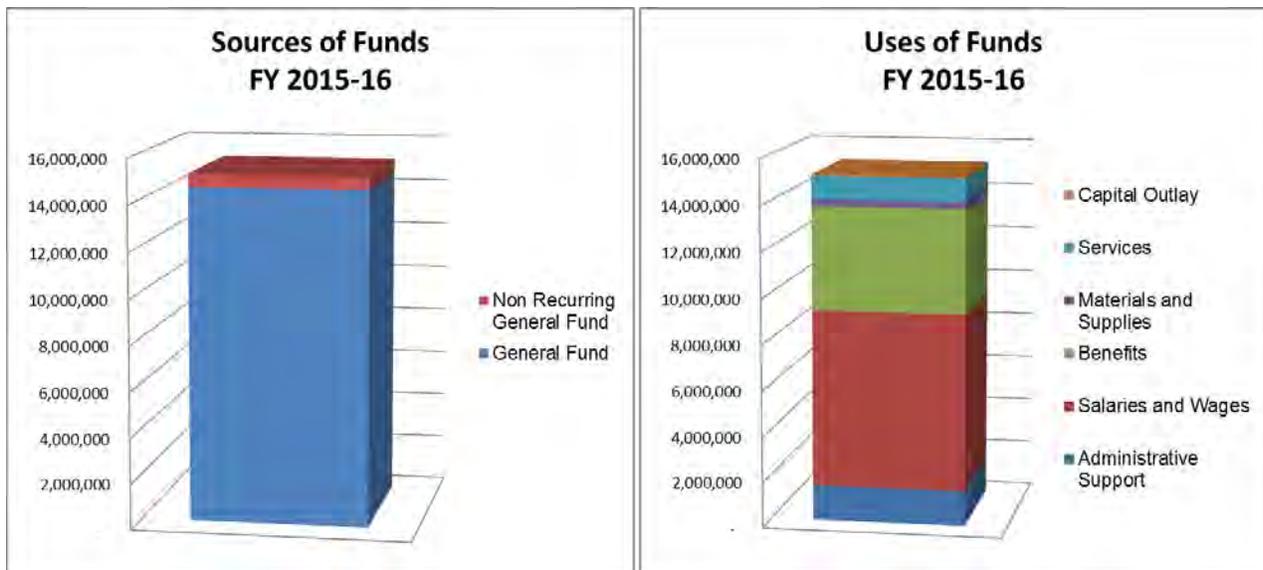
Fire Suppression & Operations

Program Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Amended	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Revenues by Category								
Taxes	1,557,221	1,617,661	1,640,273	2,776,734	1,655,000	0.90%	1,721,275	4.00%
Intergovernmental	104,979	188,308	892,955	861,624	611,840	-31.48%	205,000	-66.49%
Charges for Services	250,779	26,313	37,400	40,000	26,000	-30.48%	26,200	0.77%
Other Fin Sources/Uses	4,000	-	-	-	-	0.00%	-	0.00%
Revenues Total	1,916,979	1,832,282	2,570,628	3,678,358	2,292,840	-10.81%	1,952,475	-14.84%
Category Expenditure Summary								
Administrative Support	1,240,184	1,259,303	1,297,671	1,297,671	1,538,238	18.54%	1,603,323	4.23%
Salaries and Wages	7,438,123	7,570,265	7,929,449	7,928,100	7,738,964	-2.40%	8,401,459	8.56%
Benefits	3,333,055	3,807,177	4,353,132	4,350,443	4,543,566	4.37%	5,198,949	14.42%
Materials and Supplies	197,076	245,797	242,004	205,742	276,985	14.45%	239,185	-13.65%
Services	771,970	772,352	827,627	805,967	1,021,190	23.39%	1,043,727	2.21%
Capital Outlay	4,821	67,106	33,000	5,000	37,100	12.42%	37,700	1.62%
Program Category Expenditures	12,985,229	13,722,000	14,682,883	14,592,923	15,156,043	3.22%	16,524,343	9.03%
Sources of Funds								
General Fund	12,985,229	13,620,935	14,236,372	14,146,412	14,602,958	2.57%	16,524,343	13.16%
Non Recurring General Fund	-	101,065	446,511	446,511	553,085	23.87%	-	-100.00%
Sources of Funds Total	12,985,229	13,722,000	14,682,883	14,592,923	15,156,043	3.22%	16,524,343	9.03%

Significant Program Changes for Fiscal Years 2015-16 & 2016-17:

- Reduction in *Intergovernmental*, as the level of Mutual Aid support is unknown at this time. Budget adjustments to both Revenues and Overtime (*Salaries and Wages*) will be completed as the level of support provided is known.
- Decrease in *Charges for Services* to reflect historical trends.
- Increase in *Materials and Supplies* in support of Reserve program.
- Increase in *Services* due to increased Fleet costs.
- Increase in *Capital Outlay* due to increased cost for LifePak replacement.





Private Purpose Trust Fund

Fiscal Years
2015-16 & 2016-17

Successor Agency to the Napa Community Redevelopment Agency

Agency Objectives:

Effective February 1, 2012, redevelopment agencies were dissolved by the State pursuant to AB 1x 26. The City Council serves as the governing board to the Successor Agency to the Napa Community Redevelopment Agency, which is responsible for winding down the activities of the former redevelopment agency. The Economic Development Manager is the primary staff responsible for managing the Successor Agency and serving as staff liaison to the Successor Agency's Oversight Board, which is comprised of representatives from several taxing entities. The Oversight Board provides official review and approval of Successor Agency financial affairs, including audits, semi-annual recognized obligation payment schedules (ROPS), the Successor Agency's administrative allowance, and disposition of assets.

The Successor Agency has two funds: one is the administrative allowance, which is authorized by State law to be up to \$250,000 per year; and the other is the Redevelopment Obligation Retirement Fund, which is strictly for the repayment of enforceable obligations as approved on every six-month ROPS. The revenue source for both funds is property tax increment generated in the Parkway Plaza and Soscol Gateway redevelopment project areas. These funds are designated as fiduciary funds in the City's financial statements, and therefore are not included in this budget document for authorization purposes.

The Successor Agency will dissolve when all enforceable obligations have concluded, including repayment of tax allocation bonds and a loan to the City, anticipated in 2021.



Successor Agency to the Napa Community Redevelopment Agency

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Received approval of Long Range Property Management Plan (LRPMP).
- Transferred real property assets, consisting of public parking facilities and parks, to the City in accordance with LRPMP.
- Refunded the 2003 Series A and C bonds for an annual savings to the taxing entities of approximately \$160,000.
- Made progress on bond-funded capital improvement projects (CIPs) and transferred all bond proceeds to the City for completion of CIPs.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Taxes	3,233,781	3,419,153	552,184	2,274,592	2,932,176	431%	2,970,678	1%
Intergovernmental	2,923,906	150,000	2,337,690	-	-	0%	-	0%
Charges for Services	25,833	42,500	-	50,000	-	0%	-	0%
Investment Earnings	36,812	(11,994)	-	-	-	0%	-	0%
Other Financing Sources/Uses	-	(1,220,333)	1,536,242	(2,152,532)	-	0%	-	0%
Transfers In	567,334	151,293	-	-	18,567	0%	18,567	0%
Total Revenues	\$ 6,787,666	2,530,619	4,426,116	172,060	2,950,743	-33%	2,989,245	1%
Category Expenditure Summary								
Salaries and Wages	92,280	89,817	107,000	33,474	58,708	-45%	47,487	-19%
Benefits	32,468	31,183	-	13,668	24,658	0%	19,944	-19%
Materials and Supplies	3,716	3,404	3,450	2,321	1,500	-57%	1,000	-33%
Services	115,857	485,920	2,115,992	24,976	104,162	-95%	186,570	79%
Capital Outlay	118,205	603	-	-	-	0%	-	0%
Debt Service	718,064	658,571	2,624,432	2,421,903	2,664,630	2%	2,696,949	1%
Transfers Out	567,334	151,293	-	-	18,567	0%	18,567	0%
Total Expenditures	\$ 1,647,924	1,420,791	4,850,874	2,496,342	2,872,225	-41%	2,970,517	3%
Net Contribution / (Use)	\$ 5,139,742	1,109,828	(424,758)	(2,324,282)	78,518	-118%	18,728	-76%

Major Budget Changes in Fiscal Years 2015-16 & FY 2016-17:

- Through its continuing efforts to wind down the affairs of the former redevelopment agency, the Successor Agency has reduced its enforceable obligations to only debt payments and associated staffing and professional costs.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Continue to pursue approval from the State to transfer revenue generated by the Parking License Agreement for the Andaz Hotel to the City for replacement parking purposes.
- Initiate and complete the process to sell the building at 1201 Main Street which will include soliciting and evaluating purchase offers and executing a purchase and sale agreement.
- Initiate and complete the sale of the Coombs Street loading dock parcel behind Kohl's Department Store.

Please note: Recommendation of appropriations is provided to the California State Department of Finance by the Oversight Board to the Successor Agency.



Housing Authority of the City of Napa

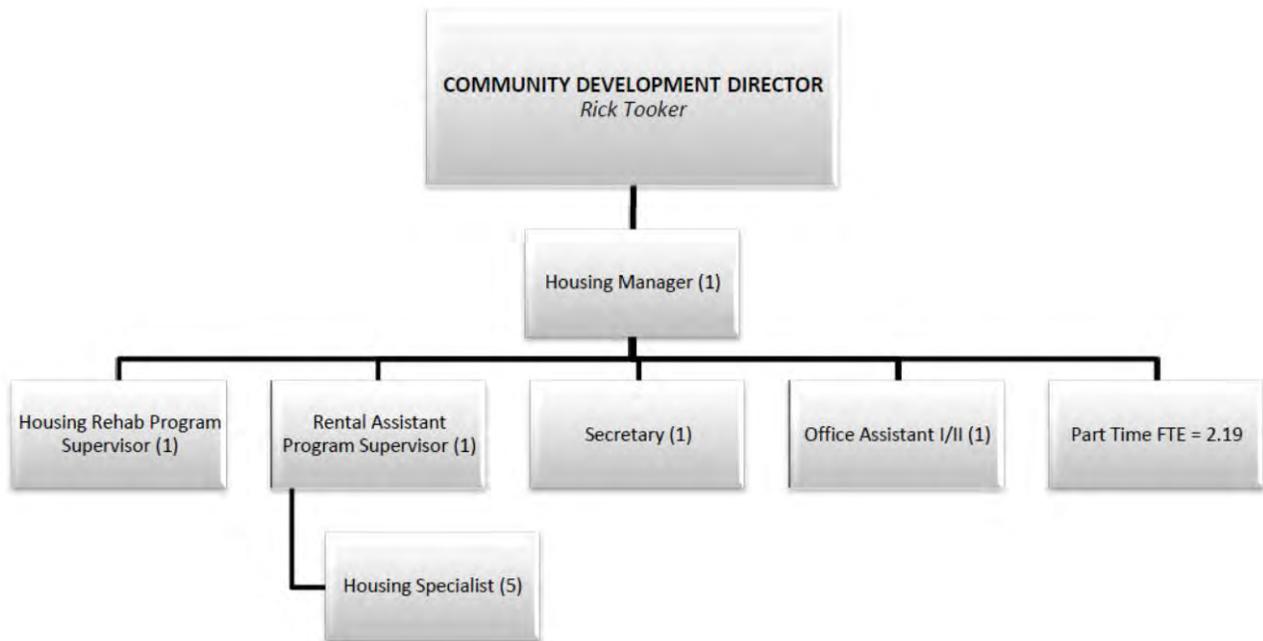
*Fiscal Years
2015-16 & 2016-17*

Housing Authority of the City of Napa

Agency Objectives:

The Housing Authority of the City of Napa (the Housing Authority) was established on May 8, 1942. On July 7, 1969, the City Council of the City of Napa declared itself to be the Board of Commissioners of the Housing Authority. The commission now includes the five City Council members and two resident commissioners. The primary purpose of the Housing Authority is to assist low-income families in obtaining decent, safe and sanitary housing.

The mission of the Housing Authority is to provide and administer affordable housing programs and services to qualified residents. The Housing Authority administers Federal funds including Section 8 Housing Vouchers countywide; Mainstream Vouchers countywide; and Continuum of Care funds within Napa. It also administers the Housing Set-Aside Fund, the Local Housing Fund; and the management of Housing Authority owned properties. These properties include Laurel Manor, a 50-unit affordable senior apartment project and the office building on Seminary Street. The City's Housing Division provides staff support to the Housing Authority.



Full Time Equivalent (FTE) Employees:

Housing	Actual			Adopted	
	2012-13	2013-14	2014-15	2015-16	2016-17
Full-Time	13.00	12.00	11.00	11.00	11.00
Part-Time	0.75	0.75	1.83	2.19	2.19
Total FTE	13.75	12.75	12.83	13.19	13.19
<i>Limited Term</i>	1.00	1.00			

Housing Authority of the City of Napa

Section 8 Housing Fund

Fund Purpose:

The Housing Choice Voucher Program is responsible for administering rental assistance to approximately twelve hundred households in the Napa Valley. This program is a federally funded, federally mandated program. This program is required to meet the rigorous standards set by HUD that control the program.

The Fund also includes the Mainstream Program which provides 30 rental assistance subsidies specifically designated for the disabled.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Maintained performance standards and program quality which resulted in a SEMAP High Performer rating for both fiscal years.
- Operated the Section 8 program with no independent audit findings.
- Received grants in 2014 and 2015 of approximately \$136,000 per year for two Family Self Sufficiency coordinators.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	11,368,313	10,343,633	11,364,221	11,364,221	11,630,476	2%	11,641,497	0%
Charges for Services	106,846	98,891	39,531	43,131	13,600	-66%	13,531	-1%
Investment Earnings	(12,618)	133	1,000	1,000	-	-100%	-	0%
Miscellaneous Revenues	16,431	11,695	-	4,180	-	0%	-	0%
Transfers In	923	12,950	-	-	-	0%	-	0%
Total Revenues	\$ 11,479,895	10,467,302	11,404,752	11,412,532	11,644,076	2%	11,655,028	0%
Category Expenditure Summary								
Salaries and Wages	566,800	550,424	548,010	536,137	550,821	1%	543,887	-1%
Benefits	267,919	276,632	273,432	270,769	269,824	-1%	285,363	6%
Materials and Supplies	21,278	15,140	21,371	18,515	20,250	-5%	22,121	9%
Services	10,829,341	10,416,657	10,540,006	10,383,117	10,827,762	3%	10,716,346	-1%
Capital Outlay	2,107	-	-	-	-	0%	-	0%
Transfers Out	110,969	98,250	100,104	100,104	103,107	3%	106,200	3%
Total Expenditures	\$ 11,798,414	11,357,103	11,482,923	11,308,642	11,771,764	3%	11,673,917	-1%
Net Contribution / (Use)	\$ (318,519)	(889,801)	(78,171)	103,890	(127,688)	63%	(18,889)	-85%
Projected Fund Balance at June 30	1,720,637	830,837	752,666	934,727	807,039		788,150	

Major Budget Changes for Fiscal Years 2015-16 & 2016-17:

- Reduction in *Charges for Services* is related to a reduced amount of payments received from other cities when they locate program recipients in Napa.
- Reduction in *Investment Earnings* is related to a June 2014 decision by HUD to transition a portion of our reserves to being HUD-held reserves rather than being held by the Housing Authority.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Maintain program quality and obtain a SEMAP performance rating of high performer.
- Continue to assist the maximum number of households possible while dealing with ever shrinking Federal resources, quality control reviews, program changes, and reporting requirements to HUD.

Housing Authority of the City of Napa

Laurel Manor Fund

Fund Purpose:

This fund accounts for the operation and management of Laurel Manor, a 50-unit senior housing development owned by the Housing Authority of the City of Napa.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Completed a \$2.5 million renovation to Laurel Manor.
- Upon completion of the renovation, the facility was brought to full occupancy.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	12,537	10,517	2,500	11,780	11,726	369%	11,705	0%
Investment Earnings	690	23,417	5,915	8,610	8,610	46%	8,610	0%
Miscellaneous Revenues	322,319	274,091	400,000	310,000	380,285	-5%	380,285	0%
Transfer In	-	8,980	-	-	-	0%	-	0%
Total Revenues	\$ 335,546	317,005	408,415	330,390	400,621	-2%	400,600	0%
Category Expenditure Summary								
Salaries and Wages	72,705	74,049	80,246	70,318	89,141	11%	106,247	19%
Benefits	25,817	29,348	30,989	31,442	37,439	21%	44,624	19%
Materials and Supplies	13,992	23,462	27,500	13,775	17,150	-38%	17,833	4%
Services	121,541	127,442	191,845	147,490	147,727	-23%	141,322	-4%
Capital Outlay	32,588	32,588	1,174,692	1,146,379	28,314	-98%	28,314	0%
Debt Service	-	7,080	42,816	42,654	42,816	0%	42,816	0%
Transfers Out	4,533	15,708	3,028	3,028	3,119	3%	3,213	3%
Total Expenditures	\$ 271,176	309,677	1,551,116	1,455,086	365,706	-76%	384,369	5%
Net Contribution / (Use)	\$ 64,370	7,328	(1,142,701)	(1,124,696)	34,915	-103%	16,231	-54%
Projected Fund Balance at June 30	1,996,984	2,004,312	861,611	879,616	914,531		930,762	

Major Budget Changes for Fiscal Years 2015-16 & 2016-17:

- Increase in *Charges for Services* is due to development loan interest that was not budgeted in FY 2014-15.
- Increase in *Investment Earnings* adjusts the investment earnings to reflect actual earnings in FY 2014-15.
- The increase in *Salaries and Wages* and *Benefits* due to a reallocation of staffing to reflect anticipated work assignments.
- The reduction of *Materials and Supplies* based on lower gas and electric usage due to efficiency improvements included in the recent renovations.
- The decrease in *Services* is due to adjustments to water, sewer and solid waste budget estimates. Water efficiencies were implemented and the water consumption is expected to decrease significantly.
- The decrease in *Capital Outlay* is due to the completion of major renovations to the property.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Continue to provide services to the residents of the facility.

Housing Authority of the City of Napa

Seminary Street Fund

Fund Purpose:

This fund accounts for the operation and management of a commercial office building owned by the Housing Authority of the City of Napa. The Authority's offices are located in part of the building, and the rest is leased to other City agencies and departments.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Maintained full occupancy of the building to assure financial stability.
- Completed repairs to HVAC system after the 2014 South Napa Earthquake caused damages.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	55	-	-	-	-	0%	-	0%
Investment Earnings	(173)	4,139	5,001	5,001	5,001	0%	5,001	0%
Miscellaneous Revenues	190,365	194,956	201,305	200,226	205,985	2%	212,164	3%
Total Revenues	\$ 190,247	199,095	206,306	205,227	210,986	2%	217,165	3%
Category Expenditure Summary								
Salaries and Wages	7,665	12,390	15,185	11,528	17,615	16%	20,983	19%
Benefits	3,614	5,880	6,024	5,293	7,398	23%	8,813	19%
Materials and Supplies	11,709	10,197	12,500	14,120	12,500	0%	14,500	16%
Services	8,361	17,350	20,250	12,172	19,239	-5%	19,214	0%
Capital Outlay	35,713	35,713	35,226	-	35,226	0%	35,226	0%
Debt Service	51,189	48,797	92,999	92,999	92,999	0%	92,999	0%
Transfers Out	1,763	1,608	1,776	1,776	1,829	3%	1,884	3%
Total Expenditures	\$ 120,014	131,935	183,960	137,888	186,806	2%	193,619	4%
Net Contribution / (Use)	\$ 70,233	67,160	22,346	67,339	24,180	8%	23,546	-3%
Projected Fund Balance at June 30	422,903	490,063	512,409	557,402	581,582		605,128	

Major Budget Changes for Fiscal Years 2015-16 & 2016-17:

- Increase in *Salaries and Wages* and *Benefits* due to a reallocation of staffing to reflect anticipated work assignments.
- Increase to *Materials and Supplies* in FY 2016-17 is to reflect anticipated rate changes to gas and electric service.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Maintain full occupancy to insure financial stability.

Housing Authority of the City of Napa

20% Low/Mod Income Fund

Fund Purpose:

This fund was previously funded by revenues received by the Housing Authority under contract with the former Napa Community Redevelopment Agency. Due to the dissolution of redevelopment, revenues are now limited to affordable housing loan repayments. A variety of affordable housing activities can be funded with this fund although funding is limited.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Continued monitoring of existing loans to maintain a funding source for future needs.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Charges for Services	237,675	305,613	411,305	411,305	211,295	-49%	210,751	0%
Investment Earnings	(77)	10,150	-	-	-	0%	-	0%
Total Revenues	\$ 237,598	315,763	411,305	411,305	211,295	-49%	210,751	0%
Category Expenditure Summary								
Salaries and Wages	15,265	31,031	45,919	26,898	10,672	-77%	21,477	101%
Benefits	5,266	11,788	15,832	9,578	5,442	-66%	10,954	101%
Materials and Supplies	372	345	1,855	1,400	1,855	0%	1,855	0%
Services	947,358	84,845	443,244	431,037	86,465	-80%	81,884	-5%
Transfers Out	6,078	3,059	-	-	-	0%	-	0%
Total Expenditures	\$ 974,339	131,068	506,850	468,913	104,434	-79%	116,170	11%
Net Contribution / (Use)	\$ (736,741)	184,695	(95,545)	(57,608)	106,861	-212%	94,581	-11%
Projected Fund Balance at June 30	678,608	863,303	767,758	805,695	912,556		1,007,137	

Major Budget Changes for Fiscal Years 2015-16 & 2016-17:

- With the dissolution of the Redevelopment Agency in 2012, there is no longer an on-going funding source for this fund.
- Decrease in *Charges for Services* is due to a one-time loan pay-off which was budgeted and received in FY 2014-15.
- Decrease in *Salaries and Wages* and *Benefits* in FY 2015-16 and the increase in FY 2016-17 is due to a reallocation of staffing to reflect anticipated work assignments of monitoring and administering housing loans and projects.
- Reduction in *Services* due to no loans for new housing projects being budgeted in this fund.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Continue to monitor and administer loans and projects.

Housing Authority of the City of Napa

Local Housing Fund

Fund Purpose:

This fund accounts for unrestricted revenues received, fees charged for services rendered and general administration activities of the Housing Authority that cannot be allocated to restricted funds.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- Provided housing and monitoring services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Assisted the Cities of American Canyon and Calistoga and the Town of Yountville in procuring first time homebuyer and homeowner rehabilitation grants from HOME and CalHome totaling \$2.3 million.
- Funded Home Base for services in support of the Homeless Collaborative and preparation of the HUD application for Continuum of Care Grants that resulted in \$1,015,403 total funding for members of the Homeless Collaborative.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	-	-	-	-	39,422	0%	39,422	0%
Charges for Service	232,275	187,730	336,608	223,865	294,632	-12%	308,402	5%
Investment Earnings	(794)	6,207	1,539	3,229	3,229	110%	3,229	0%
Miscellaneous Revenues	41,399	28,312	26,997	26,997	27,215	1%	27,374	1%
Transfer In	-	1,828	-	-	-	0%	-	0%
Total Revenues	\$ 272,880	224,077	365,144	254,091	364,498	0%	378,427	4%
Category Expenditure Summary								
Salaries and Wages	68,794	75,910	89,552	104,165	141,366	58%	152,790	8%
Benefits	30,083	34,931	23,138	34,407	57,958	150%	62,644	8%
Materials and Supplies	1,086	2,358	3,200	3,000	2,200	-31%	2,200	0%
Services	61,008	99,384	101,138	74,229	96,945	-4%	100,502	4%
Capital Outlay	336	-	-	-	-	0%	-	0%
Transfers Out	2,139	6,764	5,000	5,000	5,150	3%	5,305	3%
Total Expenditures	\$ 163,446	219,347	222,028	220,801	303,619	37%	323,441	7%
Net Contribution / (Use)	\$ 109,434	4,730	143,116	33,290	60,879	-57%	54,986	-10%
Projected Fund Balance at June 30	625,225	629,955	773,071	663,245	724,124		779,110	

Major Budget Changes for Fiscal Years 2015-16 & 2016-17:

- Decrease in *Charges for Services* in FY 2015-16 is due to reduced time needed to administer grants for supported cities.
- Increase in *Investment Earnings* adjusts the investment earnings to reflect actual earnings in FY 2014-15.
- Increase in *Salaries and Wages* and *Benefits* is due to a reallocation of staffing to reflect support needed to administer grants for American Canyon, Yountville and Calistoga.
- Decreased *Materials and Supplies* related to lower expenses anticipated for office supplies.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- Administer first time homebuyer and owner occupied rehabilitation loan programs for American Canyon, Calistoga and the Town of Yountville.
- Continue to support homeless programs and the Continuum of Care grant program.
- Administer the City's CalHome grant which provides down payment assistance to low-income first time homebuyers and repairs to low-income owner occupied homes in the City of Napa.

Housing Authority of the City of Napa

Homeless Continuum of Care Fund

Fund Purpose:

This fund accounts for Federal Housing and Urban Development Department funds specific to the McKinney Vento Act for Homeless Continuum of Care. The grant provides resources for various activities related to housing and services for the homeless programs. The activities funded in this budget include rental assistance for special needs populations administered by the Housing Authority.

Major Accomplishments in Fiscal Years 2013-14 & 2014-15:

- An average of eight rental assistance subsidies were provided each year for special needs populations with a total funding commitment of \$280,978 during the 2013-2015 fiscal years.
- Worked in partnership with Napa County Health and Human Services and Community Action Napa Valley to provide rental assistance for disabled and special needs homeless population.
- Outreach, education, and supportive services activities were provided to veterans, chronically homeless individuals and families, and disabled individuals.

Revenue / Expenditure Detail:

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Projected	2015-16 Adopted	% Change	2016-17 Adopted	% Change
Category Revenue Summary								
Intergovernmental	89,087	145,537	190,495	190,495	197,599	4%	197,599	0%
Charges for Services	572	-	-	-	-	0%	-	0%
Investment Earnings	(66)	2	-	-	-	0%	-	0%
Transfers In	890	-	-	-	-	0%	-	0%
Total Revenues	\$ 90,483	145,539	190,495	190,495	197,599	4%	197,599	0%
Category Expenditure Summary								
Salaries and Wages	4,916	4,843	3,006	4,738	6,821	127%	7,065	4%
Benefits	2,286	2,220	1,538	2,222	2,865	86%	2,968	4%
Materials and Supplies	6	6	151	-	1,213	703%	946	-22%
Services	81,668	137,784	180,128	182,743	185,882	3%	185,778	0%
Transfers Out	922	11,494	797	797	821	3%	845	3%
Total Expenditures	\$ 89,798	156,347	185,620	190,500	197,602	6%	197,602	0%
Net Contribution / (Use)	\$ 685	(10,808)	4,875	(5)	(3)	-100%	(3)	
Projected Fund Balance at June 30	10,807	-	4,875	4,870	4,867		4,864	

Major Budget Changes for Fiscal Years 2015-16 & 2016-17:

- Increase in *Salaries and Wages* and *Benefits* is due to a reallocation of staffing to reflect anticipated work assignments including budgeting for Supportive Housing Program.
- Increase to *Materials and Supplies* in FY 2015-16 and the decrease in FY 2016-17 is to adjust for anticipated general supplies and other expenditures in support of the Continuum of Care program.

Key Initiatives for Fiscal Years 2015-16 & 2016-17:

- During the 2015-2017 fiscal years, staff will continue to work in partnership with the Continuum of Care to apply for renewal of grant funding and administer rent subsidies for at least eight disabled and chronically homeless households.
- Collaborate with HUD to consolidate three Continuum of Care grants into one grant which will facilitate ease of grant management and financial record keeping.
- Conduct outreach, education, and supportive service activities to victims of domestic violence, veterans, homeless individuals and families, and disabled individuals.



Capital Improvement Program

Fiscal Years
2015-16 & 2016-17

Capital Improvement Program

Capital Improvement Program Overview:

The Capital Improvement Program involves fiscal oversight of various City financial resources to be used for the acquisition, design and/or construction of major capital facilities within the City. This section of the budget document provides a spending management plan for major capital projects that are needed to meet City needs and City Council priorities. The program reflects long-range capital planning efforts by identifying specific projects, the timing of expenditures and the estimated impact on operating budgets for those projects needed to service infrastructure over a considerable period of time.

A capital project is usually considered a one-time expenditure, but may be funded over several years. The City adopts a five-year Capital Improvement Program budget to identify funding for multi-year projects and to provide budget forecasting for capital projects according to priority and available funding. By providing the budget in this format, the City Council provides staff with appropriations and an expectation of when projects are to be completed. It also provides staff with a planning tool to help arrange and procure resources necessary to meet City Council and the public's expectations. It should be noted that only the first two years of the five-year program represent adopted budget amounts.

There are a total of twenty-three (23) different funding sources that support the proposed Capital Improvement Program. They are broken out into the following categories:

- Big Ranch Specific Plan Fee
- California Energy Commission
- Caltrans
- Congestion Mitigation and Air Quality (CMAQ)
- Developer Contributions
- Fire and Paramedic Development Fee
- General Fund
- General Fund - CIP Building Reserve
- Highway Bridge Program
- Linda Vista Recreation Center
- Linda Vista Improvement Fee
- Materials Diversion Bond Funds
- Materials Diversion Enterprise Fund
- Napa County Measure T
- North Jefferson St Development Fee
- Other Agencies
- Parking Fund
- State Gas Tax
- State Transportation Improvement Program (STIP)
- Storm Water System Service Fee
- Street Improvement Fee (SIF)
- SIF - Underground Utility
- Water Enterprise Fund

Overall program management has been tasked to the Public Works Department due to its extensive knowledge and experience in the areas of project development, design and construction management. A project review team, made up of representatives from all city departments, screened new project requests from the various departments. The goal of this team was to review each project request and weigh the need versus available funding. A list of projects was developed and has been presented in the five-year capital program. Individual project detail sheets that provide general project descriptions, project locations (including maps), and financial information were also developed and included in this budget document. Project tracking numbers were assigned to these projects to help identify the type of project, year developed and the initiating department.

Capital Improvement Program

Development of Project Revenues:

When proposing a Capital Improvement Program (CIP) for a new budget cycle, the existing CIP must be considered. This review is necessary to determine available fund balances. These funds, together with anticipated new revenues, are the basis of funding capacities for new projects.

Existing CIP projects were reviewed and divided into three categories; completed projects, projects that may be eliminated due to changed conditions and projects that are on-going and must be carried forward. In each of the categories, fund balances are derived for use in future revenue projections.

Projects Completed During Previous Budget Cycle:

During the previous budget cycle, 33 projects were completed as shown below. Amounts shown are as of March 31, 2015.

PROJECT NAME	PROJECT BUDGET	PROJECT EXPENDITURES	PROJECT BALANCE
Fire Station No. 1 Roof Retrofit	1,024,000.00	998,534.05	25,465.95
Senior Center Kitchen Floor Replacement	30,000.00	11,500.00	18,500.00
Parking Garage Renovations	253,345.00	224,065.89	29,279.11
Las Flores Roof Replacement	165,000.00	159,701.45	5,298.55
Drainage Improvements Ahead of Street Program	153,600.00	139,741.61	13,858.39
4th Street Boat Dock	1,775,000.00	1,770,005.22	4,994.78
Linda Vista Rehabilitation-Redwood to Trower	832,008.00	740,656.11	91,351.89
Saratoga Drive Extension	8,524,896.27	8,440,412.91	84,483.36
Lincoln Avenue Bike Lanes, Jefferson to NVR	361,100.00	259,934.30	101,165.70
2013 Rejuvenation and Crack Seal	330,864.78	296,285.61	34,579.17
LED Streetlight Conversion Project	1,900,000.00	1,444,868.49	455,161.51
Rowena Lane Sidewalk Project	169,000.00	126,799.34	42,200.66
Dwight Murray Plaza Garbage Enclosure	55,000.00	54,846.67	153.33
Montecito Boulevard Drainage Improvements	385,848.00	351,654.64	34,193.36
California Boulevard Widening	994,000.00	961,044.31	32,955.69
Central Avenue CDBG Sidewalk	185,169.00	185,136.52	32.48
Miscellaneous Concrete Projects 2014	25,000.00	25,000.00	-
Miscellaneous Concrete Projects 2015	25,000.00	25,000.00	-
September 11 Memorial	87,364.70	72,445.25	14,919.45
Drainage Improvements-Second & Juarez Streets	125,000.00	81,455.07	43,544.93
645 Soscol Avenue UST Investigation	378,539.00	338,971.50	39,567.50
2011 Cape Seal Project	765,486.60	726,653.62	38,832.98
2012 Rejuvenation and Crack Seal	281,648.42	261,807.72	19,840.70
Lincoln Avenue Signal Interconnect	315,043.43	314,489.25	553.75
Laurel Manor Rehabilitation	2,200,000.00	1,908,129.11	291,870.89
Public Safety Concept Bldg Plan	120,000.00	120,000.00	-
Traffic Study West of Downtown	112,688.00	112,688.00	-
CDBG Sidewalk Infill	150,000.00	147,115.72	2,884.28
2014 Rejuvenation and Crack Seal	200,000.00	150,386.12	49,613.88
Water Main Replacement (Fwy Crossings) 2014	2,642,646.55	2,326,792.69	315,853.86

Capital Improvement Program

PROJECT NAME	PROJECT BUDGET	PROJECT EXPENDITURES	PROJECT BALANCE
MDF MRF Bathroom Repair	29,000.00	25,000.00	4,000.00
MDF MRF Building Roof Replacement	382,700.00	158,581.30	224,118.70
MDF Electrical Transformer Upgrade	123,000.00	123,000.00	-
TOTAL	25,101,947.75	23,082,702.47	2,019,274.85
AMOUNT TO FUND BALANCE = \$2,019,274.85			

Projects Proposed to be Eliminated:

During review of the existing CIP, it was determined that 10 projects may be eliminated for various reasons. The following list identifies those projects being considered for elimination. Amounts shown are as of March 31, 2015.

PROJECT NAME	PROJECT BUDGET	PROJECT EXPENDITURES	PROJECT BALANCE
City Hall Interior Improvements	75,000.00	-	75,000.00
South Terrace Drive Bridge	2,000,000.00	-	2,000,000.00
Corp Yard Dumping Ramp Modifications	101,800.00	13,647.90	88,152.10
Expand Cleanout Area and Construct New Cover	41,400.00	-	41,400.00
Expand Sign Shop	55,500.00	-	55,500.00
Soscol Gateway Drainage Improvements	404,932.00	251,841.58	153,090.42
Pine Street Drainage	100,000.00	-	100,000.00
Remodel Investigations Office Space	75,000.00	-	75,000.00
Dispatch Expansion from 9 to 14 Positions	350,000.00	-	350,000.00
Hennessey Algae Pilot Test	79,564.00	-	79,564.00
TOTAL	3,283,196.00	265,489.48	3,017,706.52
AMOUNT TO FUND BALANCE = \$3,017,706.52			

On-Going Projects to be Carried Forward:

The following list represents 76 projects that are in various stages of development and are anticipated to continue into the next budget cycle. Amounts shown are as of March 31, 2015.

PROJECT NAME	PROJECT BUDGET	PROJECT EXPENDITURES	PROJECT BALANCE
Highway 29 Class I Bikeway Feasibility	97,000.00	64,708.31	32,291.69
1st Street Bridge at Napa River	15,840,612.73	15,962,014.08	(121,401.35)*
Trancas Bridge Scour Repair	916,259.00	392,579.95	523,679.05
Fed Bridge Preventative Maintenance Plan	25,000.00	8,478.28	16,521.72
Main Street Exchange Pedestrian Bridge	100,000.00	34,069.49	65,930.51
Fire Station No. 5	4,337,400.00	665,235.20	3,672,164.80
Replace HVAC Units in City Bldg	148,800.00	135,034.31	13,765.69
Las Flores Community Center Maintenance	330,000.00	232,861.54	97,138.46
Corp Yard Service Upgrade	150,000.00	-	150,000.00

*Additional HBBR funding expected by end of FY 2014-15.

Capital Improvement Program

PROJECT NAME	PROJECT BUDGET	PROJECT EXPENDITURES	PROJECT BALANCE
Senior Center Master Plan	44,000.00	-	44,000.00
2nd Street Garage Elevator	400,000.00	120.59	399,879.41
CAD/RMS Implementation	1,729,893.85	1,715,543.85	14,350.00
Workorder Asset Management	604,000.00	434,417.33	169,582.67
New Water Billing Software	230,000.00	-	230,000.00
MRF Periodic Repair of Interior Concrete	36,300.00	-	36,300.00
MDF Covered Composting System	5,910,000.00	673,722.39	5,236,277.61
Downtown Vehicular Directional Signs	75,000.00	-	75,000.00
PS Microwave Equip Replacement	263,400.00	221,578.93	41,821.07
JFK Boat Ramp Dredging	425,000.00	94,071.96	330,928.04
Downtown Streetscape Improvements	2,238,000.00	2,080,483.71	157,516.29
Pearl Street Surface Parking Lot	50,000.00	31.16	49,968.84
CAD/RMS Upgrade	431,754.00	415,308.59	16,445.41
Hidden Glen Park	358,301.07	35,302.62	322,998.45
First Street Overlook	110,000.00	71,572.19	38,427.81
Kennedy Park Master Plan	90,000.00	79,612.62	6,982.28
New Skate Park	1,440,000.00	512,528.96	927,471.04
CMP Replacement near Minahen	198,563.12	126,263.88	72,299.24
Camille Creek Bank Stabilization	171,600.00	150,264.42	21,335.58
Linda Vista Bridge over Napa Creek	770,000.00	56,946.85	713,053.15
Redwood Road Erosion Rep Lynn Drive	1,091,877.00	1,012,143.69	79,733.31
Pavement Management System	590,000.00	522,841.64	67,158.36
Spruce Street Drainage Channel Headwall	60,000.00	15,064.83	44,935.17
Big Ranch Road Widening	1,807,000.00	81,833.17	1,725,166.83
1 ST & 2 ND Street Roundabouts at California Blvd	1,960,000.00	284,650.00	1,675,350.00
Silverado-Third-Coombsville-East Ave Intersection	361,238.00	110,222.40	251,015.60
Trower Avenue Widening-Young to Linda Vista	600,000.00	7,483.70	592,516.30
Orchard Avenue Widening	170,000.00	21,881.45	148,118.55
Sierra Ave Extension to Villa	280,000.00	12,050.17	267,949.83
Downtown Two-Way Street Project	1,805,000.00	1,188,014.58	616,985.42
Downtown Pedestrian Improvement Prog Phase V	501,083.56	107,242.72	393,840.84
Coombs Street One Way	450,000.00	-	450,000.00
CDBG Sidewalk Infill – ABC Streets	197,764.00	158,791.86	38,972.14
Redwood/Solano Signal	213,116.00	128,862.43	84,253.57
Rule 20A Project – Jefferson	100,000.00	17,883.21	82,116.79
McKinstry Street Undergrounding	510,000.00	494,073.59	15,926.41
West Lincoln Ave Roadway Realignment	30,000.00	21,786.03	8,213.97
Trower Avenue Extension to Big Ranch Road	100,000.00	150.61	99,849.39
2014 Drainage Improvements	50,000.00	24,555.00	25,445.00
2015 Drainage Improvements	50,000.00	34,291.99	15,708.01
Water Asset Mgmt System	150,000.00	62,817.60	87,182.40
Asset Mgmt Hardware	74,700.00	40,758.62	33,941.38
Large Meter Replacement	376,540.00	340,136.11	36,403.89

Capital Improvement Program

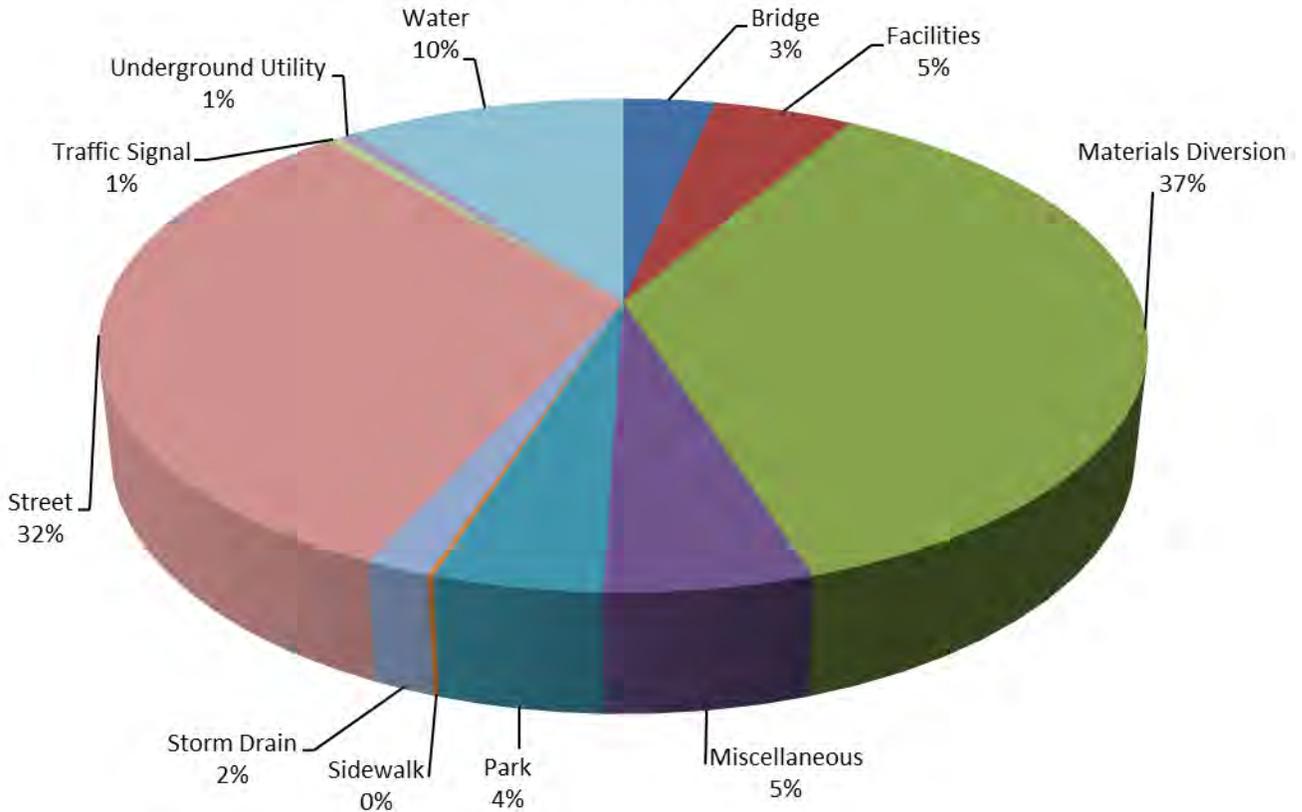
PROJECT NAME	PROJECT BUDGET	PROJECT EXPENDITURES	PROJECT BALANCE
Corp Yard Building Improvements – Water Distrib	248,593.00	45,293.07	203,299.93
Cathodic Protection	550,000.00	293,039.03	256,960.97
Minor Water Main Project 2011-12	210,000.00	192,161.36	17,838.64
Water Appurtenance Improvements 2014	250,000.00	170,397.74	79,602.26
Development / CalTrans CIP Contributions	220,000.00	-	220,000.00
Minor Water Main Project 2015	100,000.00	2,008.27	97,991.73
Water Appurtenance Improvements 2015	250,000.00	149,512.34	100,487.66
Automated Water Meter Reading	200,000.00	200,000.00	-
FY15 Pressure Regulators	75,000	-	75,000
SCADA Improvements Phase I	622,000.00	442,446.60	179,553.40
Hennessey Treatment Improvements FY13	157,500.00	61,037.00	96,463.00
Barwick Jamieson Treatment Improvements FY13	49,100.00	21,361.72	27,738.28
Barwick Jamieson Treatment Improvements FY14	300,000.00	164,553.50	135,446.50
Hennessey Treatment Improvements FY15	100,000.00	31,431.80	68,568.20
Barwick Jamieson Sludge	550,000.00	-	550,000.00
Hennessey Tower Improvements	150,000.00	-	150,000.00
Hennessey Watershed Improvements	40,000.00	-	40,000.00
Dwyer Road Pump Station System Improv FY10	970,000.00	453,788.52	516,211.48
Falcon Ridge Tank Replacement	200,000.00	3,962.13	196,037.87
Holly Court Improvements	81,900.00	48,472.64	33,427.36
Dwyer Road Pump Station System Joint Project	1,262,070.00	22,285.40	1,239,784.60
Alta Heights II Pressure Tank	225,000.00	-	225,000.00
Transmission Main Improvements	150,000.00	101,919.93	48,080.07
Hennessey Clearwall Improvements	550,000.00	319,738.98	230,261.02
TOTAL	56,560,365.33	31,573,696.64	25,104,664.94
AMOUNT TO CARRY FORWARD:			\$25,104,664.94

Capital Improvement Program

New Capital Improvement Program Projects:

The City's five-year Capital Improvement Program includes a total of 78 new projects (or new funding for existing projects) totaling \$77.7 million. These projects include improvements to City facilities, traffic signals, underground utilities, streets, sidewalks, storm drains, parks, bike/pedestrian facilities, and various water facilities. The total program costs for fiscal years 2015-16 and 2016-17 totals \$47.2 million and will be funded with this two-year budget cycle.

Five Year CIP by Project Type



Project Type	Budget
Bridge	\$ 2,607,035
Facilities	3,940,000
Materials Diversion	28,460,200
Miscellaneous	4,250,000
Park	3,445,250
Sidewalk	125,000
Storm Drain	1,323,000
Street	24,861,000
Traffic Signal	385,800
Underground Utility	475,000
Water	7,849,000
TOTAL Projects	\$ 77,721,285

City of Napa, California
Capital Improvement Program
 FY 16 thru FY 20

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Big Ranch Specific Plan Fee								
Sierra Avenue Extension to Villa Lane	ST14PW07	3	470,000					470,000
Big Ranch Specific Plan Fee Total			470,000					470,000
California Energy Commission								
MDF Anaerobic Digestion to Biofuel	MD16PW01	2	3,000,000					3,000,000
California Energy Commission Total			3,000,000					3,000,000
CalTrans								
Silverado-Third-Coombsville-East Intersection	ST14PW04	1	500,000					500,000
CalTrans Total			500,000					500,000
CMAQ								
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1		723,000	1,740,000			2,463,000
CMAQ Total				723,000	1,740,000			2,463,000
Developer Contribution								
Cinedome Surface Parking Lot	MS16CD01	2	100,000					100,000
Developer Contribution Total			100,000					100,000
Fire & Paramedic Development Fee								
Fire Station No. 5	FC09FD01	2	150,000					150,000
Fire & Paramedic Development Fee Total			150,000					150,000
General Fund								
Fire Station No. 5	FC09FD01	2	1,804,000	340,000				2,144,000
Police Range Improvements	FC13PD01	4	34,000					34,000
Senior Center Renovations Phase #1	FC16PR01	7	449,000					449,000
Fire RMS Mobile Project	MS14FD02	4	70,000					70,000
Downtown Streetscape Improvement Plan	MS14RA03	7	1,500,000					1,500,000
Napa River Dredging	MS15PW08	2	1,405,000					1,405,000
Electronic Garage Occupy Signs	MS17CD02	2		175,000				175,000
SCBA Replacement	MS17FD01	4			450,000			450,000
Dwight Murray Plaza	PK15RA01	2	250,000	1,250,000				1,500,000
Sports Court Resurfacing	PK16PR01	6	43,000	43,000	43,000	43,000		172,000
Parks Parking Lot and Pathway Repair Project	PK16PR02	4	50,000	50,000	213,750	213,750	213,750	741,250

Source	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Park Playground Equipment Replacement	PK16PR03	4	553,000	84,000				637,000
Park Shade Shelters	PK16PR04	4	120,000	120,000	120,000			360,000
Corrugated Metal Pipe Replacement Near Minahen	SD08PW01	7	473,000					473,000
Drainage Improvements- Street Program 2016-2020	SDxxPW02	1		50,000	70,000			120,000
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1		592,000				592,000
Uninterruptable Power Supply Units-Traffic Signals	TS15PW01	4	50,000	60,800				110,800
General Fund Total			6,801,000	2,764,800	896,750	256,750	213,750	10,933,050
GF - Building Reserve								
Roof Replacement PD Bldg	FC10PR01	4	200,000					200,000
Classroom Facility - Fire Station No. 2	FC12FD01	4			682,000			682,000
City Hall Consolidation	FC15PW02	2	275,000					275,000
GF - Building Reserve Total			475,000		682,000			1,157,000
HBRR								
Federal Bridge Preventative Maintenance Plan	BR12PW02	5	70,696		488,034			558,730
HBRR Total			70,696		488,034			558,730
Linda Vista - Rec Center								
Park Playground Equipment Replacement	PK16PR03	4	35,000					35,000
Linda Vista - Rec Center Total			35,000					35,000
Linda Vista Improvement Fee								
Linda Vista Ave Widening-E Side-Redwood to Trower	ST18PW01	3			700,000			700,000
Linda Vista Improvement Fee Total					700,000			700,000
Materials Diversion Bond Funds								
MDF Covered Composting System	MD11PW07	1	5,500,000	2,000,000				7,500,000
MDF Anaerobic Digestion to Biofuel	MD16PW01	2	12,487,000					12,487,000
Materials Diversion Bond Funds Total			17,987,000	2,000,000				19,987,000
Materials Diversion Enterprise Fund								
MDF Covered Composting System	MD11PW07	1	1,920,000					1,920,000
MDF Periodic Repair of Exterior Concrete Pads	MD16PW02	1	30,000	30,000	30,000	30,000	30,000	150,000
MDF MRF Roll Doors	MD18PW01	4			60,900			60,900
MDF In-Ground Vehicle Weigh Scale	MD18PW02	1			111,000			111,000
MDF MRF Building Exterior Painting	MD18PW03	4			62,400			62,400
MDF Admin Building HVAC	MD18PW04	4			32,500			32,500
MDF Fencing Partial Replacement	MD18PW05	4			141,300			141,300
MDF Parking Lots	MD19PW01	4				161,600		161,600
MDF Periodic Roof Repair of MRF	MD19PW02	4				30,000		30,000
MDF SE Corner Cover Structure	MD19PW03	1				526,900		526,900
MDF Admin Building Carpeting	MD19PW04	4				39,300		39,300
MDF Existing Concrete Pad Partial Replacement	MD20PW01	1					2,115,800	2,115,800
MDF Periodic Repair of Interior Concrete	MD20PW02	1					45,600	45,600
MDF Lighting Upgrade	MD20PW03	4					75,900	75,900

Source	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund Total			1,950,000	30,000	438,100	787,800	2,267,300	5,473,200
Measure T								
Drainage Improvements- Street Program 2016-2020	SDxxPW02	1				100,000	100,000	200,000
Trancas Street Rehabilitation	ST18PWtr	7					3,400,000	3,400,000
Trower Avenue Rehabilitation	ST18PWtw	7			4,835,000			4,835,000
Coombsville Road Rehabilitation	ST19PWcc	7					67,000	67,000
Laurel Street Rehabilitation	ST19PWee	7					87,000	87,000
Rejuvenation and Crack Seal 2016-2020	STxxPW03	1				500,000	500,000	1,000,000
Measure T Total						5,435,000	4,154,000	9,589,000
North Jefferson Fee - Street								
Salvador Avenue Widening	ST16PW02	7	200,000					200,000
North Jefferson Fee - Street Total			200,000					200,000
Other Agencies								
Police Range Improvements	FC13PD01	4	6,000					6,000
Soscol Avenue Widening-Silverado Trail to Magnolia	ST17PW02	1					3,000,000	3,000,000
Other Agencies Total			6,000				3,000,000	3,006,000
Parking Fund								
Cinedome Surface Parking Lot	MS16CD01	2	200,000					200,000
NSD Surface Parking Lot	MS17CD01	2		300,000				300,000
Parking Fund Total			200,000	300,000				500,000
State Gas Tax								
Federal Bridge Preventative Maintenance Plan	BR12PW02	5			58,305			58,305
Byway East Pedestrian Bridge	BR17PW01	4		50,000				50,000
Drainage Improvements- Street Program 2016-2020	SDxxPW02	1			30,000			30,000
Pavement Management System	ST10PW05	2	25,000	50,000	25,000	50,000	25,000	175,000
West Lincoln Avenue Roadway Realignment	ST15PW03	1		250,000				250,000
Trancas Street Rehabilitation	ST18PWtr	7			100,000			100,000
Trower Avenue Rehabilitation	ST18PWtw	7			97,000			97,000
Rejuvenation and Crack Seal 2016-2020	STxxPW03	1	200,000	200,000	200,000			600,000
Miscellaneous Concrete Projects 2016-2020	SWxxPW01	1	25,000	25,000	25,000	25,000	25,000	125,000
Redwood Rd/Solano Ave Intersection Improvements	TS01PW01	7	150,000					150,000
Miscellaneous Traffic Signals 2016-2020	TSxxPW01	1	25,000	25,000	25,000	25,000	25,000	125,000
State Gas Tax Total			425,000	600,000	560,305	100,000	75,000	1,760,305
STIP								
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1		431,000	1,070,000			1,501,000
STIP Total				431,000	1,070,000			1,501,000
Storm Water Service Fee								

Source	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Corrugated Metal Pipe Replacement Near Minahen	SD08PW01	7	250,000					250,000
Rose Lane Sewer Separation	SD16PW01	3	145,000					145,000
Drainage Improvements- Street Program 2016-2020	SDxxPW02	1	55,000	50,000				105,000
Storm Water Service Fee Total			450,000	50,000				500,000

Street Imp Fee-Underground Utility

Jefferson St Rule 20A Underground Project	UU12PW01	7				75,000	325,000	400,000
McKinstry Street Rule 20B Undergrouding	UU12PW02	7	75,000					75,000
Street Imp Fee-Underground Utility Total			75,000			75,000	325,000	475,000

Street Improvement Fee

Linda Vista Avenue Bridge over Napa Creek	BR14PW02	7		680,000	145,000	1,115,000		1,940,000
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1			1,077,000			1,077,000
West Lincoln Avenue Roadway Realignment	ST15PW03	1	40,000	130,000				170,000
Roundabouts West of SR 29	ST16PW01	7	95,000	382,000				477,000
Soscol Avenue Widening-Silverado Trail to Magnolia	ST17PW02	1		100,000			3,000,000	3,100,000
Street Improvement Fee Total			135,000	1,292,000	1,222,000	1,115,000	3,000,000	6,764,000

Water Enterprise Fund

Asset Management Software	WA11PW01	3	26,000	14,000				40,000
Asset Management Hardware	WA12PW01	1	10,000					10,000
Development/CalTrans CIP Upgrades	WD14PW04	1		400,000				400,000
Hydrant & Valve Maintenance	WD16PW06	1	100,000					100,000
Corp Yard Covered Storage	WD16PW08	4	75,000					75,000
Appurtenance Improvements 2016-2020	WD16PW09	1	150,000	150,000	150,000			450,000
Minor Water Main Projects 2016-2020	WD16PW10	1	450,000	350,000	350,000			1,150,000
Automated Meter Reading Program 2016-2020	WD16PW11	1	300,000	500,000				800,000
Cathodic Protection 2016-2020	WD16PW12	1	360,000	300,000	385,000			1,045,000
Major Water Main Projects 2016-2020	WD16PW13	1			1,000,000			1,000,000
Barwick Jamieson Sludge Centrifuge & Equip	WQ16PW05	1	850,000					850,000
Hennessey Treatment Improvements	WQ16PW06	4	225,000	350,000				575,000
Barwick Jamieson Treatment Improvements	WQ16PW07	4	204,000	150,000				354,000
Milliken Filter Rehab	WQ16PW08	1	150,000					150,000
Milliken Tower Valve Assessment & Crack Monitors	WS17PW01	1		50,000				50,000
Transmission System Improvements for DBP Reduction	WT16PW02	3	100,000					100,000
Transmission Main Improvements	WT17PW01	1		250,000				250,000
Falcon Ridge Tank Replacement Resized	WT17PW02	5		100,000				100,000
Conn Line Painting	WT17PW03	1		400,000				400,000
Water Enterprise Fund Total			3,000,000	3,014,000	1,885,000			7,899,000

GRAND TOTAL

36,029,696	11,204,800	9,682,189	7,769,550	13,035,050	77,721,285
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City of Napa, California
Capital Improvement Program
FY 16 thru FY 20

PROJECTS BY CATEGORY

Category	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Bridge								
Federal Bridge Preventative Maintenance Plan	BR12PW02	5	70,696		546,339			617,035
Linda Vista Avenue Bridge over Napa Creek	BR14PW02	7		680,000	145,000	1,115,000		1,940,000
Byway East Pedestrian Bridge	BR17PW01	4		50,000				50,000
Bridge Total			70,696	730,000	691,339	1,115,000		2,607,035
Facilities								
Fire Station No. 5	FC09FD01	2	1,954,000	340,000				2,294,000
Roof Replacement PD Bldg	FC10PR01	4	200,000					200,000
Classroom Facility - Fire Station No. 2	FC12FD01	4			682,000			682,000
Police Range Improvements	FC13PD01	4	40,000					40,000
City Hall Consolidation	FC15PW02	2	275,000					275,000
Senior Center Renovations Phase #1	FC16PR01	7	449,000					449,000
Facilities Total			2,918,000	340,000	682,000			3,940,000
Materials Diversion								
MDF Covered Composting System	MD11PW07	1	7,420,000	2,000,000				9,420,000
MDF Anaerobic Digestion to Biofuel	MD16PW01	2	15,487,000					15,487,000
MDF Periodic Repair of Exterior Concrete Pads	MD16PW02	1	30,000	30,000	30,000	30,000	30,000	150,000
MDF MRF Roll Doors	MD18PW01	4			60,900			60,900
MDF In-Ground Vehicle Weigh Scale	MD18PW02	1			111,000			111,000
MDF MRF Building Exterior Painting	MD18PW03	4			62,400			62,400
MDF Admin Building HVAC	MD18PW04	4			32,500			32,500
MDF Fencing Partial Replacement	MD18PW05	4			141,300			141,300
MDF Parking Lots	MD19PW01	4				161,600		161,600
MDF Periodic Roof Repair of MRF	MD19PW02	4				30,000		30,000
MDF SE Corner Cover Structure	MD19PW03	1				526,900		526,900
MDF Admin Building Carpeting	MD19PW04	4				39,300		39,300
MDF Existing Concrete Pad Partial Replacement	MD20PW01	1					2,115,800	2,115,800
MDF Periodic Repair of Interior Concrete	MD20PW02	1					45,600	45,600
MDF Lighting Upgrade	MD20PW03	4					75,900	75,900
Materials Diversion Total			22,937,000	2,030,000	438,100	787,800	2,267,300	28,460,200
Miscellaneous								
Fire RMS Mobile Project	MS14FD02	4	70,000					70,000
Downtown Streetscape Improvement Plan	MS14RA03	7	1,500,000					1,500,000

Category	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Napa River Dredging	MS15PW08	2	1,405,000					1,405,000
Cinedome Surface Parking Lot	MS16CD01	2	300,000					300,000
NSD Surface Parking Lot	MS17CD01	2		300,000				300,000
Electronic Garage Occupy Signs	MS17CD02	2		175,000				175,000
SCBA Replacement	MS17FD01	4			450,000			450,000
Asset Management Software	WA11PW01	3	26,000	14,000				40,000
Asset Management Hardware	WA12PW01	1	10,000					10,000
Miscellaneous Total			3,311,000	489,000	450,000			4,250,000

Park

Dwight Murray Plaza	PK15RA01	2	250,000	1,250,000				1,500,000
Sports Court Resurfacing	PK16PR01	6	43,000	43,000	43,000	43,000		172,000
Parks Parking Lot and Pathway Repair Project	PK16PR02	4	50,000	50,000	213,750	213,750	213,750	741,250
Park Playground Equipment Replacement	PK16PR03	4	588,000	84,000				672,000
Park Shade Shelters	PK16PR04	4	120,000	120,000	120,000			360,000
Park Total			1,051,000	1,547,000	376,750	256,750	213,750	3,445,250

Sidewalk

Miscellaneous Concrete Projects 2016-2020	SWxxPW01	1	25,000	25,000	25,000	25,000	25,000	125,000
Sidewalk Total			25,000	25,000	25,000	25,000	25,000	125,000

Storm Drain

Corrugated Metal Pipe Replacement Near Minahen	SD08PW01	7	723,000					723,000
Rose Lane Sewer Separation	SD16PW01	3	145,000					145,000
Drainage Improvements- Street Program 2016-2020	SDxxPW02	1	55,000	100,000	100,000	100,000	100,000	455,000
Storm Drain Total			923,000	100,000	100,000	100,000	100,000	1,323,000

Street

Pavement Management System	ST10PW05	2	25,000	50,000	25,000	50,000	25,000	175,000
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1		1,746,000	3,887,000			5,633,000
Silverado-Third-Coombsville-East Intersection	ST14PW04	1	500,000					500,000
Sierra Avenue Extension to Villa Lane	ST14PW07	3	470,000					470,000
West Lincoln Avenue Roadway Realignment	ST15PW03	1	40,000	380,000				420,000
Roundabouts West of SR 29	ST16PW01	7	95,000	382,000				477,000
Salvador Avenue Widening	ST16PW02	7	200,000					200,000
Soscol Avenue Widening-Silverado Trail to Magnolia	ST17PW02	1		100,000			6,000,000	6,100,000
Linda Vista Ave Widening-E Side-Redwood to Trower	ST18PW01	3			700,000			700,000
Trancas Street Rehabilitation	ST18PWtr	7			100,000		3,400,000	3,500,000
Trower Avenue Rehabilitation	ST18PWtw	7			97,000	4,835,000		4,932,000
Coombsville Road Rehabilitation	ST19PWcc	7					67,000	67,000
Laurel Street Rehabilitation	ST19PWee	7					87,000	87,000
Rejuvenation and Crack Seal 2016-2020	STxxPW03	1	200,000	200,000	200,000	500,000	500,000	1,600,000
Street Total			1,530,000	2,858,000	5,009,000	5,385,000	10,079,000	24,861,000

Category	Project#	Priority	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Traffic Signal								
Redwood Rd/Solano Ave Intersection Improvements	TS01PW01	7	150,000					150,000
Uninterruptable Power Supply Units-Traffic Signals	TS15PW01	4	50,000	60,800				110,800
Miscellaneous Traffic Signals 2016-2020	TSxxPW01	1	25,000	25,000	25,000	25,000	25,000	125,000
Traffic Signal Total			225,000	85,800	25,000	25,000	25,000	385,800
Underground Utility								
Jefferson St Rule 20A Underground Project	UU12PW01	7				75,000	325,000	400,000
McKinstry Street Rule 20B Undergrounding	UU12PW02	7	75,000					75,000
Underground Utility Total			75,000			75,000	325,000	475,000
Water Distribution								
Development/CalTrans CIP Upgrades	WD14PW04	1		400,000				400,000
Hydrant & Valve Maintenance	WD16PW06	1	100,000					100,000
Corp Yard Covered Storage	WD16PW08	4	75,000					75,000
Appurtenance Improvements 2016-2020	WD16PW09	1	150,000	150,000	150,000			450,000
Minor Water Main Projects 2016-2020	WD16PW10	1	450,000	350,000	350,000			1,150,000
Automated Meter Reading Program 2016-2020	WD16PW11	1	300,000	500,000				800,000
Cathodic Protection 2016-2020	WD16PW12	1	360,000	300,000	385,000			1,045,000
Major Water Main Projects 2016-2020	WD16PW13	1			1,000,000			1,000,000
Water Distribution Total			1,435,000	1,700,000	1,885,000			5,020,000
Water Quality (Treatment)								
Barwick Jamieson Sludge Centrifuge & Equip	WQ16PW05	1	850,000					850,000
Hennessey Treatment Improvements	WQ16PW06	4	225,000	350,000				575,000
Barwick Jamieson Treatment Improvements	WQ16PW07	4	204,000	150,000				354,000
Milliken Filter Rehab	WQ16PW08	1	150,000					150,000
Water Quality (Treatment) Total			1,429,000	500,000				1,929,000
Water Transmission								
Transmission System Improvements for DBP Reduction	WT16PW02	3	100,000					100,000
Transmission Main Improvements	WT17PW01	1		250,000				250,000
Falcon Ridge Tank Replacement Resized	WT17PW02	5		100,000				100,000
Conn Line Painting	WT17PW03	1		400,000				400,000
Water Transmission Total			100,000	750,000				850,000
Watershed (Supply Source)								
Milliken Tower Valve Assessment & Crack Monitors	WS17PW01	1		50,000				50,000
Watershed (Supply Source) Total				50,000				50,000
GRAND TOTAL			36,029,696	11,204,800	9,682,189	7,769,550	13,035,050	77,721,285

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	BR12PW02
Project Name	Federal Bridge Preventative Maintenance Plan



Type	Infrastructure	Department	Public Works
Useful Life	50 yrs	Contact	Rosa Corona
Category	Bridge	Priority	Leverage Funding
GL Key #	30101	FTE	
Dept. Rank		Project Number	
		Status	Active

Description	Total Project Cost: \$642,035
Caltrans provides Federal funding assistance for bridge repairs to those agencies that prepare and maintain a Bridge Maintenance Preventative Plan (BPMP). This project includes the preparation of the BPMP.	

Justification
Ongoing bridge maintenance is required to help preserve the structural condition of bridges or to extend the bridge's service life and it is desirable to offset costs with 80-90% Federal grant funds. Eight bridges were identified as needing preventive maintenance. Preliminary Engineering funds programmed for 15/16 and Construction funds programmed for 17/18. The gap year between PE and CON is due to financial constraint due to the new 2015 FTIP.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
25,000	Construction			546,339			546,339
Total	Salaries & Benefits	70,696					70,696
	Total	70,696		546,339			617,035

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
25,000	HBRR	70,696		488,034			558,730
Total	State Gas Tax			58,305			58,305
	Total	70,696		546,339			617,035

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # BR14PW02
Project Name Linda Vista Avenue Bridge over Napa Creek



Type Infrastructure **Department** Public Works
Useful Life 75 years **Contact** Ernie Cabral
Category Bridge **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost: \$2,000,000**

Construct new bridge over Napa Creek to connect Linda Vista Avenue from Robinson Lane to Lone Oak Avenue.
 Project stopped for an indefinite period by City Council December 2, 2014 until more traffic modeling of the surrounding area is performed and analyzed. The traffic modelling is anticipated to be complete by the end of 2016. After that time, the effects of the project on traffic patterns will be presented to the Council for further consideration.

Justification
 This project will provide street connectivity to the area and improve traffic circulation, and responsive emergency access from the proposed Fire Station 5 to the area west of Highway 29 and south of Trancas Street.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
60,000	Construction				1,100,000		1,100,000
Total	Salaries & Benefits		10,000	15,000	15,000		40,000
	Professional/Consulting Services		590,000	30,000			620,000
	Land Acquisition/Project Permitting		80,000	100,000			180,000
	Total		680,000	145,000	1,115,000		1,940,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
60,000	Street Improvement Fee		680,000	145,000	1,115,000		1,940,000
Total	Total		680,000	145,000	1,115,000		1,940,000

Budget Impact/Other
 Routine maintenance of the bridge should be expected.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Salaries & Benefits					5,000	5,000
Supplies					1,000	1,000
Total					6,000	6,000

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # BR17PW01
Project Name Byway East Pedestrian Bridge



Type Building/Improvements **Department** Public Works
Useful Life 50 yrs **Contact** Rosa Corona
Category Bridge **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost: \$50,000**
 Perform a study to develop alternatives to construct a pedestrian crossing of the Salvador Drainage Channel along Byway East.

Justification
 There is no sidewalk along Byway East from El Centro Avenue to south of the Salvador Drainage Channel. This segment of Byway East is frequented by pedestrians and warrants a study to determine the most cost-effective means of constructing a pedestrian crossing of the Salvador Drainage Channel.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Salaries & Benefits		10,000				10,000
Professional/Consulting Services		40,000				40,000
Total		50,000				50,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
State Gas Tax		50,000				50,000
Total		50,000				50,000

Budget Impact/Other
 Study only.

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project #	FC09FD01
Project Name	Fire Station No. 5



Type	Building/Improvements	Department	Fire
Useful Life	35 years	Contact	Ernie Cabral
Category	Facilities	Priority	Council Direction
GL Key #	30101	FTE	5
Dept. Rank	2	Project Number	
		Status	Active

Description	Total Project Cost: \$6,809,000
Construction and staffing of Fire Station No. 5 at the corner of Browns Valley Road and Laurel Avenue.	

Justification

On December 12, 2006 the Council authorized the Citygate Master Plan and Standards of Coverage which identified the need for a fire station in the Browns Valley area where responses may take as long as 8 minutes (well above the City's goal of a 4-minute travel time). On April 15, 2008 the Council adopted a Fire and Paramedic Development Fee (FPDF) for Fire Station No. 5. The current FPDF fund balance will go toward the cost of the design, construction and apparatus/equipment necessary to service new development in the area, with additional funding coming from a General Fund contribution which will be considered a loan to be paid back through future FPDF's. On August 5, 2008 the Council authorized the acquisition of the property located at 3001 Browns Valley Road for the future site of Fire Station No. 5. The Council authorized \$1,200,000 for the property purchase and the subsequent cost was \$828,000. A development plan was prepared identifying project timing based on an estimated budget of \$4,634,000 for a fully equipped station. The overall project budget also includes funding for the addition of five new personnel to staff the station. In 2014 an architectural consultant was hired to develop a design for the project. As a result of the preliminary design effort and geotechnical investigations, a more detailed cost estimate was prepared. Despite an extensive value engineering effort to manage cost, an additional \$500,000 from the General Fund is required to cover unforeseen cost associated with extremely poor soil conditions discovered during the project geotechnical investigation. Construction is scheduled to begin in late 2015 with competition scheduled for late 2016.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
4,515,000	Construction	500,000					500,000
Total	Salaries & Benefits	510,000	340,000				850,000
	Land Acquisition/Project Permitting	119,000					119,000
	Fleet/Equipment	825,000					825,000
	Total	1,954,000	340,000				2,294,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
4,515,000	Fire & Paramedic Development Fee	150,000					150,000
Total	General Fund	1,804,000	340,000				2,144,000
	Total	1,954,000	340,000				2,294,000

Budget Impact/Other

Once the station is open and operational, there will be an ongoing cost for maintenance for the station, equipment and apparatus, and five additional positions to staff the new station.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Contract Property Services	18,000					18,000
Other Purchased Services	7,000					7,000
Professional & Technical Services	6,900					6,900

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

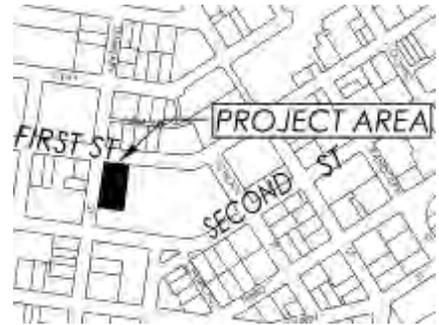
Salaries & Benefits	510,000	340,000	850,000
Supplies	13,000	17,000	30,000
Total	554,900	357,000	911,900

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # FC10PR01
Project Name Roof Replacement PD Bldg



Type Building/Improvements **Department** Parks & Rec Services
Useful Life 40 Years **Contact** David Perazzo
Category Facilities **Priority** Health & Safety
GL Key # 30113 **FTE** 0
Dept. Rank Fac2 **Project Number**
Status Active

Description

Total Project Cost: \$200,000

Project approved and listed as a funded project in FY 15/16. Decision to proceed depends on status/location of consolidated City Hall. The project will replace the current roof on the Police Fire Administration Building due to leaks and deteriorating conditions. Project will not change the design but will include removal of the old roofing materials down to the original deck on both the slope and flat portion sections. Installation will include all new materials including the underlayment, flashing, tile, shingles and other roofing surfaces.

Justification

Existing roof has out lived its useful life. Roof has been repaired a number of times since 2003 and existing material no longer keeps water from entering the facility. Leaks are causing additional damage to building infrastructure that would not happen if roof was replaced.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	150,000					150,000
Salaries & Benefits	30,000					30,000
Professional/Consulting Services	20,000					20,000
Total	200,000					200,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
GF - Building Reserve	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

Project reduces the frequency of maintenance service calls, will protect structural elements of the facility from water damage and provides a safe and healthy work environment for critical staff utilizing these facilities.

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project #	FC12FD01
Project Name	Classroom Facility - Fire Station No. 2



Type	Infrastructure	Department	Fire
Useful Life	30 years	Contact	Joy Riesenberg
Category	Facilities	Priority	Health & Safety
GL Key #	30101	FTE	
Dept. Rank	5	Project Number	
		Status	Pending

Description

Total Project Cost: \$682,000

Classroom facility at Fire Station 2. This facility could also be used for City-wide training when not being utilized by the Fire Department. The facility could also be used as an alternate EOC and backup 9-1-1 center with some additional funding. This requires demolishing a large metal sheet building behind Fire Station No. 2. The proposed new facility would be 1,100 square feet.

PROJECT DEFERRED TO NEXT BUDGET CYCLE PENDING CITY HALL CONSOLIDATION STUDY.

Justification

The Fire Department has gone without a formal training classroom for over 15 years. We have found alternate locations to conduct training, but there are a variety of problems associated with these locations. A training classroom at Fire Station No. 2 meets all of our department needs and may also address the City's need to provide for another meeting location. Our Fire Department training tower is already located at Station 2, making for a perfect transition from the educational setting to the hands on environment. It is centrally located in the City which is important and allows us to better cover all zones within the City limits. Currently we spend a lot of time calling multiple agencies to try and reserve a classroom. Often, classrooms are unavailable which causes us to reschedule our training or force ourselves into a less than desirable location. Parking is a big concern at some of our current locations, forcing us to park far away thus delaying responses from the training site.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction			396,000			396,000
Salaries & Benefits			79,000			79,000
Professional/Consulting Services			174,000			174,000
Fleet/Equipment			33,000			33,000
Total			682,000			682,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
GF - Building Reserve			682,000			682,000
Total			682,000			682,000

Budget Impact/Other

Additional costs to operate the facility, if approved, include an estimated \$5,000 per year for utilities.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Other Purchased Services			5,000	5,000	5,000	15,000
Total			5,000	5,000	5,000	15,000

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # FC13PD01
Project Name Police Range Improvements



Type Building/Improvements **Department** Police
Useful Life 10 Years **Contact**
Category Facilities **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank 1 **Project Number**
Status Active

Description **Total Project Cost:** \$40,000

Repair of existing WWII era Quonset hut currently being used as a classroom.

Justification

The Napa Police Department range located on Monticello Road acquired a WWII era Quonset hut which has been used as the facility classroom for over 20 years. At the time of acquisition from the NVUSD, the useful life of the Quonset hut was expected to be approximately 10 years. The Quonset hut has exceeded its useful life expectancy and the structure has fallen into disrepair including water leaks, damaged flooring, rotting lumber, plumbing issues, and the presence of black mold (which is a health and safety issue for our employees and others who use our facility). We are proposing to repair the roof, damaged sheetrock (removing the black mold), rotting lumber and plumbing to make the facility safe for employees and others to use. The Police Department currently provides shooting, tactical and safety training to all of its peace officer employees. Effective training for these tasks requires live simulation in structures similar to what they would encounter during the course of their duties. This training requirement is also supported by existing law and helps reduce future liability.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	40,000					40,000
Total	40,000					40,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	34,000					34,000
Other Agencies	6,000					6,000
Total	40,000					40,000

Budget Impact/Other

The Police Department currently receives \$6,000 per year in revenue for the CHP contract for use of this facility. Addressing the health and safety issues of the Quonset hut will allow us to continue this contract as well as seek similar contracts with other agencies.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Operating Budget Savings		-6,000	-6,000	-6,000	-6,000	-24,000
Total		-6,000	-6,000	-6,000	-6,000	-24,000

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project #	FC15PW02
Project Name	City Hall Consolidation

Type	Building/Improvements	Department	Public Works
Useful Life	50 yrs	Contact	Julie Lucido
Category	Facilities	Priority	Council Direction
GL Key #	30101	FTE	
Dept. Rank		Project Number	
		Status	Active

Description	Total Project Cost: \$775,000
<p>Develop a Request for Qualifications (RFQ) and Request for Proposals (RFP) to select a development team that will provide design/build services for a new joint City Hall and Public Safety Administration Building on the block that the Community Services Building (CSB) occupies and purchase and redevelop the existing City Hall and Police Department property.</p> <p>Over the last year, an alternative analysis study was completed to identify the most practical plan for the consolidation of City offices. Subsequent to the selection of the preferred alternative, additional work was completed to examine the space requirements, property values, development costs. The operational efficiencies and new tax revenues were also calculated and a financial model was prepared. Current work will develop the RFQ and RFP.</p>	

Justification
<p>If new facilities are not developed, significant investments are required for the continued use of the current buildings including equipment replacement, roof replacements, and substantial renovations to provide additional office space. An expansion of approximately 20,000 square feet will be required for the Police Department. The approximately \$300,000 annual cost of leases will increase due to cost escalations and department growth. Inefficiencies in operations and staff allocation will continue, as will the higher levels of energy and water consumption required for the operation of seven dispersed office buildings.</p>

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
500,000	Salaries & Benefits	20,000					20,000
Total	Professional/Consulting Services	255,000					255,000
	Total	275,000					275,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
500,000	GF - Building Reserve	275,000					275,000
Total	Total	275,000					275,000

Budget Impact/Other
<p>Currently, the City's administrative staff is scattered among seven separate office buildings in the downtown area. The City owns five of these buildings while two are leased spaces. The City spends approximately \$320,000 per year on leases for office space. The Parks and Recreation Services Department recently was required to relocate to new facilities in order to accommodate the Flood Project's Bypass construction contract which began in April 2014.</p> <p>Consolidation of facilities will result in excess property that could be utilized to partially offset the costs of the construction of new facilities.</p>

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # FC16PR01
Project Name Senior Center Renovations Phase #1



Type Building/Improvements **Department** Parks & Rec Services
Useful Life 20 years **Contact** David Perazzo
Category Facilities **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost: \$449,000**
 Provide renovations and upgrades to Senior Center built in 1976. Scope of improvements will include updated kitchen, new flooring, enhanced lighting, and additional outdoor programmable space. Additionally, conversion of small dining room to a social gathering space with media center/library. Provide for expansion of programs and services by adding space for group exercise, cardio fitness and strength training.

Justification
 As identified in the 2015 Senior Center Needs Assessment, implement Phase #1 of a multi-phased adaptive re-use of the existing facility.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	449,000					449,000
Total	449,000					449,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	449,000					449,000
Total	449,000					449,000

Budget Impact/Other
 This project should be part of the CIP and funded by the General Fund. Installation of updated energy efficient lighting, appliances, fixtures and flooring will reduce operating and maintenance costs. Expansion of programming space will provide an opportunity for increased revenue to offset existing operating costs.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Capital Assets	449,000					449,000
Total	449,000					449,000

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # MD11PW07
Project Name MDF Covered Composting System



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Mission Critical
GL Key # 51010 **FTE**
Dept. Rank 1 **Project Number**
Status Active

Description **Total Project Cost:** \$15,330,000

Covered composting system processing of approx. 40K tons of organic (yardwaste and/or food waste) at MDF with full emission control and treatment.

Justification

By permit and due to increasingly stringent regulations, the City and NRWS will be required to improve current composting operations. VOC and odor emission control will require a new covered compost system. New system must include negative pressure to capture and direct emissions through bio filter. New system will constitute a permit revision and a CEQA process and should be built to allow for long-term processing of foodwaste at MDF.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
5,910,000	Construction	7,420,000	2,000,000				9,420,000
Total	Total	7,420,000	2,000,000				9,420,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
5,910,000	Materials Diversion Bond Funds	5,500,000	2,000,000				7,500,000
Total	Materials Diversion Enterprise Fund	1,920,000					1,920,000
	Total	7,420,000	2,000,000				9,420,000

Budget Impact/Other

New costs for FY16 will be \$7,420,000

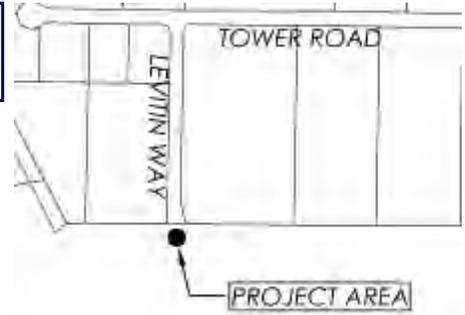
Prior
 3,430,000
Total

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD16PW01
Project Name MDF Anaerobic Digestion to Biofuel



Type Building/Improvements **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Council Direction
GL Key # 51010 **FTE**
Dept. Rank 1 **Project Number**
Status Active

Description

Total Project Cost: \$15,487,000

Construction of the anaerobic digestion facility at the MDF to digest food scraps and organic waste into biofuel.

Justification

At its 3/17/15 meeting, the City Council adopted rates that include generating funds to cover the cost of the anaerobic digestion project.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	15,487,000					15,487,000
Total	15,487,000					15,487,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
California Energy Commission	3,000,000					3,000,000
Materials Diversion Bond Funds	12,487,000					12,487,000
Total	15,487,000					15,487,000

Budget Impact/Other

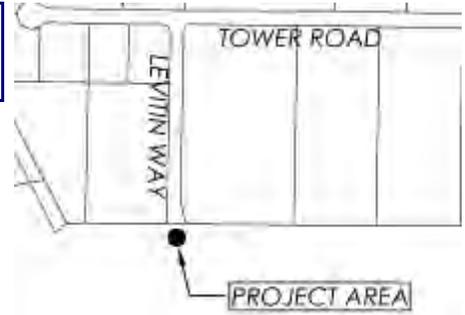
This project is budgeted to cost \$15,487,000 in total, with \$3,000,000 of that ultimately being covered by grant funds from the California Energy Commission.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD16PW02
Project Name MDF Periodic Repair of Exterior Concrete Pads



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Mission Critical
GL Key # 51009 **FTE**
Dept. Rank **Project Number** MD14PW02
Status Active

Description

Total Project Cost: \$150,000

Certain high wear areas at the MDF need spot concrete repair work. Original concrete (circa 1994) exhibits severe cracking. Repairs estimated to be \$30,000 each fiscal year and covered by the MDF operating budget.

Justification

Repair work needed to maintain proper operations and delay further degradation.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

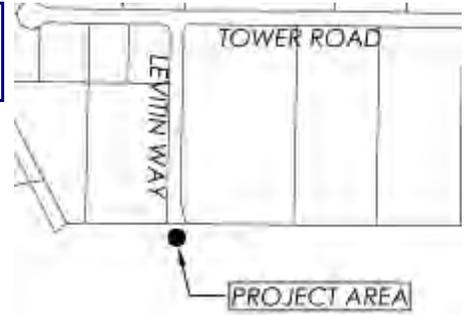
Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD18PW01
Project Name MDF MRF Roll Doors



Type Building/Improvements **Department** Public Works
Useful Life 10 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank **Project Number**
Status Pending

Description

Total Project Cost: \$60,900

Replacement of roll-doors in the MRF building at the MDF.

Justification

The roll-doors have a conservative useful life of 10 years and were last addressed in 2005. Project will roll forward if actual need does not exist.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction			60,900			60,900
Total			60,900			60,900

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund			60,900			60,900
Total			60,900			60,900

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD18PW02
Project Name MDF In-Ground Vehicle Weigh Scale



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Mission Critical
GL Key # 51009 **FTE**
Dept. Rank **Project Number** MD16PW03
Status Pending

Description

Total Project Cost: \$111,000

Replacement of in-ground weigh scale at MDF.

Justification

Current in-ground scale was installed in 1996 and has a conservative expected useful life of 20 years.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Fleet/Equipment			111,000			111,000
Total			111,000			111,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund			111,000			111,000
Total			111,000			111,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD18PW03
Project Name MDF MRF Building Exterior Painting



Type Building/Improvements **Department** Public Works
Useful Life 10 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank 5 **Project Number** MD11PW01
Status Pending

Description

Total Project Cost: \$62,400

Exterior painting for outside of Materials Recovery Facility (MRF) building at MDF. Project is a prudent preventative maintenance item.

Justification

This is a maintenance item for City-owned facility. The exterior of the MRF building was last done in 2003 prior to the City purchase of the MDF. This is a routine maintenance item to preserve facility value.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction			62,400			62,400
Total			62,400			62,400

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund			62,400			62,400
Total			62,400			62,400

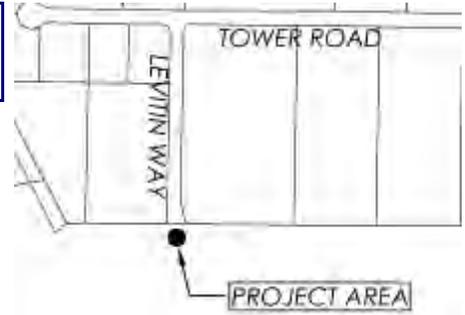
Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD18PW04
Project Name MDF Admin Building HVAC



Type Building/Improvements **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank **Project Number** MD15PW02
Status Pending

Total Project Cost: \$32,500

Description

Replacement of HVAC system in MDF Administration Building.

Justification

Some repairs have been made on existing HVAC, but will need to assess replacement again in FY 18.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Fleet/Equipment			32,500			32,500
Total			32,500			32,500

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund			32,500			32,500
Total			32,500			32,500

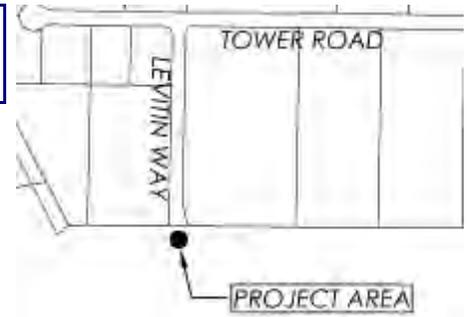
Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD18PW05
Project Name MDF Fencing Partial Replacement



Type Building/Improvements **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank **Project Number** MD15PW04
Status Pending

Total Project Cost: \$141,300

Description

Replacement of MDF perimeter fencing.

Justification

Current fencing was installed in 1994 and has a conservative estimated life of 20 years.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction			141,300			141,300
Total			141,300			141,300

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund			141,300			141,300
Total			141,300			141,300

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # MD19PW01
Project Name MDF Parking Lots



Type Land/Improvements **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51010 **FTE**
Dept. Rank **Project Number** MD15PW06
Status Pending

Total Project Cost: \$161,600

Description

Anticipated pad replacement need for MDF parking lots.

Justification

MDF parking lots were constructed in 1994 and have a conservative estimated useful life of 20 years.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction				161,600		161,600
Total				161,600		161,600

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund				161,600		161,600
Total				161,600		161,600

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD19PW02
Project Name MDF Periodic Roof Repair of MRF



Type Building/Improvements **Department** Public Works
Useful Life 10 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank 2 **Project Number**
Status Pending

Description

Total Project Cost: \$30,000

Periodic repair needs of the MRF building roof at the MDF.

Justification

The roof is expected to need repairs on a schedule of every 10 years. If need does not arise, the project will roll forward.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction				30,000		30,000
Total				30,000		30,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund				30,000		30,000
Total				30,000		30,000

Budget Impact/Other

The roof repairs are budgeted at a cost of \$30,000 for FY 19 to be paid out of the Materials Diversion Fund.

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # MD19PW03
Project Name MDF SE Corner Cover Structure



Type Building/Improvements **Department** Public Works
Useful Life 15 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Mission Critical
GL Key # 51010 **FTE**
Dept. Rank **Project Number** MD15PW07
Status Pending

Total Project Cost: \$526,900

Description

This would provide a roof for covered storage of finished goods (baled recyclable materials) in the SE portion of MDF. As part of annual MDF CIP assessment meeting in Jan 2013, this was identified as a significant stormwater mitigation measure not addressed in NRRP or CH2M Hill study.

Justification

As part of annual MDF CIP assessment meeting in Jan 2013, this was identified as a significant stormwater mitigation measure not addressed in NRRP or CH2M Hill study.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction				526,900		526,900
Total				526,900		526,900

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund				526,900		526,900
Total				526,900		526,900

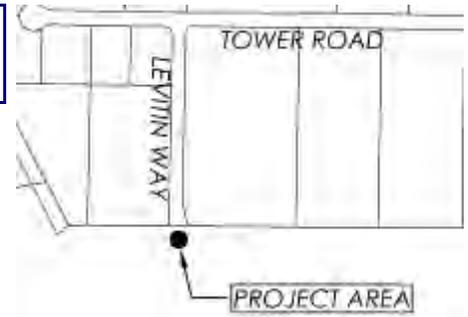
Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD19PW04
Project Name MDF Admin Building Carpeting



Type Building/Improvements **Department** Public Works
Useful Life 10 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank 4 **Project Number** MD14PW01
Status Pending

Total Project Cost: \$39,300

Description

Replacement of carpet in the MDF Administration Building.

Justification

Carpet was last replaced in 2005 and based on conservative estimate of useful life will need replacement. Replacement will be evaluated and done when needed.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Other				39,300		39,300
Total				39,300		39,300

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund				39,300		39,300
Total				39,300		39,300

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD20PW01
Project Name MDF Existing Concrete Pad Partial Replacement



Type Infrastructure **Department** Public Works
Useful Life 25 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Mission Critical
GL Key # 51010 **FTE**
Dept. Rank **Project Number** MD16PW04
Status Pending

Description

Total Project Cost: \$2,115,800

Partial replacement of concrete pads at MDF, as concrete was originally installed in 1994 and has an estimated useful life of 25 years.

Justification

Reflects estimated cost of 20% exterior pad replacement every five years.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction					2,115,800	2,115,800
Total					2,115,800	2,115,800

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund					2,115,800	2,115,800
Total					2,115,800	2,115,800

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD20PW02
Project Name MDF Periodic Repair of Interior Concrete



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Mission Critical
GL Key # 51009 **FTE** 0
Dept. Rank 1 **Project Number**
Status Pending

Description

Total Project Cost: \$45,600

Assessment and repair to high-wear areas of concrete inside MRF building at MDF.
 Estimated cost is \$45,600 in FY 20.

Justification

Certain high wear areas on the concrete surface inside the MRF periodically fail and need repair.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction					45,600	45,600
Total					45,600	45,600

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund					45,600	45,600
Total					45,600	45,600

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MD20PW03
Project Name MDF Lighting Upgrade



Type Building/Improvements **Department** Public Works
Useful Life 10 Years **Contact** Kevin Miller, x7291
Category Materials Diversion **Priority** Health & Safety
GL Key # 51009 **FTE**
Dept. Rank 1 **Project Number** MS10PW04
Status Pending

Total Project Cost: \$75,900

Description

Lighting upgrades at the MDF.

Justification

Lighting upgrades at the MDF are expected to be needed in FY20, with having a useful life of 10 years and the last work being done in FY10.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Fleet/Equipment					75,900	75,900
Total					75,900	75,900

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Materials Diversion Enterprise Fund					75,900	75,900
Total					75,900	75,900

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	MS14FD02
Project Name	Fire RMS Mobile Project

Type	Unassigned	Department	Fire
Useful Life	10 Years	Contact	Joy Riesenberg
Category	Miscellaneous	Priority	Health & Safety
GL Key #	30101	FTE	.15
Dept. Rank	2	Project Number	
		Status	Active

Description	Total Project Cost: \$70,000
Purchase of the Fire RMS (Records Management System) mobile inspection program and mobile RMS software upgrade, hardware and implementation services.	

Justification
The mobile inspection and mobile Fire RMS upgrade leverages current available technology to allow for the efficient operation of personnel performing field inspections. In addition this will eliminate the duplication of effort completing the written forms and later entering that information into the Fire RMS program. Overall, it increases the productivity of personnel, and improves accuracy of reports and information to emergency responders.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Other	70,000					70,000
Total	70,000					70,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	70,000					70,000
Total	70,000					70,000

Budget Impact/Other
Reduces the amount of duplication of effort completing written reports and re-entering that information into the records management system, eliminates the probability of entry mistakes, produces a clean, timely, accurate inspection form. Overall both applications will improve the quality and productivity of fire personnel.

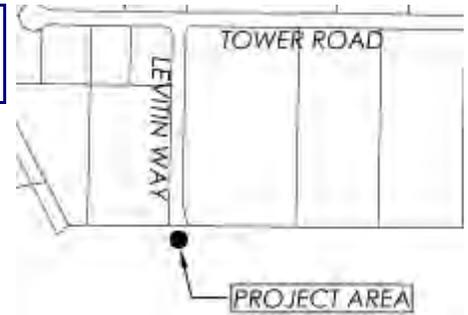
Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Other Purchased Services		25,000	25,000	25,000	25,000	100,000
Total		25,000	25,000	25,000	25,000	100,000

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MS15PW08
Project Name Napa River Dredging



Type Infrastructure **Department** Public Works
Useful Life 10 Years **Contact** Julie Lucido
Category Miscellaneous **Priority** Council Direction
GL Key # **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$75,900

This project will complete the navigational maintenance dredging of the Napa River from Third Street to Highway 29.

Justification

The U.S. Army Corps of Engineers (USACE) last completed their maintenance dredging responsibility on the Napa River in 1997/1998. Periodic dredging is necessary at least every 10 years. The work is now years overdue. The river serves light commercial and recreational traffic. Previous flood events have resulted in significant accumulations of sediment along the Napa River, which has impacted commercial and recreational boat traffic in the river.

Maintenance dredging is needed to restore depths and improve navigation for existing and future maritime traffic along the Napa River. This will in turn aid in the economic redevelopment of the community and region. The City of Napa completed the reconstruction of the downtown boat dock in 2013. The USACE has informed the City that the Napa River dredging is not a priority and will not be funded by the federal government.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
95,000	Construction	1,405,000					1,405,000
Total	Total	1,405,000					1,405,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
95,000	General Fund	1,405,000					1,405,000
Total	Total	1,405,000					1,405,000

Budget Impact/Other

Dredging of the Napa River from Third Street to the Butler Bridge is required every 10 years to maintain the navigational capacity of the River. Staff is currently pursuing the establishment of a special financing district to fund future dredging once every 10 years.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # MS16CD01
Project Name Cinedome Surface Parking Lot



Type Building/Improvements **Department** Community Development
Useful Life 10 Years **Contact** Jennifer La Liberte
Category Miscellaneous **Priority** Council Direction
GL Key # 30101 **FTE**
Dept. Rank 1 **Project Number**
Status Active

Description **Total Project Cost:** \$300,000

The CineDome Surface Parking Lot project will provide approximately 90 interim parking spaces until such time a permanent parking structure is constructed. The property owner has entered into a license agreement with the City to allow the City to construct, maintain and operate a surface parking lot for a five-year term.

Justification

The recent removal of approximately 120 all-day parking spaces in the north end of downtown due to construction of the bypass channel, combined with intensification of development and new business attractions near Main and Clinton, has created a concentration of high demand for parking in the area. Because it will take time to prepare the plan for the CineDome area and design, finance, and construct a permanent parking facility there, temporary parking lots one on SyWest & City-owned property (\$200,000 to be combined with \$100,000 in other funds) and another potentially on NSD block (\$300,000) will ease the on-street parking pressure and potential spillover into the adjacent St. John's neighborhood, and help reduce frustration expressed by many daytime employees. LodgeWorks will provide \$100,000 toward this effort pursuant to the approved parking license agreement for The Archer Hotel.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	300,000					300,000
Total	300,000					300,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Developer Contribution	100,000					100,000
Parking Fund	200,000					200,000
Total	300,000					300,000

Budget Impact/Other

The temporary parking lot would add incremental demand to the parking maintenance function as shown in salaries and benefits.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Salaries & Benefits	2,500	2,500	2,500	2,500	2,500	12,500
Total	2,500	2,500	2,500	2,500	2,500	12,500

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # MS17CD01
Project Name NSD Surface Parking Lot



Type Building/Improvements **Department** Community Development
Useful Life 10 Years **Contact** Jennifer La Liberte
Category Miscellaneous **Priority** Council Direction
GL Key # 30101 **FTE**
Dept. Rank 1 **Project Number**
Status Active

Description

Total Project Cost: \$300,000

The NSD Surface Parking Lot project is contingent on Napa Sanitation District's authorization for the City to construct, operate and maintain a parking lot on its property. The lot would not be constructed until the City completes construction of a new skate park.

Justification

The recent removal of approximately 120 all-day parking spaces in the north end of downtown due to construction of the bypass channel, combined with intensification of development and new business attractions near Main and Clinton, has created a concentration of high demand for parking in the area. Because it will take time to prepare the plan for the CineDome area and design, finance, and construct a permanent parking facility there, temporary parking lots one on SyWest & City-owned property and another potentially on NSD block (\$300,000) will ease the on-street parking pressure and potential spillover into the adjacent St. John's neighborhood, and help reduce frustration expressed by many daytime employees.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction		300,000				300,000
Total		300,000				300,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Parking Fund		300,000				300,000
Total		300,000				300,000

Budget Impact/Other

The temporary parking lot would add incremental demand to the parking maintenance function as shown in salaries and benefits.

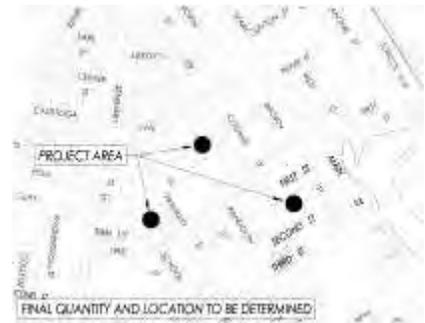
Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Salaries & Benefits		2,500	2,500	2,500	2,500	10,000	2,500
Total		2,500	2,500	2,500	2,500	10,000	Total

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project #	MS17CD02
Project Name	Electronic Garage Occupy Signs



Type	Equipment/Machinery	Department	Community Development
Useful Life	10 Years	Contact	Jennifer La Liberte
Category	Miscellaneous	Priority	Council Direction
GL Key #	30101	FTE	
Dept. Rank	2	Project Number	
		Status	Active

Description	Total Project Cost: \$175,000
This entry assumes the City Council will approve a Downtown Parking Management Plan and associated Implementation Program in spring 2015. Near-term efforts will include the addition of electronic signs near the City parking garages to monitor and publicize available spaces to encourage their utilization (includes server, sensors, installation).	

Justification
Electronic signs are estimated at \$150,000 for equipment and associated infrastructure, with installation at \$25,000. The signs would be installed near the City parking garages to monitor and publicize available spaces to encourage their utilization.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction		25,000				25,000
Fleet/Equipment		150,000				150,000
Total		175,000				175,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund		175,000				175,000
Total		175,000				175,000

Budget Impact/Other
The electronic garage signs could add incremental demand to the parking maintenance function as shown in salaries and benefits.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Salaries & Benefits	1,000	1,000	1,000	1,000	1,000	5,000
Total	1,000	1,000	1,000	1,000	1,000	5,000

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	MS17FD01
Project Name	SCBA Replacement

Type	Equipment/Machinery	Department	Fire
Useful Life	10 Years	Contact	Joy Riesenber
Category	Miscellaneous	Priority	Health & Safety
GL Key #	30101	FTE	0
Dept. Rank	2	Project Number	
		Status	Pending

Description	Total Project Cost: \$450,000
Self-Contained Breathing Apparatus (SCBA) are used by firefighters during emergency incidents as required by OSHA during incidents which are considered Immediately Dangerous to Life and Health (IDLH). Generally, they must be used in any unstable environment that are oxygen deficient or pose any threat to the respiratory system. The useful life of this apparatus is 15 years. The current generation of SCBA's was purchased through a grant in 2004.	

Justification
As mentioned above, SCBA's are mandated safety equipment essential for firefighter safety in hazardous environments. The department has 54 SCBA units that are carried on all suppression fire apparatus. The current SCBA's were purchased in October of 2004 through a federal grant. NFD submitted for another grant in December 2014, however, we have not received word as to whether the grant will be awarded. We have submitted early for the grant due to excessive problems with the current generation of SCBA's; specifically there has been ongoing issues with the electronics in the units. Due to the increased maintenance, NFD is seeking funding no later than FY 17-18 in order to purchase, receive, and train personnel on the new units prior to the end of the useful life of the current units. For significant safety reasons and compliance with federal law, units must be replaced prior to 2019.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Fleet/Equipment			450,000			450,000
Total			450,000			450,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund			450,000			450,000
Total			450,000			450,000

Budget Impact/Other
It is unknown at this time if grant funding will be awarded to pay for a portion of these safety equipment items.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	WA11PW01
Project Name	Asset Management Software



Type	Equipment/Machinery	Department	Public Works
Useful Life	15 Years	Contact	Joy Eldredge
Category	Miscellaneous	Priority	Legal Requirement
GL Key #	53101	FTE	
Dept. Rank		Project Number	
		Status	Active

Description	Total Project Cost: \$210,000
Purchase a comprehensive asset management software program to facilitate implementation of a new work order and asset management program. Once purchased and implemented, the software will help staff gather vital information pertaining to existing assets, facilitate informed decision-making and capture cradle-to-grave costs for accounting compliance.	

Justification
The software will help staff gather vital information pertaining to existing assets, facilitate informed decision-making and capture cradle-to-grave costs for accounting compliance (GASB).

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
170,000	Other	26,000	14,000				40,000
Total	Total	26,000	14,000				40,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
170,000	Water Enterprise Fund	26,000	14,000				40,000
Total	Total	26,000	14,000				40,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	WA12PW01
Project Name	Asset Management Hardware



Type	Equipment/Machinery	Department	Public Works
Useful Life	15 Years	Contact	Joy Eldredge
Category	Miscellaneous	Priority	Mission Critical
GL Key #	53101	FTE	
Dept. Rank		Project Number	
		Status	Active

Description

Total Project Cost: \$94,700

Purchase specific pieces of equipment related to the implementation of a new work order and asset management program, including data collectors, Toughbook computers, and vehicle laptops. Purchased pieces of equipment will be vital to the information gathering stage of the asset management program, ultimately facilitating work orders and management of the physical assets through GIS applications.

Justification

The equipment will help staff gather vital information pertaining to existing assets, facilitate informed decision-making and capture cradle-to-grave costs for accounting compliance (GASB).

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
84,700	Other	10,000					10,000
Total	Total	10,000					10,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
84,700	Water Enterprise Fund	10,000					10,000
Total	Total	10,000					10,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # PK15RA01
Project Name Dwight Murray Plaza



Type Land/Improvements **Department** Public Works
Useful Life 50 yrs **Contact** Julie Lucido
Category Park **Priority** Council Direction
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$75,900

This project will complete the redesign and construction of the Dwight Murray Plaza.

Justification

The redesign of the Dwight Murray Plaza is a priority project within the Downtown Napa Specific Plan.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
97,000	Construction		1,200,000				1,200,000
Total	Salaries & Benefits	50,000	50,000				100,000
	Professional/Consulting Services	200,000					200,000
	Total	250,000	1,250,000				1,500,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
97,000	General Fund	250,000	1,250,000				1,500,000
Total	Total	250,000	1,250,000				1,500,000

Budget Impact/Other

Prior

Total

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # PK16PR01
Project Name Sports Court Resurfacing



Type Land/Improvements **Department** Parks & Rec Services
Useful Life 10 Years **Contact** David Perazzo
Category Park **Priority** Community Sustainability
GL Key # **FTE**
Dept. Rank 3 **Project Number**
 Status Active

Description

Total Project Cost: \$172,000

Resurfacing of 14 outdoor parks sport courts utilized for recreational use such as basketball. Project will provide for preparation of surfaces, crack filling and resurfacing. Restriping of court to current standards will be included in the project. Resurfacing of courts is necessary to provide a safe and smooth playing surface for the public and prevent the courts from degrading. This project will be phased over 4 years with 3 -4 courts being resurfaced per year.

Justification

There are 14 outdoor sports courts spread throughout the 52 parks in the City. These courts receive heavy recreational use and have not been resurfaced in over 10 years. Resurfacing will insure longevity of the surfacing and provide a safe and accessible amenity for the public.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	43,000	43,000	43,000	43,000		172,000
Total	43,000	43,000	43,000	43,000		172,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	43,000	43,000	43,000	43,000		172,000
Total	43,000	43,000	43,000	43,000		172,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # PK16PR02
Project Name Parks Parking Lot and Pathway Repair Project



Type Infrastructure **Department** Parks & Rec Services
Useful Life 10 Years **Contact** David Perazzo
Category Park **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank 2 **Project Number**
Status Active

Description **Total Project Cost: \$955,000**
 Repair or replacement of parking lots, asphalt pathways throughout the City parks system. Pathways, parking lots and pathways have not been maintained at any regular interval. Asphalt for parking lots and pathways has deteriorated and is in need of overlay and repair.

Justification
 Parking lots, pathways and outdoor sports courts are public assets. They provide both vehicular and pedestrian access and need to be maintained at a safe level and meet both traffic standards for vehicles and ADA requirement for pedestrians.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Construction	50,000	50,000	173,750	173,750	173,750	621,250	213,750
Salaries & Benefits	0	0	40,000	40,000	40,000	120,000	
Total	50,000	50,000	213,750	213,750	213,750	741,250	Total

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
General Fund	50,000	50,000	213,750	213,750	213,750	741,250	213,750
Total	50,000	50,000	213,750	213,750	213,750	741,250	Total

Budget Impact/Other
 The repair and replacement of the asphalt will reduce the amount of time that staff commit each year to patching areas that continue to degrade. Sealing asphalt surfaces will extend the useful life of pathways and assure they remain structurally sound.

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # PK16PR03
Project Name Park Playground Equipment Replacement



Type Infrastructure **Department** Parks & Rec Services
Useful Life 15 Years **Contact** David Perazzo
Category Park **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank 1 **Project Number**
Status Active

Description

Total Project Cost: \$672,000

Replace aging park playground equipment that no longer meets State of California safety standards and is at the end of its useful life. This would include structures at Playground Fantastico, Sutherland Park, Evans Park, Fuller Park and the Las Flores Community Center. Procurement will utilize CMAS process for bidding and construction and incorporate a community build component for construction of some structures. This project will be split into 2 phases with Playground Fantastico, Sutherland Park and the Las Flores playground in phase 1 and Evans and Fuller park in Phase 2.

Justification

Playground equipment has a useful life expectancy and must adhere to current State mandated safety regulations. The play equipment in the five parks has reached the end of its life cycle and cannot be modified to meet current standards. The structure at Sutherland Park has been removed due to it's deteriorated condition. The remaining 4 structures are safe for public use but need to be replaced within the next 12- 24 months.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	588,000	84,000				672,000
Total	588,000	84,000				672,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	553,000	84,000				637,000
Linda Vista - Rec Center	35,000					35,000
Total	588,000	84,000				672,000

Budget Impact/Other

It is estimated that hundreds of hours of staff time will be diverted from the maintenance of this equipment and redirected back into the maintenance of parks and landscapes as a result of fewer inspections and repairs.

Budget Items	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Other	0					0
Total	0					0

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # PK16PR04
Project Name Park Shade Shelters



Type Land/Improvements **Department** Parks & Rec Services
Useful Life 20 years **Contact** David Perazzo
Category Park **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank 3 **Project Number**
Status Active

Description **Total Project Cost: \$360,000**
 Installation of shade structures over picnic areas and public gathering spaces. This will provide shade and cooling as well as protection from the sun and ultraviolet exposure for areas that are reserved for day use. This will include areas at Kennedy Park, O'Brien Park and Dry Creek Park. This will be a purchase under CMAS agreement and the cost will include design and installation.

Justification
 Structures will provide shade and cooling as well as protection from the sun and ultraviolet exposure for areas that are reserved for day use and exposed to direct sunlight for long periods of time. Installation of shade structures will generate a higher level of use resulting in increased reservations and additional revenues. The Kennedy Park Master Plan recommends adding several shade structures to enhance the use of the park.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	120,000	120,000	120,000			360,000
Total	120,000	120,000	120,000			360,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	120,000	120,000	120,000			360,000
Total	120,000	120,000	120,000			360,000

Budget Impact/Other
 Will require annual cleaning of roofing to remove debris. This maintenance which will be absorbed into existing operations by parks staff. Additional revenues will result of this enhanced amenity.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # SWxxPW01
Project Name Miscellaneous Concrete Projects 2016-2020



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Mark Andrilla
Category Sidewalk **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$125,000

Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.

Work will be tracked through the use of the following numbers:
 FY16 - SW16PW01 = \$25,000
 FY17 - SW17PW01 = \$25,000
 FY18 - SW18PW01 = \$25,000
 FY19 - SW19PW01 = \$25,000
 FY20 - SW20PW01 = \$25,000

Justification

Allows for the rapid deployment of contracts to repair curb, gutter, and sidewalk in the event of significant trip and fall claims, traffic accidents, or other emergencies.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
State Gas Tax	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # SD08PW01
Project Name Corrugated Metal Pipe Replacement Near Minahen



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Rosa Corona
Category Storm Drain **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **Project Number** 26-5652-2-042-57
Status Active

Description **Total Project Cost:** \$923,000

Replacement of several corrugated metal pipes near Minahen Street with reinforced concrete pipe.

Justification

Several corrugated metal pipes are corroded and in danger of collapsing. Replacing before failure will reduce cost to storm water system service fee fund.---Consultant recommended trenchless design solution known as Cured-in-Place Pipeline as a viable design solution and/or construction technique for rehabilitating the existing corroded storm drain pipes.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
200,000	Construction	723,000					723,000
Total	Total	723,000					723,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
200,000	General Fund	473,000					473,000
	Storm Water Service Fee	250,000					250,000
Total	Total	723,000					723,000

Budget Impact/Other

Minimal maintenance required when completed.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # SD16PW01
Project Name Rose Lane Sewer Separation



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Rosa Corona
Category Storm Drain **Priority** Legal Requirement
GL Key # 30101 **FTE**
Dept. Rank **Project Number** 26-5652-2-044-57
Status Active

Description **Total Project Cost:** \$145,000
 This project will cap and abandon a 6 inch vitrified clay pipe that connects a storm water drainage inlet to a sanitary sewer line. New SD pipe will be installed to redirect storm water to gutter or to another storm drain pipe.

Justification
 This project will remove a long-standing drainage cross connection to the sanitary sewer system and reduce the cost of sewage treatment.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	100,000					100,000
Salaries & Benefits	35,000					35,000
Land Acquisition/Project Permitting	10,000					10,000
Total	145,000					145,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Storm Water Service Fee	145,000					145,000
Total	145,000					145,000

Budget Impact/Other
 Minimal maintenance required when completed.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # SDxxPW02
Project Name Drainage Improvements- Street Program 2016-2020



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Rosa Corona
Category Storm Drain **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$455,000

Remove substandard storm drain inlet and pipes, and install new inlets, pipes and associated concrete work ahead of the Street Division's rehabilitation program.

Projects for the FY16 - FY20 budgets will be budgeted and tracked under the following project numbers:

- SD16PW02 = \$55,000
- SD17PW01 = \$100,000
- SD18PW01 = \$100,000
- SD19PW01 = \$100,000
- SD2-PW01 = \$100,000

Justification

This work is required to repair drainage problems before City-performed street rehabilitation work occurs in a given year.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	45,000	70,000	70,000	70,000	70,000	325,000
Salaries & Benefits	10,000	30,000	30,000	30,000	30,000	130,000
Total	55,000	100,000	100,000	100,000	100,000	455,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund		50,000	70,000			120,000
Measure T				100,000	100,000	200,000
State Gas Tax			30,000			30,000
Storm Water Service Fee	55,000	50,000				105,000
Total	55,000	100,000	100,000	100,000	100,000	455,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	ST10PW05
Project Name	Pavement Management System



Type	Infrastructure	Department	Public Works
Useful Life	40 Years	Contact	Mike Socorro
Category	Street	Priority	Council Direction
GL Key #	30101	FTE	
Dept. Rank		Project Number	26-5651-2-236-57
		Status	Active

Description	Total Project Cost: \$440,000
Provides funding for the continual development of the City's Pavement Management System.	

Justification
To continue receiving federal funds for street projects, the Metropolitan Transportation Commission mandates the use and update of a pavement management system. These funds are not guaranteed and are assumed to be received every other year. This is reflected in the project funding amounts.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
265,000	Professional/Consulting Services	25,000	50,000	25,000	50,000	25,000	175,000
Total	Total	25,000	50,000	25,000	50,000	25,000	175,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
265,000	State Gas Tax	25,000	50,000	25,000	50,000	25,000	175,000
Total	Total	25,000	50,000	25,000	50,000	25,000	175,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # ST14PW02
Project Name First & Second Street Roundabouts along Calif Blvd



Type Infrastructure **Department** Public Works
Useful Life 30 years **Contact** Eric Whan
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$440,000
 Install roundabouts at the intersections of First St/California Blvd, Second St/California Blvd, and First St/SR 29 NB on- and off-ramps.

Justification
 Roundabouts at these locations will provide for congestion relief for traffic accessing the downtown area. City of Napa plans to construct roundabouts at First and Second Streets along California Blvd., and Caltrans plans to construct a roundabout at the First Street and SR 29 NB on- and off-ramps intersection. City and Caltrans will enter into a cooperative agreement to deliver all three roundabouts as one project.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
1,960,000	Construction			3,812,000			3,812,000
	Salaries & Benefits		50,000	75,000			125,000
	Land Acquisition/Project Permitting		1,696,000				1,696,000
	Total		1,746,000	3,887,000			5,633,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
1,960,000	CMAQ		723,000	1,740,000			2,463,000
	General Fund		592,000				592,000
	STIP		431,000	1,070,000			1,501,000
	Street Improvement Fee			1,077,000			1,077,000
	Total		1,746,000	3,887,000			5,633,000

Budget Impact/Other
 The City of Napa has been approved for CMAQ funds in the amount of \$723,000 for right-of-way and \$1,740,000 for construction. The City has also been approved for \$431,000 in STIP funds for ROW and \$1,070,000 in construction. Right-of-way and construction were originally estimated to take place in 14/15 and 15/16, respectively. Due to the partnership with Caltrans, these phases are expected to be pushed out to 16/17 for right-of-way and 17/18 for construction.
 No changes to the General Fund or Gas Tax are necessary for the 14/15 budget. The General Fund amount of \$592,000 and Street Improvement Fee amount of \$1,077,000 originally budgeted for 15/16 will be pushed out to 17/18 to line up with CMAQ and STIP Construction funds.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST14PW04
Project Name Silverado-Third-Coombsville-East Intersection



Type Infrastructure **Department** Public Works
Useful Life 15 Years **Contact** Julie Lucido
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$750,000

The project involves modifying the intersection to improve the level of service and may include widening, travel lane reconfiguration, and signal modification. This intersection is part of state route 121 and will require Caltrans design approval and permitting. Project tasks will include engineering, environmental review, construction, property acquisition, and significant public outreach. The initial appropriation of \$250,000 will be used to prepare a Project Scope Summary Report (PSSR) for approval by Caltrans. Caltrans has agreed to initiate a Memorandum of Understanding and begin design work after the PSSR has been completed.

The sale of the Trancas/29 parcel remnant is expected to be around \$500,000. This money is to be contributed to the construction of improvements to the five-way intersection.

Justification

The need to improve the level of service at this intersection was identified in the Soscol Gateway Implementation Plan (2005). The level of service (LOS) was identified as LOS F in 2005 and is expected to continue to operate over capacity if improvements are not made.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
250,000	Land Acquisition/Project Permitting	500,000					500,000
Total	Total	500,000					500,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
250,000	CalTrans	500,000					500,000
Total	Total	500,000					500,000

Budget Impact/Other

The sale of the Trancas/29 parcel remnant is expected to be around \$500,000. This money is to be contributed to the construction of improvements to the five-way intersection.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	ST14PW07
Project Name	Sierra Avenue Extension to Villa Lane



Type	Land/Improvements	Department	Public Works
Useful Life	20 years	Contact	Mike Socorro
Category	Street	Priority	Legal Requirement
GL Key #	30101	FTE	
Dept. Rank		Project Number	
		Status	Active

Description	Total Project Cost: \$750,000
Extends Sierra Avenue (roadway, curb, gutter, and sidewalk) east from Willis Drive to the northerly terminus of Villa Lane.	

Justification
The extension of Sierra Avenue to Villa Lane is a transportation element as shown in the Roadway System Plan of the Big Ranch Specific Plan. The project shall also include the appropriate level of stop control at the Sierra/Villa intersection, in accordance with the provisions of the Specific Plan.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
280,000	Construction	470,000					470,000
Total	Total	470,000					470,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
280,000	Big Ranch Specific Plan Fee	470,000					470,000
Total	Total	470,000					470,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # ST15PW03
Project Name West Lincoln Avenue Roadway Realignment



Type Infrastructure **Department** Public Works
Useful Life 15 Years **Contact** Ernie Cabral
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost: \$750,000**

The project will improve West Lincoln Avenue from Lone Oak Avenue to 400' south, including a travel lane in each direction and the addition of a parking lane, curb gutter and sidewalk along the east side of the street, including a pedestrian ramp at Lone Oak Avenue.

Justification

The west edge of the existing paved southbound lane of West Lincoln Avenue encroaches approximately 4 to 6 feet onto the adjacent private property. All project improvements will be shifted east and contained within the existing City right of way and therefore will eliminate the private property encroachment issue. In FY 2015 topographic surveys, preliminary design and coordination with several fronting property owners was completed. FY 2016 will include the project design and right of way acquisition. The improvements will be constructed in FY 2017.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
30,000	Construction		330,000				330,000
Total	Salaries & Benefits	30,000	50,000				80,000
	Land Acquisition/Project Permitting	10,000					10,000
	Total	40,000	380,000				420,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
30,000	State Gas Tax		250,000				250,000
Total	Street Improvement Fee	40,000	130,000				170,000
	Total	40,000	380,000				420,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # ST16PW01
Project Name Roundabouts West of SR 29



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Eric Whan
Category Street **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$750,000

The City of Napa desires to identify the plan line and future improvements for First Street from Laurel Lane to the State Route 29 southbound ramp intersection in order that reservations of the necessary rights of way can be made during the course of new development projects. Currently, the plan line is envisioned to include roundabout intersections at the SR29 southbound ramp intersection and at the intersection of Freeway Drive; a new traffic signal at Laurel Street; and improvements to the balance of the corridor that will generally fit within the existing right of way. However, it is understood that should alternatives be identified during the course of this preliminary study that would consist of varying right of way reservation alternatives, additional effort may be required, potentially including public outreach, additional surveying and engineering.

Justification

The streets west of downtown along the First Street corridor were studied and it was determined that constructing roundabouts along First Street near SR 29 was a feasible solution to improving traffic flow through the corridor without completely replacing the First Street overpass over SR 29.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Salaries & Benefits	20,000					20,000
Professional/Consulting Services	75,000					75,000
Land Acquisition/Project Permitting		382,000				382,000
Total	95,000	382,000				477,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Street Improvement Fee	95,000	382,000				477,000
Total	95,000	382,000				477,000

Budget Impact/Other

City is to identify funding for this project.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST16PW02
Project Name Salvador Avenue Widening



Type Land/Improvements **Department** Public Works
Useful Life 15 Years **Contact** Eric Whan
Category Street **Priority** Community Priority
GL Key # **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$750,000

Study and future project to construct improvements along Salvador Avenue between SR 29 and Jefferson Street that may consist of widening pavement, installing sidewalk, installing curb and gutter, constructing bike lanes, and undergrounding utilities.

Justification

Salvador Avenue has incomplete segments of bike lane, curb and gutter, and sidewalk along both sides of the road.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Salaries & Benefits	40,000					40,000
Professional/Consulting Services	160,000					160,000
Total	200,000					200,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
North Jefferson Fee - Street	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST17PW02
Project Name Soscol Avenue Widening-Silverado Trail to Magnolia



Type Infrastructure **Department** Public Works
Useful Life 30 years **Contact** Eric Whan
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$750,000
Widen Soscol one lane in each direction between Magnolia and Silverado Trail. Phase 1 includes Magnolia to bridge over Tulocay Creek. Phase 2 includes bridge over Tulocay Creek to Silverado. Project assumes Caltrans will replace the bridge over Tulocay Creek.

Justification

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction					5,000,000	5,000,000
Salaries & Benefits					100,000	100,000
Professional/Consulting Services					400,000	400,000
Land Acquisition/Project Permitting		100,000			500,000	600,000
Total		100,000			6,000,000	6,100,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Other Agencies					3,000,000	3,000,000
Street Improvement Fee		100,000			3,000,000	3,100,000
Total		100,000			6,000,000	6,100,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST18PW01
Project Name Linda Vista Ave Widening-E Side-Redwood to Trower



Type Land/Improvements **Department** Public Works
Useful Life 20 years **Contact** Mark Andrilla
Category Street **Priority** Legal Requirement
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Pending

Description **Total Project Cost:** \$750,000
Widening of the east side of Linda Vista Avenue between Redwood Road and Trower Avenue.

Justification
Project is one of the remaining improvements listed in the Linda Vista Improvement Fee Plan.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction			450,000			450,000
Salaries & Benefits			100,000			100,000
Land Acquisition/Project Permitting			150,000			150,000
Total			700,000			700,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Linda Vista Improvement Fee			700,000			700,000
Total			700,000			700,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST18PWtr
Project Name Trancas Street Rehabilitation



Type Infrastructure **Department** Public Works
Useful Life 15 Years **Contact** Mark Andrilla
Category Street **Priority** Community Priority
GL Key # **FTE**
Dept. Rank **Project Number**
Status Pending

Description **Total Project Cost: \$750,000**
 Rehabilitation of Trancas Street from State Highway 29 Old Soscol Way.

Justification
 The pavement along Trancas Street is in a deteriorating condition and will require a complete rehabilitation. It is proposed to use Measure T funding once it becomes available for construction. So that the project is ready to advertise in the first fiscal year of Measure T, the design of the project is proposed to be funded locally one year prior to construction.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction					3,320,000	3,320,000
Salaries & Benefits			100,000		80,000	180,000
Total			100,000		3,400,000	3,500,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Measure T					3,400,000	3,400,000
State Gas Tax			100,000			100,000
Total			100,000		3,400,000	3,500,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST18PWtw
Project Name Trower Avenue Rehabilitation



Type Infrastructure **Department** Public Works
Useful Life 15 Years **Contact** Mark Andrilla
Category Street **Priority** Community Priority
GL Key # **FTE**
Dept. Rank **Project Number**
Status Pending

Description **Total Project Cost: \$750,000**
 Rehabilitation of Trower Avenue from Dry Creek Road to Linda Vista Avenue and from State Highway 29 to east of Jefferson Street.

Justification
 The pavement along Trower Avenue is in a deteriorating condition and will require a complete rehabilitation. It is proposed to use Measure T funding once it becomes available for construction. So that the project is ready to advertise in the first fiscal year of Measure T, the design of the project is proposed to be funded locally one year prior to construction.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction				4,771,000		4,771,000
Salaries & Benefits			97,000	64,000		161,000
Total			97,000	4,835,000		4,932,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Measure T				4,835,000		4,835,000
State Gas Tax			97,000			97,000
Total			97,000	4,835,000		4,932,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # ST19PWcc
Project Name Coombsville Road Rehabilitation



Type Infrastructure **Department** Public Works
Useful Life 15 Years **Contact** Mark Andrilla
Category Street **Priority** Community Priority
GL Key # **FTE**
Dept. Rank **Project Number**
Status Pending

Description **Total Project Cost:** \$750,000
 Design for the rehabilitation of Coombsville Road from Terrace Drive east to the City Limits.

Justification
 The pavement along Coombsville Road is in a deteriorating condition and will require a complete rehabilitation.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Salaries & Benefits					67,000	67,000	786,000
Total					67,000	67,000	Total

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Measure T					67,000	67,000	786,000
Total					67,000	67,000	Total

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # ST19PWee
Project Name Laurel Street Rehabilitation



Type Infrastructure **Department** Public Works
Useful Life 15 Years **Contact** Mark Andrilla
Category Street **Priority** Community Priority
GL Key # **FTE**
Dept. Rank **Project Number**
Status Pending

Description **Total Project Cost:** \$750,000
 Design for the rehabilitation of Laurel Street from Freeway Drive to Browns Valley Road.

Justification
 The pavement along Laurel Street is in a deteriorating condition and will require a complete rehabilitation.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Salaries & Benefits					87,000	87,000	2,466,000
Total					87,000	87,000	Total

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total	Future
Measure T					87,000	87,000	2,466,000
Total					87,000	87,000	Total

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # STxxPW03
Project Name Rejuvenation and Crack Seal 2016-2020



Type Infrastructure **Department** Public Works
Useful Life **Contact** Mike Socorro
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$1,600,000

Rejuvenate and crack seal various streets within the City limits.

Work will be tracked under the following project numbers:
 FY16 - ST16PW03 = \$200,000
 FY17 - ST17PW03 = \$200,000
 FY18 - ST18PW03 = \$200,000
 FY19 - ST19PW03 = \$200,000
 FY20 - ST20PW03 = \$200,000

Justification

Rejuvenation and crack sealing are preventative maintenance treatments that extend the life of asphalt concrete streets.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	170,000	170,000	170,000	470,000	470,000	1,450,000
Salaries & Benefits	30,000	30,000	30,000	30,000	30,000	150,000
Total	200,000	200,000	200,000	500,000	500,000	1,600,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Measure T				500,000	500,000	1,000,000
State Gas Tax	200,000	200,000	200,000			600,000
Total	200,000	200,000	200,000	500,000	500,000	1,600,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # TS01PW01
Project Name Redwood Rd/Solano Ave Intersection Improvements



Type Infrastructure **Department** Public Works
Useful Life 40 Years **Contact** Mike Socorro
Category Traffic Signal **Priority** Community Priority
GL Key # 30111 **FTE**
Dept. Rank **Project Number** 26-5651-2-344-57
Status Active

Description **Total Project Cost:** \$125,000
 This project consists of road widening to provide for new right turn lanes from east bound Redwood to south bound Solano. It is envisioned that City forces will construct the project.

Justification
 Traffic studies show extensive intersection congestion at the intersection of Redwood Road and Solano Avenue.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
213,116	Construction	150,000					150,000
Total	Total	150,000					150,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
213,116	State Gas Tax	150,000					150,000
Total	Total	150,000					150,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # TS15PW01
Project Name Uninterruptable Power Supply Units-Traffic Signals



Type Infrastructure	Department Public Works
Useful Life 10 Years	Contact Steve Crego
Category Traffic Signal	Priority Health & Safety
GL Key # 30101	FTE
Dept. Rank 4	Project Number
	Status Active

Description **Total Project Cost:** \$110,800
 Purchase and install uninterruptable power supply (Battery Backup) units on remaining traffic signal controllers within the City. These units are to replace currently installed units that have reached their life expectancy and died.

Justification
 The installation of these units allows for the uninterrupted and safe operation of traffic signals during PG&E power outages and eliminates the need for Police traffic direction and/or installation of barricades and stop signs during power outages. We currently have these units installed at nine of our major intersections and need to finish this deployment as soon as possible. We have found that these types of units vastly increase the level of safety, both vehicular and pedestrian, during power interruptions. Of the 54 traffic signals maintained by the City, 33 are without a UPS. This project will provide for the purchase of approximately 8 UPS units per year for two years.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	44,000	54,800				98,800
Salaries & Benefits	6,000	6,000				12,000
Total	50,000	60,800				110,800

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
General Fund	50,000	60,800				110,800
Total	50,000	60,800				110,800

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # TSxxPW01
Project Name Miscellaneous Traffic Signals 2016-2020



Type Infrastructure **Department** Public Works
Useful Life **Contact** Mark Andrilla
Category Traffic Signal **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$125,000

This project will provide necessary enhancement, repairs, replacement of signal heads, signal timing up-keep and synchronization expenditures and, if needed, installation of pedestrian countdown heads at crosswalks and enhancing traffic signals on an as needed and emergency basis as part of the infrastructure improvements.

Work will be tracked under the following project numbers:

- FY16 - TS16PW01 = 25,000
- FY17 - TS17PW01 = \$25,000
- FY18 - TS18PW01 = \$25,000
- FY19 - TS19PW01 = \$25,000
- FY20 - TS20PW01 = \$25,000

Justification

This project is needed to address unforeseen and unplanned up-keep of miscellaneous traffic signals.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
State Gas Tax	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # UU12PW01
Project Name Jefferson St Rule 20A Underground Project



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Ernie Cabral
Category Underground Utility **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$500,000
 The project consist of the undergrounding of overhead utilities along Jefferson Street from Lincoln Ave to Claremont Way.

Justification
 The undergrounding of overhead utilities along Jefferson Street will mitigate the related visual impacts. Construction is scheduled to begin in late FY 2019.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
100,000	Construction				75,000	325,000	400,000
Total	Total				75,000	325,000	400,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
100,000	Street Imp Fee-Underground Utility				75,000	325,000	400,000
Total	Total				75,000	325,000	400,000

Budget Impact/Other
 State Rule 20A money will be used to pay for the design and construction costs associated with undergrounding of utility company overhead utilities and City street light facilities undergrounding will be paid for using Street Improvement Fee Underground Component monies.

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	UU12PW02
Project Name	McKinstry Street Rule 20B Undergrounding



Type	Land/Improvements	Department	Public Works
Useful Life	50 yrs	Contact	Ernie Cabral
Category	Underground Utility	Priority	Community Priority
GL Key #	30101	FTE	
Dept. Rank		Project Number	
		Status	Active

Description **Total Project Cost: \$500,000**

All overhead utility lines on McKinstry Street have been placed underground except for an approximately 670 foot segment located on the east side between the Verasa Hotel and Oxbow Market. The purpose of this project is to underground that remaining segment of overhead utility lines. In addition to undergrounding the street overhead utilities, the project will include the undergrounding of utilities on the fronting private properties including the necessary conversion of electrical panels.

Justification

These utility lines were initially intended to remain in place and span over the planned Army Corps of Engineers (Corps) Napa River Food Protection Project Oxbow Bypass. It is the desire of the City to underground utilities when possible. Therefore, during the City's review of the draft construction plans for the Oxbow Bypass, the undergrounding of these utilities was discussed. The Corps and Napa County Flood Control and Water Conservation District (FCD) agreed to include this work as part of the Bypass project. PG&E has agreed to prepare plans for the work. The formation of the underground district and the cost to underground these facilities will be the responsibility of the City. All above ground utilities along McKinstry Street will have been placed underground when this project is completed, resulting in the improvement of the overall aesthetics of the area. The final phase of the project will include the conversion of private property electrical panels to accept the new underground service. The panel conversions will require a budget increase of \$15,000 and will occur in FY 2016.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
510,000	Construction	70,000					70,000
	Salaries & Benefits	5,000					5,000
Total	Total	75,000					75,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
510,000	Street Imp Fee-Underground Utility	75,000					75,000
Total	Total	75,000					75,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WD14PW04
Project Name Development/CalTrans CIP Upgrades



Type Unassigned **Department** Public Works
Useful Life 100 yrs **Contact** Joy Eldredge
Category Water Distribution **Priority** Mission Critical
GL Key # 53105 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$620,000

Placeholder for anticipated extension/upgrade of improvements initiated by CalTrans and local development.

Justification

Local development proposed for the property at 3095 Laurel St. has been required to extend the existing 12" water main from Laurel Ln. to the project parcel southern property line. To complete the loop in the Zone 3 system in the area (and provide a means of redundancy), this funding would pay for the installation cost of extended the new 12" water main installation from the southern end of the project's responsibility to the 12" main at Griggs Ln. Not making this improvement would allow a 1,400-lf dead-end to remain in the system with about 60 homes relying directly on the 36" transmission main for service.

Prior	Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
220,000	Construction		400,000				400,000
Total	Total		400,000				400,000

Prior	Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
220,000	Water Enterprise Fund		400,000				400,000
Total	Total		400,000				400,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WD16PW06
Project Name Hydrant & Valve Maintenance



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Joy Eldredge
Category Water Distribution **Priority** Mission Critical
GL Key # 53105 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$100,000
 Maintenance of hydrants, valves, and air-vacs based on AWWA highest life expectancies.

Justification
 The majority of facility replacements that exist today are based on known failed conditions of the facilities. Valves are repaired, but are considered "okay" even if they don't shut tight, which encourages larger shutdowns, emergency (after-hours) expenses, and questionable restrictions within pipelines. Hydrants are only known to be problematic when they are operated which is currently limited to emergencies and hydrant flushing, making them questionably operational when they are needed. Air-vacs are only known to not work when air escapes into other facilities causing damage to other facilities, flow restrictions in pipelines, and damage to private infrastructure.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	100,000					100,000
Salaries & Benefits	0					0
Total	100,000					100,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WD16PW08
Project Name Corp Yard Covered Storage



Type Building/Improvements **Department** Public Works
Useful Life 20 years **Contact** Joy Eldredge
Category Water Distribution **Priority** Health & Safety
GL Key # 53105 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$75,000

Corp. Yard Building improvements to allow for centrally stored supplies such as pipelines, fittings, appurtenances, etc.

Justification

This project is necessary to support the Water Division construction operations. Specifically, improvements will be used to store pipeline, fittings and appurtenances that otherwise is exposed to sunlight, thereby degrading important water system components and resulting in shorter useful component life.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	75,000					75,000
Total	75,000					75,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	75,000					75,000
Total	75,000					75,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WD16PW10
Project Name Minor Water Main Projects 2016-2020



Type Infrastructure **Department** Public Works
Useful Life 100 yrs **Contact** Joy Eldredge
Category Water Distribution **Priority** Mission Critical
GL Key # 53105 **FTE**
Dept. Rank **Project Number**
 Status Active

Description

Total Project Cost: \$1,150,000

Minor water main upgrades, replacements, new installations, and abandonments to be completed by City staff. Areas include Westview @ Sunview, South Jefferson @ Cabot, Clay St @ Walnut, Clay St @ Jefferson, First St @ California, First St @ Freeway, and Imola Ave West @ Hunt.

Justification

The water system consists of aged, undersized, and in some cases redundant water mains that need to be replaced, upgraded or abandoned. Many portions of this work can be completed by Water Division staff due to the limited size of work. With a budget provided for City staff to complete some of these projects, more infrastructure issues can be resolved each year at a fraction of the cost of creating plans and contracting the work out to other sources.

A placeholder has also been included for the 12" water main interconnection from Sousa to Saratoga should the zone 3 improvements required for Gasser Property North be completed.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	450,000	350,000	350,000			1,150,000
Total	450,000	350,000	350,000			1,150,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	450,000	350,000	350,000			1,150,000
Total	450,000	350,000	350,000			1,150,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project #	WD16PW11
Project Name	Automated Meter Reading Program 2016-2020



Type	Equipment/Machinery	Department	Public Works
Useful Life	20 years	Contact	Joy Eldredge
Category	Water Distribution	Priority	Mission Critical
GL Key #	53105	FTE	
Dept. Rank		Project Number	
		Status	Active

Description

Total Project Cost: \$800,000

Install electronic radio transmitter (ERT) devices on meters, new handheld reading devices, and mobile collector.

Justification

Automated reading of water meters improves customer service while reducing bimonthly meter reading costs. Expansion of AMR Program into more areas and replacement of data collection devices will continue to increase efficiencies of routine duties and free up labor for other projects such as installation of cathodic protection, valve exercising and routine maintenance that has not been performed consistently on existing infrastructure.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	300,000	500,000				800,000
Total	300,000	500,000				800,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	300,000	500,000				800,000
Total	300,000	500,000				800,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WD16PW12
Project Name Cathodic Protection 2016-2020



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Joy Eldredge
Category Water Distribution **Priority** Mission Critical
GL Key # 53105 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost: \$1,045,000**

Electrically isolate services at water meters, install test stations at pre-determined locations, and protect the water mains in various regions throughout the City, and continuation of the CP system design to protect the 36" Conn Line from Wine Country Ave to West Pueblo.

Justification

One of the largest contributors to failed pipelines is corrosion. With the existing technologies available, it is possible to extend the life of the existing buried pipelines without significant construction or reconstruction costs. Due to some of the failing rates of the pipelines, the least expensive method of addressing the problem is to install cathodic protection at the water services, install test stations to monitor their effectiveness, and install anodes at pre-determined locations where water services cannot solve the problem sufficiently. Due to some areas that are more complicated, additional soils studies and corrosion consultant input will be required on an as-needed basis.

Besides protection of distribution mains within the City, FY16 would include the completion of the 36" Conn Line assessment from Wine Country to West Pueblo, and commence the assessment of the 36" from West Pueblo to Silverado Trail.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	200,000	300,000	200,000			700,000
Professional/Consulting Services	160,000		160,000			320,000
Land Acquisition/Project Permitting			25,000			25,000
Total	360,000	300,000	385,000			1,045,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	360,000	300,000	385,000			1,045,000
Total	360,000	300,000	385,000			1,045,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WD16PW13
Project Name Major Water Main Projects 2016-2020



Type Infrastructure **Department** Public Works
Useful Life 100 yrs **Contact** Joy Eldredge
Category Water Distribution **Priority** Mission Critical
GL Key # 53105 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$1,000,000

Major water main upgrades and new installations of significant length and difficulty requiring an outside contractor to complete. Areas include Jefferson @ Pine, Spruce @ Jefferson, and South Jefferson @ Spruce.

Justification

The central Zone 1 area water mains are undersized for the needs and circulation of water in the area. Jefferson Street is already sized as a 12" for most the length with the exception of a several block pinch point down to 8", and a 6" pinch point within South Jefferson. Spruce Street has 3" and 4" water mains, undersized for the needs of the area. Improvements include upgrading water mains within Jefferson and Spruce.

Costs associated with water main work have increased greatly within the recent past, such that costs estimates have doubled from that of three years ago. It is anticipated that a larger project will obtain better competitive bids.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction			1,000,000			1,000,000
Professional/Consulting Services			0			0
Total			1,000,000			1,000,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund			1,000,000			1,000,000
Total			1,000,000			1,000,000

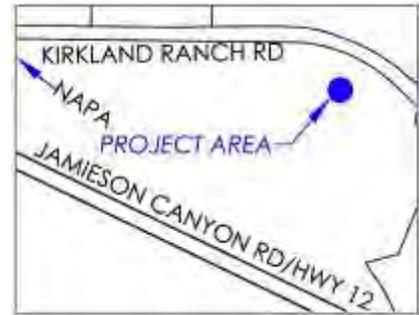
Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WQ16PW05
Project Name Barwick Jamieson Sludge Centrifuge & Equip



Type Land/Improvements **Department** Public Works
Useful Life 30 years **Contact** Joy Eldredge
Category Water Quality (Treatment) **Priority** Mission Critical
GL Key # 53103 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$850,000

Conduct general treatment plant improvements by purchasing a new centrifuge to facilitate sludge processing including site improvements from the washwater clarifiers to a staging area for mechanical dewatering equipment.

Justification

The Barwick Jamieson Canyon Water Treatment Plant requires additional improvements to successfully fulfill treatment operations . The increased production volume and higher removal of organic matter results in a higher volume of byproducts or sludge that needs to be de-watered and disposed. Historical means were inefficient triple (or more) handling of the sludge by pumping it to ponds on site, turning, wind-rowing, mechanical turning to dry the material so it is dry enough to haul off-site and pay for disposal at the recycling facility. Site improvements from the washwater clarifiers to a staging area for mechanical dewatering equipment will reduce overall costs.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	850,000					850,000
Total	850,000					850,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	850,000					850,000
Total	850,000					850,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WQ16PW06
Project Name Hennessey Treatment Improvements



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Joy Eldredge
Category Water Quality (Treatment) **Priority** Health & Safety
GL Key # 53103 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$575,000

Conduct general treatment plant improvements.

Justification

The Lake Hennessey Water Treatment Plant is over thirty years old and is need of upgrades requiring significant capital improvement. Along with addressing operational requirements to effectively and efficiently conduct treatment operations, the City is mandated to comply with certain pollutant discharge elimination and DPB requirements.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	225,000	350,000				575,000
Total	225,000	350,000				575,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	225,000	350,000				575,000
Total	225,000	350,000				575,000

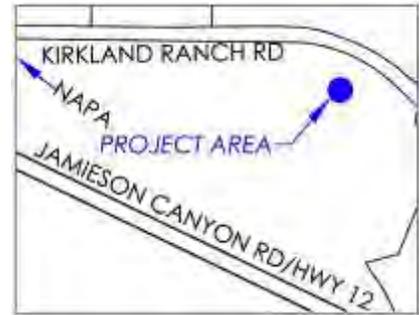
Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WQ16PW07
Project Name Barwick Jamieson Treatment Improvements



Type Building/Improvements **Department** Public Works
Useful Life 20 years **Contact** Joy Eldredge
Category Water Quality (Treatment) **Priority** Health & Safety
GL Key # 53103 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$354,000

Conduct general treatment plant improvements.

Justification

Conduct proactive capital improvements on treatment plant yard piping, compliance equipment, chemical feed systems, clarifiers and sludge pond improvements.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	204,000	150,000				354,000
Total	204,000	150,000				354,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	204,000	150,000				354,000
Total	204,000	150,000				354,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # WQ16PW08
Project Name Milliken Filter Rehab



Type Building/Improvements **Department** Public Works
Useful Life 30 years **Contact** Joy Eldredge
Category Water Quality (Treatment) **Priority** Mission Critical
GL Key # 53103 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$150,000

Conduct treatment plant improvements that include complete filter rehabilitation.

Justification

The Milliken Water Treatment Plant is over thirty years old and has never undergone any minor rehabilitation or overhaul. The treatment plant, left in its existing condition, will continue to degrade leading to higher operating and maintenance costs. Due to the existing age and condition, it is recommended that all filters undergo complete rehabilitation.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	150,000					150,000
Total	150,000					150,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	150,000					150,000
Total	150,000					150,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WT16PW02
Project Name Transmission System Improvements for DBP Reduction



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Joy Eldredge
Category Water Transmission **Priority** Legal Requirement
GL Key # 53104 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$100,000

Install tank mixers and aeration systems to prevent formation of disinfection byproducts (DBPs) and volatilize and remove existing disinfection byproducts.

Justification

Install mixers and aerators in transmission system storage tanks. Implement greater tank turnover while maintaining fireflow storage standards. Install bypass pipes to move water in low demand areas.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction	100,000					100,000
Total	100,000					100,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WT17PW01
Project Name Transmission Main Improvements



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Joy Eldredge
Category Water Transmission **Priority** Mission Critical
GL Key # 53104 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$250,000
 Replace old and unreliable valves on City's transmission mains and/or conduct the necessary improvements to increase pipeline reliability while minimizing distribution system and service interruptions.

Justification
 This project is required to replace old and unreliable valves on City's transmission mains and/or conduct the necessary improvements to increase pipeline reliability while minimizing distribution system and service interruptions. Proactive maintenance will significantly reduce future liability in key areas within residential neighborhoods and along Highway 29. Additionally, shutdown areas are significantly reduced, resulting in less customers affected during pipeline shutdowns/failures.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction		250,000				250,000
Total		250,000				250,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund		250,000				250,000
Total		250,000				250,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WT17PW02
Project Name Falcon Ridge Tank Replacement Resized



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Joy Eldredge
Category Water Transmission **Priority** Leverage Funding
GL Key # 53104 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$100,000

Complete replacement of and upgrade of an existing 32,000 gallon tank to a tank capable of storing the necessary fire flow requirements.

Justification

As part of an agreement with the Falcon Ridge HOA, after the completion of the PG&E service transfer and transfer of all of the private water services to the public system, the City agreed to complete the replacement and upgrade of the Falcon Ridge Tank. The HOA has almost 100% completed their side of the agreement, and continue to reimburse the City at \$2,200 every two months until the total amount has been paid off. The completion of the water tank replacement would complete the City's side of the agreement obligations.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction		90,000				90,000
Land Acquisition/Project Permitting		10,000				10,000
Total		100,000				100,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Program

FY 16 *thru* FY 20

City of Napa, California

Project # WT17PW03
Project Name Conn Line Painting



Type Infrastructure **Department** Public Works
Useful Life 30 years **Contact** Joy Eldredge
Category Water Transmission **Priority** Mission Critical
GL Key # 53104 **FTE**
Dept. Rank **Project Number**
Status Active

Description **Total Project Cost:** \$400,000

Conduct a corrosion investigation on the Conn Line to identify the severity of corrosion on the City's steel transmission main; based on the outcome of the proposal, conduct corrective painting measures to achieve the following: 1) address key areas not maintained in past decades; 2) address & rehab remaining areas based on the corrosion assessment.

Justification

The Conn Line is a major transmission main that supplies the City with water from Lake Hennessey. At nearly seventy years old, it has never undergone a complete painting and recoating. Most of the original coating has far exceeded its life expectancy, is no longer present and left unattended, will continue to deteriorate over time leading to perforations in the pipeline walls. Based on the conditions and corrosive nature of clay soils, it is recommended that an assessment be conducted in order to achieve the following: 1) address key areas not maintained in past decades; 2) address & rehab remaining areas based on the corrosion assessment.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction		390,000				390,000
Professional/Consulting Services		10,000				10,000
Total		400,000				400,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund		400,000				400,000
Total		400,000				400,000

Budget Impact/Other

Capital Improvement Program

FY 16 thru FY 20

City of Napa, California

Project # WS17PW01
Project Name Milliken Tower Valve Assessment & Crack Monitors



Type Equipment/Machinery **Department** Public Works
Useful Life 20 years **Contact** Joy Eldredge
Category Watershed (Supply Source) **Priority** Mission Critical
GL Key # 53102 **FTE**
Dept. Rank **Project Number**
Status Active

Description

Total Project Cost: \$50,000

Conduct tower and outlet structure valve assessment and dam crack monitoring.

Justification

The Milliken Dam tower valve and outlet structure is need of upgrades requiring significant capital improvement. The dam is several decades old and the tower valves are critical to managing stream and flow control. Additionally, the State has mandated that the City install and maintain a crack monitoring system (currently in place) which requires instrumentation installation via diving operations.

Expenditures	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Construction		50,000				50,000
Total		50,000				50,000

Funding Sources	FY 16	FY 17	FY 18	FY 19	FY 20	Total
Water Enterprise Fund		50,000				50,000
Total		50,000				50,000

Budget Impact/Other



Appendices

*Fiscal Years
2015-16 & 2016-17*



Appendix A Five-Year Staffing Plan

*Fiscal Years
2015-16 & 2016-17*

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted
City Manager	City Manager	1.00	1.00	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	1.00	1.00	1.00
	Assistant to the City Manager	-	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	-	-	-	-
	Community Outreach Coordinator	1.00	1.00	1.00	1.00	1.00
	Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	-	0.17	0.17	0.12	-
	Total full time employees	5.00	5.17	5.17	5.12	5.00
	<i>Total part time employees</i>	-	0.17	0.17	0.12	-
	Total City Manager		5.00	5.17	5.17	5.12
City Clerk	City Clerk	1.00	1.00	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
	Records Analyst I/II	-	-	-	1.00	1.00
	<i>Records Specialist (LT) [1]</i>	-	1.00	1.00	-	-
	Imaging Clerk	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II [1]	2.00	1.00	1.00	1.00	1.00
	<i>Part Time - FTE</i>	0.40	0.57	0.57	0.48	0.48
	Total full time employees	5.40	4.57	4.57	5.48	5.48
	<i>Total part time employees</i>	0.40	0.57	0.57	0.48	0.48
	Total City Clerk	5.40	4.57	4.57	5.48	5.48
<i>Total limited term employees</i>	-	1.00	1.00	-	-	
City Attorney	City Attorney	1.00	1.00	1.00	1.00	1.00
	Assistant City Attorney	-	1.00	1.00	1.00	1.00
	Deputy City Attorney	2.00	1.00	1.00	1.00	1.00
	Legal Secretary to the Attorney	1.00	1.00	1.00	1.00	1.00
	Total City Attorney	4.00	4.00	4.00	4.00	4.00
Human Resources	Human Resources Director	1.00	1.00	1.00	1.00	1.00
	Assistant Human Resources Director	-	-	-	1.00	1.00
	Civil Service Manager/Personnel Director	1.00	1.00	-	-	-
	Personnel Manager	-	-	1.00	-	-
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Safety Officer [2]	1.00	1.00	1.00	1.00	1.00
	Human Resources Technician	-	1.00	-	-	-
	Personnel Assistant	1.00	1.00	2.00	3.00	3.00
	Secretary	1.00	-	-	-	-
	<i>Part Time -FTE</i>	0.48	0.48	0.48	-	-
	Total full time employees	6.00	6.00	6.00	7.00	7.00
<i>Total part time employees</i>	0.48	0.48	0.48	-	-	
Total Human Resources	6.48	6.48	6.48	7.00	7.00	

[1] Reduction of 1.0 FTE Office Assistant I/II through the term of the Records Specialist LT position

[2] Funded through Risk Management Internal Service Fund.

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted
Finance						
<i>Administration</i>	Finance Director	1.00	1.00	1.00	1.00	1.00
	Finance Manager	1.00	1.00	1.00	1.00	1.00
	Finance Analyst	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant	-	-	-	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00	-	-
		4.00	4.00	4.00	4.00	4.00
<i>Accounting & Auditing</i>	Accounting & Audit Supervisor	1.00	1.00	1.00	1.00	1.00
	Accountant	3.00	3.00	3.00	3.00	3.00
	Accounting Technician/Tech Entry	2.00	2.00	2.00	3.00	3.00
	Account Clerk I/II	2.00	2.00	2.00	2.00	2.00
	<i>Part Time -FTE</i>	-	0.46	0.46	0.46	0.46
		8.00	8.46	8.46	9.46	9.46
<i>Revenue</i>	Revenue Operations Supervisor	-	-	1.00	1.00	1.00
	Accounting Technician/Tech Entry	4.00	4.00	4.00	4.00	4.00
	Accounting Technician/Tech Entry (LT)	-	-	1.00	-	-
	Account Clerk I/II	4.00	4.00	4.00	5.00	5.00
	<i>Part Time -FTE</i>	-	0.75	0.75	-	-
		8.00	8.75	9.75	10.00	10.00
<i>Purchasing</i>	Purchasing Services Manager	1.00	1.00	-	-	-
	Management Analyst I/II	-	-	-	1.00	1.00
	Purchasing Agent	-	-	1.00	-	-
	Purchasing & Inventory Specialist [1]	1.00	-	-	-	-
		2.00	1.00	1.00	1.00	1.00
<i>Information Technology</i>	Information Technology Manager	1.00	1.00	1.00	1.00	1.00
	Systems Administrator	3.00	3.00	2.00	2.00	2.00
	Systems Administrator (Water)	1.00	1.00	-	-	-
	Systems Analyst	2.00	4.00	5.00	5.00	5.00
	MIS Technician / (SCADA)	2.00	1.00	-	-	-
	GIS Coordinator	1.00	1.00	1.00	1.00	1.00
	Telecommunication Technician	1.00	1.00	1.00	-	-
	Telecommunication Specialist	1.00	1.00	1.00	2.00	2.00
	<i>Part Time -FTE</i>	-	-	-	-	-
		12.00	13.00	11.00	11.00	11.00
Total full time employees	34.00	34.00	33.00	35.00	35.00	
Total part time employees	-	1.21	1.21	0.46	0.46	
Total Finance	34.00	35.21	34.21	35.46	35.46	
Total limited term employees	-	-	1.00	-	-	
Parks & Recreation Services						
<i>Administration</i>	Parks & Recreation Services Director	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	-	-	-	1.03	0.96
			5.00	5.00	5.00	6.03
<i>Recreation</i>	Recreation Manager	-	-	-	1.00	1.00
	Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
	Recreation Coordinator	4.00	4.00	4.00	4.00	4.00
	<i>Part Time -FTE</i>	15.85	16.61	16.61	11.79	11.79
		21.85	22.61	22.61	18.79	18.79
<i>Parks</i>	Parks, Trees & Facilities Maintenance Manager	-	1.00	1.00	1.00	1.00
	Parks Superintendent	1.00	-	-	-	-
	Parks Sup/Parks Trees & Facilities Supv	2.00	2.00	2.00	3.00	3.00
	Park Maintenance Worker III	7.00	7.00	7.00	8.00	8.00
	Park Maintenance Worker I/II	12.00	12.00	12.00	11.00	11.00
	Maintenance Laborer	2.00	3.00	4.00	5.00	5.00
	<i>Part Time -FTE</i>	2.15	3.74	5.16	5.10	5.23
		26.15	27.74	30.16	32.10	32.23
<i>Bldg and Facility Maintenance</i>	Parks, Trees & Facilities Supervisor	1.00	1.00	1.00	1.00	1.00
	Maintenance Craftsworker	1.00	1.00	1.00	1.00	1.00
	Custodian	4.00	4.00	4.00	4.00	4.00
	<i>Part Time -FTE</i>	0.41	2.24	2.24	0.46	0.46
		6.41	8.24	8.24	6.46	6.46
Total full time employees	41.00	41.00	42.00	45.00	45.00	
Total part time employees	18.41	22.59	24.01	18.38	18.44	
Total Parks & Recreation Services	59.41	63.59	66.01	63.38	63.44	

[1] Funded through Central Stores Internal Service Fund; Moved to Public Works - Central Stores

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted	
Community Development							
<i>Administration</i>	Community Development Director	1.00	1.00	1.00	1.00	1.00	
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00	
	Administrative Secretary	-	-	1.00	1.00	1.00	
	Secretary	1.00	1.00	-	-	-	
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00	
		<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	
<i>Planning</i>	Planning Manager	1.00	1.00	1.00	1.00	1.00	
	Senior Planner	2.00	2.00	2.00	2.00	2.00	
	Associate Planner	2.00	2.00	2.00	2.00	2.00	
	Assistant Planner	1.00	1.00	1.00	1.00	1.00	
	Secretary	-	1.00	1.00	1.00	1.00	
	<i>Part Time -FTE</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.17</i>	<i>0.10</i>	
		<u>6.46</u>	<u>7.46</u>	<u>7.46</u>	<u>7.17</u>	<u>7.10</u>	
<i>Building</i>	Chief Building Official [1]	1.00	1.00	1.00	1.00	1.00	
	Senior Building Inspector [1]	1.00	1.00	1.00	1.00	1.00	
	<i>Building Inspection Supervisor (LT)</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	Plans Examiner	1.00	1.00	1.00	1.00	1.00	
	Building Inspector	3.00	3.00	3.00	3.00	3.00	
	Permit Technician	2.00	1.00	1.00	2.00	2.00	
		<u>8.00</u>	<u>7.00</u>	<u>7.00</u>	<u>8.00</u>	<u>8.00</u>	
<i>Code Enforcement</i>	Code Enforcement Officer [2]	2.50	1.50	2.00	3.00	3.00	
		<u>2.50</u>	<u>1.50</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	
<i>Economic Development</i>	Econ Dev & Redevelopment Manager	1.00	1.00	1.00	1.00	1.00	
	Sr Development Project Coordinator	-	-	-	1.00	1.00	
	<i>Sr Development Project Coordinator (LT)</i>	<i>-</i>	<i>-</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	
	Development Project Coordinator	1.00	1.00	1.00	1.00	1.00	
	<i>Management Analyst (LT) [3]</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	Secretary	1.00	-	-	-	-	
		<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	
<i>Housing</i>	Housing Manager	1.00	1.00	1.00	1.00	1.00	
	Affordable Housing Prgm Supervisor	1.00	1.00	-	-	-	
	Housing Rehab Prgm Supervisor	1.00	1.00	1.00	1.00	1.00	
	Rental Assistant Prgm Supervisor	1.00	1.00	1.00	1.00	1.00	
	Affordable Housing Representative	1.00	1.00	1.00	1.00	1.00	
	Housing Specialist [4]	6.00	5.00	5.00	5.00	5.00	
	<i>Housing Specialist (LT)</i>	<i>1.00</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	Secretary	1.00	1.00	1.00	1.00	1.00	
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00	
	<i>Part Time -FTE</i>	<i>0.75</i>	<i>0.75</i>	<i>1.83</i>	<i>2.19</i>	<i>2.19</i>	
			<u>13.75</u>	<u>12.75</u>	<u>12.83</u>	<u>13.19</u>	<u>13.19</u>
	Total full time employees	36.50	33.50	33.00	36.00	36.00	
	<i>Total part time employees</i>	<i>1.21</i>	<i>1.21</i>	<i>2.29</i>	<i>2.36</i>	<i>2.29</i>	
Total Community Development	37.71	34.71	35.29	38.36	38.29		
<i>Total limited term employees</i>	<i>3.00</i>	<i>1.00</i>	<i>1.00</i>	<i>-</i>	<i>-</i>		
Public Works							
<i>Administration</i>	Public Works Director	1.00	1.00	1.00	1.00	1.00	
	Deputy PW Director - Engineering	1.00	1.00	1.00	1.00	1.00	
	Deputy PW Director - Operations	1.00	1.00	1.00	1.00	1.00	
	Admin Services Manager	-	-	1.00	1.00	1.00	
	Finance Analyst	1.00	1.00	-	-	-	
	Accounting Technician/Tech Entry [5]	1.00	1.00	1.00	1.00	1.00	
	Secretary	1.00	1.00	1.00	1.00	1.00	
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00	
	<i>Part Time -FTE</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1.08</i>	<i>1.08</i>	
		<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>8.08</u>	<u>8.08</u>	
<i>Special Projects</i>	Senior Civil Engineer	1.00	1.00	-	-	-	
	Junior Engineer / Assistant Engineer	1.00	1.00	-	-	-	
		<u>2.00</u>	<u>2.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	

[1] position not funded in FY 2012-13

[2] 0.5 FTE assigned to Fire Prevention in FY 2012-13 & FY 2013-14

[3] funded through grant

[4] 1.0 position not funded in FY 2012-13

[5] Position to be studied for upgrade/reclassification

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted
Public Works (Cont'd)						
<i>Maintenance</i>	Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	-	-	-	1.00	1.00
	Junior Engineer / Assistant Engineer	-	-	-	1.00	1.00
	Engineering Assistant	-	-	1.00	1.00	1.00
	Street Field Supervisor	3.00	3.00	3.00	3.00	3.00
	Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
	Street Maintenance Worker III	3.00	3.00	3.00	3.00	3.00
	Street Maintenance Worker I/II	9.00	9.00	9.00	9.00	10.00
	<i>Part Time -FTE</i>	0.93	0.46	0.46	3.31	3.31
		18.93	18.46	19.46	24.31	25.31
<i>Electrical</i>	Electrical Supervisor	1.00	1.00	1.00	1.00	1.00
	Electrician III	2.00	2.00	2.00	2.00	2.00
	Electrician I/II	2.00	2.00	2.00	2.00	2.00
	<i>Electrician I/II - (LT)</i>	-	1.00	1.00	1.00	-
	<i>Part Time -FTE</i>	0.93	0.47	0.47	-	0.47
	5.93	5.47	5.47	5.00	5.47	
<i>Real Property</i>	Property Manager	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>		0.46	-		
		1.00	1.46	1.00	1.00	1.00
<i>Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	2.00	1.00	1.00	1.00	1.00
	Junior Engineer / Assistant Engineer	2.00	2.00	2.00	2.00	2.00
	Engineering Assistant	1.00	1.00	1.00	1.00	1.00
	Engineering Aide / Senior Engineering Aide	2.00	3.00	3.00	3.00	3.00
	<i>Part Time -FTE</i>	0.69	0.23	0.23	0.27	0.27
	8.69	8.23	8.23	8.27	8.27	
<i>Development Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Assistant Planner I/II	1.00	1.00	-	-	-
	Transportation Planner I/II	-	-	1.00	1.00	1.00
	Junior Engineer / Assistant Engineer	-	-	2.00	2.00	2.00
	Engineering Assistant	3.00	3.00	3.00	4.00	4.00
	Engineering Aide / Senior Engineering Aide	1.00	1.00	1.00	2.00	2.00
<i>Part Time -FTE</i>	0.69	0.22	0.22	0.92	0.92	
	7.69	7.22	9.22	11.92	11.92	
<i>Construction</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Junior Engineer / Assistant Engineer	1.00	1.00	1.00	1.00	1.00
	Engineering Assistant	-	1.00	-	-	-
	Engineering Aide / Senior Engineering Aide	-	1.00	2.00	2.00	2.00
	Construction Inspector	2.00	2.00	2.00	2.00	2.00
	Construction Inspector Assistant	1.00	1.00	1.00	1.00	1.00
<i>Part Time -FTE</i>	0.46	0.46	-	-	-	
	5.46	7.46	7.00	7.00	7.00	
<i>Material Diversion Services</i>	Materials Diversion Administrator	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Waste Prevention Representative	-	1.00	1.00	1.00	1.00
	Scalehouse Attendant	2.00	2.00	2.00	2.00	2.00
<i>Part Time -FTE</i>	2.26	2.00	2.00	2.38	2.38	
	6.26	7.00	7.00	7.38	7.38	
<i>Water Admin</i>	General Manager	1.00	1.00	1.00	1.00	1.00
	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Water Resource Analyst	1.00	1.00	1.00	1.00	1.00
	Water Conservation Specialist	-	-	1.00	1.00	1.00
	Water Conservation Representative	1.00	1.00	-	-	-
	Engineering Assistant	1.00	1.00	1.00	3.00	3.00
	Engineering Aide / Senior Engineering Aide	2.00	2.00	2.00	-	1.00
	<i>Engineering Aide - (LT)</i>	-	1.00	1.00	1.00	-
Secretary	1.00	1.00	1.00	1.00	1.00	
<i>Water Distribution</i>	Water Distribution System Superintendant	1.00	1.00	1.00	1.00	1.00
	Water Facilities Supervisor	3.00	2.00	2.00	2.00	2.00
	Supervising Water Service Worker	1.00	1.00	1.00	1.00	1.00
	Water Systems Specialist	1.00	1.00	1.00	1.00	1.00
	Water Meter Specialist	1.00	1.00	1.00	1.00	1.00
	Water Facilities Worker III	2.00	2.00	2.00	2.00	2.00
	Water Facilities Worker I/II	5.00	6.00	6.00	8.00	8.00
	Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
	Water Service Worker	5.00	5.00	5.00	5.00	5.00
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted
Public Works (Con't.d)						
<i>Water - (Cont'd)</i>						
<i>Water Treatment</i>	Water Quality Manager	1.00	1.00	1.00	1.00	1.00
	Water Treatment Manager	0	0	1.00	1.00	1.00
	Water Treatment Chief Operator	1.00	1.00	-	-	-
	Plant Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
	Control System Supervisor	-	-	1.00	1.00	1.00
	Control System Specialist	-	-	2.00	2.00	2.00
	Senior Water Treatment Facility Operator	-	2.00	1.00	1.00	1.00
	Plant Maintenance Mechanic III	2.00	2.00	2.00	2.00	2.00
	Plant Maintenance Mechanic I/II	1.00	1.00	1.00	1.00	1.00
	Electrician I/II	1.00	1.00	1.00	1.00	1.00
	Water Treatment Facility Operator	9.00	7.00	9.00	9.00	9.00
	Laboratory Technician	1.00	1.00	2.00	2.00	2.00
	Purchasing & Inventory Specialist	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>5.17</i>	<i>5.16</i>	<i>4.66</i>	<i>3.23</i>	<i>3.23</i>
		54.17	54.16	58.66	59.23	60.23
<i>Central Stores</i>	Purchasing & Inventory Specialist [1]		1.00	1.00	1.00	1.00
		-	1.00	1.00	1.00	1.00
<i>Fleet Management</i>	Fleet Manager	1.00	1.00	1.00	1.00	1.00
	Fleet Shop Supervisor	1.00	1.00	1.00	1.00	1.00
	Equipment Mechanic	4.00	4.00	4.00	4.00	4.00
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
		7.00	7.00	7.00	7.00	7.00
	Total full time employees	113.00	116.00	122.00	128.00	130.00
	<i>Total part time employees</i>	<i>11.13</i>	<i>9.46</i>	<i>8.04</i>	<i>11.19</i>	<i>11.66</i>
	Total Public Works	124.13	125.46	130.04	139.19	141.66
	<i>Total limited term employees</i>	<i>-</i>	<i>2.00</i>	<i>2.00</i>	<i>2.00</i>	<i>-</i>
Police						
<i>Administration</i>	Police Chief	1.00	1.00	1.00	1.00	1.00
	Public Safety Manager	0.50	0.50	-	-	-
	Administrative Services Manager	-	-	0.50	0.50	0.50
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.46</i>	<i>0.94</i>	<i>0.94</i>	<i>0.94</i>	<i>0.94</i>
		3.96	4.44	4.44	4.44	4.44
<i>Special Operations</i>	Police Captain	1.00	1.00	-	-	-
	Police Lieutenant	2.00	2.00	2.00	2.00	2.00
	Police Sergeant	3.00	3.00	3.00	3.00	3.00
	Police Officer	15.00	15.00	12.00	15.00	15.00
	Police Forensic Specialist	1.00	1.00	1.00	1.00	1.00
	Homeless Outreach Specialist	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>5.71</i>	<i>5.58</i>	<i>5.58</i>	<i>3.92</i>	<i>3.92</i>
		28.71	28.58	24.58	25.92	25.92
<i>Patrol</i>	Police Captain	1.00	1.00	1.00	1.00	1.00
	Police Lieutenant	1.00	1.00	1.00	1.00	1.00
	Police Sergeant	7.00	7.00	8.00	8.00	8.00
	Police Officer	42.00	42.00	45.00	44.00	44.00
	Community Service Officer	5.00	5.00	5.00	5.00	5.00
	<i>Part Time -FTE</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>
		56.46	56.46	60.46	59.46	59.46

[1] moved from Finance Purchasing effective 7/1/2013

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted
Police (Cont'd)						
<i>Support Services</i>	Police Captain	-	-	1.00	1.00	1.00
	Communications Manager	-	-	1.00	1.00	1.00
	Police Records Bureau Administrator	-	-	1.00	1.00	1.00
	Police Records Supervisor	1.00	1.00	-	-	-
	Public Safety Dispatch Supervisor	4.00	4.00	4.00	4.00	4.00
	Public Safety Dispatcher II	17.00	17.00	17.00	17.00	17.00
	Public Safety Call Taker / Public Safety Dispatcher I	8.00	8.00	8.00	8.00	8.00
	Senior Police Records Assist.	1.00	1.00	1.00	1.00	1.00
	Community Service Officer	1.00	1.00	1.00	1.00	1.00
	Police Records Assistant I/II	6.00	6.00	6.00	6.00	6.00
	<i>Part Time -FTE</i>	<i>1.40</i>	<i>1.55</i>	<i>1.55</i>	<i>2.60</i>	<i>2.60</i>
		39.40	39.55	41.55	42.60	42.60
	Total full time employees	120.50	120.50	122.50	124.50	124.50
	<i>Total part time employees</i>	<i>8.03</i>	<i>8.53</i>	<i>8.53</i>	<i>7.92</i>	<i>7.92</i>
	Total Police	128.53	129.03	131.03	132.42	132.42
Fire						
<i>Administration</i>	Fire Chief	1.00	1.00	1.00	1.00	1.00
	Public Safety Manager	0.50	0.50	-	-	-
	Administrative Services Officer	-	-	0.50	0.50	0.50
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.17</i>	<i>0.17</i>	<i>0.17</i>	<i>0.17</i>	<i>0.17</i>
		2.67	2.67	2.67	2.67	2.67
<i>Prevention</i>	Fire Division Chief	1.00	1.00	1.00	1.00	1.00
	Fire Prevention Inspector III	1.00	1.00	1.00	1.00	1.00
	Fire Prevention Inspector I/II	2.00	2.00	2.00	3.00	3.00
	Code Enforcement Officer	0.50	0.50	-	-	-
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.78</i>	<i>0.55</i>	<i>0.55</i>	<i>0.55</i>	<i>0.55</i>
		6.28	6.05	5.55	6.55	6.55
<i>Operations</i>	Fire Division Chief	1.00	1.00	1.00	1.00	1.00
	Fire Battalion Chief	3.00	3.00	3.00	4.00	4.00
	Fire Captain	16.00	16.00	16.00	15.00	15.00
	Firefighter/Paramedic	24.00	24.00	26.00	26.00	26.00
	Firefighter	10.00	10.00	11.00	11.00	11.00
	Emergency Medical Services Specialist	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>1.65</i>	<i>1.79</i>	<i>1.79</i>	<i>1.79</i>	<i>2.29</i>
		56.65	56.79	59.79	59.79	60.29
	Total full time employees	63.00	63.00	65.50	66.50	66.50
	<i>Total part time employees</i>	<i>2.60</i>	<i>2.51</i>	<i>2.51</i>	<i>2.51</i>	<i>3.01</i>
	Total Fire	65.60	65.51	68.01	69.01	69.51

Appendix A Five-Year Budget Staffing Plan

Department/ Division	Position Title	2012-13	2013-14	2014-15 Amended	2015-16 Adopted	2016-17 Adopted
City Staff by Fund						
General Fund:						
	General Fund - full time	366.00	364.00	368.00	386.00	387.00
	General Fund - part time	34.83	39.57	41.15	37.81	38.65
	General Fund subtotal	400.83	403.57	409.15	423.81	425.65
Non-General Fund:						
	Central Stores Fund	1.00	1.00	2.00	1.00	1.00
	Risk Management Fund	1.00	1.00	1.00	1.00	1.00
	Fleet Management Fund	7.00	7.00	7.00	7.00	7.00
	Material Diversion - full time	4.00	5.00	5.00	5.00	5.00
	Material Diversion - part time	2.26	2.00	2.00	2.38	2.38
	Material Diversion subtotal	6.26	7.00	7.00	7.38	7.38
	Water - full time	49.00	49.00	54.00	56.00	57.00
	Water - part time	5.17	5.16	4.66	3.23	3.23
	Water subtotal	54.17	54.16	58.66	59.23	60.23
	Non General Fund - full time	62.00	63.00	69.00	70.00	71.00
	Non General Fund - part time	7.43	7.16	6.66	5.61	5.61
	Non General Fund subtotal	69.43	70.16	75.66	75.61	76.61
	Total City Staff	470.26	473.73	484.81	499.42	502.26
City Staff by Type						
	Full Time Employees	428.00	427.00	437.00	456.00	458.00
	Part Time Employees	42.26	46.73	47.81	43.42	44.26
	Total City Staff	470.26	473.73	484.81	499.42	502.26
	Limited Term Employees	3.00	4.00	5.00	2.00	-



Appendix B Resolutions Adopting the Budget

*Fiscal Years
2015-16 & 2016-17*

Resolutions Adopting Budget

The following Resolutions adopt the various City of Napa Budgets for Fiscal Years 2015-16 and 2016-17:

RESOLUTION R2015-85

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEARS 2015-16 AND 2016-17

Exhibit A: This Budget document

Exhibit B: City of Napa Departments and Divisions

Exhibit C: City of Napa Schedule of Funds

Attachment 3: Changes to Proposed Budget since June 2, 2015 Public Hearing

RESOLUTION R2015-106

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AMENDMENTS TO THE BUDGET FOR THE 2015-16 AND 2016-17 FISCAL YEARS

Exhibit A: Additional Changes to the FY2015-16 & FY2016-17 Budget Document

RESOLUTION HR2015-7

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE OPERATING BUDGET FOR FISCAL YEARS 2015-16 AND 2016-17

Exhibit A: Housing Authority of the City of Napa Budget (Section 6)

Exhibit B: Amendments to Proposed Budget

RESOLUTION R2015-85

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEARS 2015- 16 AND 2016-17

WHEREAS, consistent with the requirements of City Charter sections 89, 90, and 91, and Napa Municipal Code section 3.04.010, the City Council considers and adopts its budget of estimated revenues and expenditures for each fiscal year; and

WHEREAS, during publicly noticed budget workshops on May 12 and 19, 2015, and a public hearing on June 2, 2015, the City Council provided direction to City staff regarding City's the proposed budget for the City of Napa for Fiscal Years 2015-16 and 2016-17; and

WHEREAS, City staff prepared the City of Napa's "Proposed Budget" for Fiscal Year 2015-16 and 2016-17 (a copy of the Proposed Budget is attached hereto as Exhibit "A," and incorporated herein by reference), which incorporates direction received from City Council at the budget workshops of May 12 and 19, 2015 and the public hearing on June 2, 2015; and

WHEREAS, the City Council has examined the Proposed Budget during the public hearing on June 16, 2015, has conferred with the City Manager and appropriate staff in public meetings, and has deliberated and considered the budget during public hearings; and

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

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

1. The City Manager is hereby directed to incorporate any amendments to the Proposed Budget, as made by the City Council during the public hearing on June 16, 2015 (as described on Exhibit "D," attached hereto and incorporated herein by reference) into a document entitled "City of Napa Budget, Fiscal Years 2015-16 and 2016-17." The adopted budget may be referred to as "the budget," and a copy of the budget shall be filed in the office of the City Clerk. The budget is hereby adopted and approved.
2. The City Manager is authorized and directed to implement the budget in accordance with the requirements of the City Charter, the Napa Municipal Code, and this resolution. While the City Manager maintains responsibility for

the implementation of the budget, the City Manager may make a written delegation of authority to implement portions of the budget to duly authorized employees within each City department. Each "department" of the City is identified on Exhibit "B," attached hereto and incorporated herein by reference.

3. Unless specifically authorized by this resolution, or otherwise approved by the City Council: (a) the amount appropriated in the budget for any "fund" may not be modified (each "fund" in the budget is identified on Exhibit "C," attached hereto and incorporated herein by reference); (b) the amount appropriated in the budget for any capital project identified in Budget Section 7 (Five-Year Capital Improvement Program (CIP) Summary) may not be modified; and (c) the amount appropriated in the budget for any "reserve" may not be modified.
4. The City Manager is authorized to transfer unencumbered appropriation balances from one account to another account within the same fund; provided that the City Manager is not authorized to transfer an appropriation for any reserve or any capital project without approval of the City Council.
5. The City Manager is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the amount encumbered but not yet expended from that fund for the previous fiscal year. The actual amount of these increased appropriations due to unexpended encumbrances will be reported to City Council as a part of the annual financial audit for the previous fiscal year.
6. The City Manager is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed not yet expended appropriations from that fund for the previous fiscal year for continuing nonrecurring projects.
7. To the extent an operation relies on estimated fee revenue as its source of revenue, and the revenue received during the fiscal year exceeds the estimated revenue identified in the budget, the City Manager is authorized to increase appropriations for that operation and that fiscal year in an amount not to exceed the lesser of: (a) amount of the increased fee revenue or (b) 15% of the budgeted fund fee revenue estimate. The actual amount of these increased appropriations due to increased revenues are subject to approval in writing by the City Manager, filing with the Finance Director, and reporting to City Council as a part of the quarterly financial report in which the increase is authorized.
8. To the extent an operation receives donations for a specified purpose, the City Manager is authorized to increase appropriations for that operation and that fiscal year in an amount not to exceed the amount of the donation. The actual amount of these increased appropriations due to increased revenues are subject to approval in writing by the City Manager, filing with the Finance

Director, and reporting to City Council as a part of the quarterly financial report in which the increase is authorized.

9. The City Council hereby adopts the FY 2015-16 and FY 2016-17 budgets with the understanding that the City Manager and Finance Director will bring mid-cycle adjustments back to the City Council in June, 2016.
10. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
11. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 16th day of June, 2015, by the following vote:

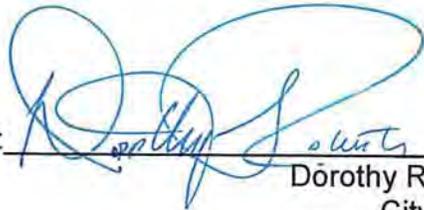
AYES: Sedgley, Luros, Inman, Mott, Sedgley

NOES: None

ABSENT: None

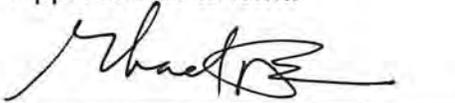
ABSTAIN: None

ATTEST:



Dorothy Roberts
City Clerk

Approved as to form:



Michael W. Barrett
City Attorney

City Departments & Divisions

Department	Divisions
City Council	
<i>Administrative Services:</i>	
City Manager	
City Clerk	
City Attorney	
Human Resources	
Finance	Finance Administration Accounting & Auditing Revenues & Collections Purchasing/Central Stores Information Technology
<i>Parks and Recreation Services:</i>	
Parks and Recreation Services	Administration Parks Recreation Building/Facility Maintenance
<i>Development Services:</i>	
Community Development	Administration Planning Building Inspection Code Enforcement Economic Development Housing Administration
Public Works	Administration Special Projects Real Property Engineering Development Engineering Construction Maintenance Fleet Management Solid Waste & Materials Diversion Enterprise Water Enterprise
<i>Public Safety:</i>	
Police	Administration Operations Special Operations Support Services
Fire	Administration Operations Prevention

Schedule of Funds

Fund Type	Fund Name
General Fund:	
	General Fund
Special Revenue:	
	Traffic
	Underground Utility Impact
	Fire/Paramedic Impact
	Street Improvement Impact
	Development Impact
	Park Acquisition & Development Impact
	Tourism Improvement District
	Public Art
	Parking Impact
	Other Special Revenue
	Housing Impact
	CDBG Program
	CDBG Rehab Revolving Loan
	HOME Program
	CalHome Grant
	Assessment Districts
	Downtown Business District
	Oxbow Business District
	Parking Business District
	Land Development Tax
	Alston Park Trust
	Golf Course
	Public Safety Programs
	Parking Enforcement and Security
	Parking Garages and Maintenance
	Public Infrastructure In-Lieu
Capital Improvement:	
	Capital Projects
	Street Resurfacing Program
	Sidewalk Improvement Program
Enterprise:	
	Solid Waste and Materials Diversion
	Water
Internal Service	
	Fleet Management
	Central Stores
	Information Technology Replacement
	Risk Management
	Post Employment Benefits
	Equipment Replacement
Private Purpose Trust Funds	
	Successor Agency to the Napa Community Redevelopment Agency

RESOLUTION R2015-106

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING AMENDMENTS TO THE BUDGET FOR THE 2015-16 and 2016-17 FISCAL YEARS

WHEREAS, on June 16, 2015, the City Council adopted Resolution R2015-85, by which the City Council adopted and approved the budget for the 2015-16 fiscal year; and

WHEREAS, based upon information received subsequent to the adoption of the budget, the Finance Director has prepared and proposed corrections to the budgeted revenues and expenditures for the 2015-16 and 2016-17 fiscal years; and

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

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

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.
2. The City Council hereby authorizes budget appropriations and adjustments to FY2015-16 and FY2016-17 as follows:

FY2015-16:

Non-Recurring General Fund Expenditures

\$100,000 Non-Recurring Public Works Development Engineering (49013.53201)

Capital Improvement Project Fund

REVENUES:

(\$75,000) Cinedome Parking Lot (30101.36401) – duplicate project
\$250,000 Dwight Murray Plaza (30101.61301) – transfer in
(\$56,169) Fire RMS Mobile Project (30101.61301) – transfer in

(\$118,831) TOTAL

EXPENDITURES:

\$250,000 Dwight Murray Plaza (30199.62300) – transfer out
\$250,000 Dwight Murray Plaza (30101.57601)
(\$1,500,000) Dwight Murray Plaza (30101.57601) – duplicate project

(\$825,000) Downtown Parking Management (30101.57601)
 (\$95,000) Napa River Dredging (30101.57601)
 (\$56,169) Fire RMS Mobile Project (30199.62300) – transfer out
(\$56,169) Fire RMS Mobile Project (30101.57601)

(\$2,032,338) TOTAL

FY2016-17:

REVENUES:

(\$250,000) Dwight Murray Plaza (30101.61301) – transfer in

(\$250,000) TOTAL

EXPENDITURES:

(\$250,000) Dwight Murray Plaza (30199.62300) – transfer out

\$1,250,000 Dwight Murray Plaza (30101.57601)

\$1,000,000 TOTAL

3. The City Manager is hereby directed to prepare a document entitled “City of Napa Budget, Fiscal Years 2015-16 and 2016-17”, which is referred to hereafter as “the budget,” and a copy of the budget shall be filed in the office of the City Clerk. The budget document shall implement all previous Council approvals set forth in Resolution R2015-85, as well as all budget amendments set forth in this resolution, including the minor clarifications set forth on Exhibit “A”, attached hereto and incorporated herein by reference. The budget document shall also incorporate amendments to the City-Wide Position Staffing Plan, as approved by separate resolution of the City Council on September 1, 2014. The budget is hereby adopted and approved.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 1st day of September, 2015, by the following vote:

AYES: Sedgley, Mott, Inman, Luros, Techel

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: 
Dorothy Roberts
City Clerk

Approved as to form:



Michael W. Barrett
City Attorney

EXHIBIT A
Additional Changes to the FY 2015-16 & FY 2016-17 Budget Document

The City Council hereby authorizes the City Manager to make the changes to the budget document (previously approved by Resolution No. R2015-85) as summarized in this Exhibit "A", and to incorporate these changes in the published "City of Napa Budget, Fiscal Years 2015-16 and 2016-17."

Clerical Errors & Formatting Issues:

Correct misspellings and grammatical errors throughout the document.

Ensure the tables in the document are presented in a consistent format: e.g. category titles of Salaries and Wages, Benefits, Materials and Supplies, etc.

Other Changes:

Adjust the "Significant Program Changes for Fiscal Years 2015-16 and 2016-17" section of the affected Program Summary to ensure consistency with the Decision packages approved by City Council. For example, language will be included discussing the impact of additional staffing to the Building Plan Check and Inspection Program.

Correct the "Operating Revenue by Function" for the "16-17 Adopted" Budget (shown on Budget Section 3-8, with an incorrect total of \$80,456) to be consistent with the "Operating Revenue by Category" for the "16-17 Adopted" Budget (shown on Budget Section 3-7, with a correct total of \$80,486).

Correct the summaries of budget information contained in the All Funds Overview and the All Funds Summary (Budget Sections 3-81 through 3-87) and the Budget by Department/Program (Budget Section 4) to be consistent with the Budget adopted by City Council (as accurately set forth in Budget Sections 1 and 3-1 through 3-80). For example, The Program Summary as presented in the Community Development Department page (Section 4-54) was not consistent with the program detail pages (Section 4-55 through 4-64), and will be corrected.

RESOLUTION HR2015-7

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE HOUSING AUTHORITY BUDGET FOR FISCAL YEARS 2015-16 AND 2016-17

WHEREAS, the Executive Director has prepared and proposed a budget for the fiscal years 2015-16 and 2016-17, and presented a copy of the proposed budget to the City Council of the City of Napa (hereafter the "Council") and the public at a public hearing on June 2, 2015; and

WHEREAS, the Executive Director has prepared and proposed a budget for the Housing Authority of the City of Napa (hereafter the "Authority") for fiscal years 2015-16 and 2016-17, and presented a copy of the "Proposed Budget" to the Authority Board and the public at a public hearing on June 16, 2015 (a copy of the Proposed Budget is attached hereto as Exhibit "A," and is incorporated herein by reference); and

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

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

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

1. The Authority Board finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the Authority's adoption of this Resolution.
2. The Executive Director is hereby directed to incorporate any amendments to the Proposed Budget, as made by the Authority Board during the public hearing on June 16, 2015 (as described on Exhibit "B," attached hereto and incorporated herein by reference) into a document entitled "Housing Authority of the City of Napa Budget, Fiscal Years 2015-16 and 2016-17." The adopted budget may be referred to as "the budget," and a copy shall be filed in the office of the Secretary. The budget is hereby adopted and approved.

3. The Executive Director is authorized and directed to implement the budget in accordance with the requirements of the Authority Bylaws and this Resolution. While the Executive Director maintains responsibility for the implementation of the budget, the Executive Director may make a written delegation of authority to implement portions of the budget to duly authorized employees.
4. Unless specifically authorized by this Resolution, or otherwise approved by the Authority Board: (a) the amount appropriated in the budget for any "fund" may not be modified (each "fund" is identified in the budget); (b) the amount appropriated in the budget for any capital project may not be modified; and (c) the amount appropriated in the budget for any "reserve" may not be modified.
5. The Executive Director is authorized to transfer unencumbered appropriation balances from one account to another account within the same fund; provided that the Executive Director is not authorized to transfer an appropriation for any reserve or any capital project without approval of the Authority Board.
6. The Executive Director is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the amount encumbered but not yet expended from that fund for the previous fiscal year. The actual amount of these increased appropriations due to unexpended encumbrances will be reported to Authority Board as a part of the annual financial audit for the previous fiscal year.
7. The Executive Director is authorized to increase appropriations for each fund in each fiscal year, in an amount not to exceed the appropriation not yet expended from that fund for the previous fiscal year. The actual amount of these increased appropriations will be reported to Authority Board as a part of the annual financial audit for the previous fiscal year.
8. This Resolution shall take effect immediately upon its adoption.

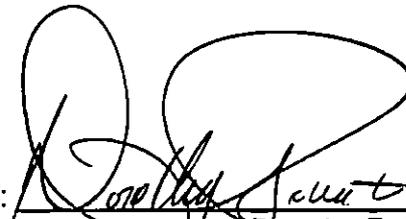
I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the Board of Commissioners of the Housing Authority of the City of Napa at a public meeting of said Housing Authority held on the 16th day of June, 2015, by the following vote:

AYES: Hamilton, Moore, Inman, Luros, Mott, Sedgley, Chair Techel

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: 
Dorothy Roberts
Authority Deputy Secretary

Approved as to form:



Michael W. Barrett
Authority General Counsel

Housing Authority Schedule of Funds

Fund Name
Laurel Manor
Seminary Street
Section 8
20% Low/Mod Income
Local Housing
Continuum of Care
5% RDA Supplemental



Appendix C Interfund Transfers

*Fiscal Years
2015-16 & 2016-17*

Schedule of Proposed Interfund/Interagency Transfers

Fiscal Year 2015-16

From:		Amount	Purpose		To:	
Fund					Fund	Amount
214	Development Impact Fees	124	City Admin	100	General Fund	124
216	Tourism Improvement District	8,791	City Admin	100	General Fund	8,791
217	Public Art Fund	329	City Admin	100	General Fund	329
222	Housing Inclusionary	5,150	City Admin	100	General Fund	5,150
231	CDBG Program	6,413	City Admin	100	General Fund	6,413
233	HOME Program	2,486	City Admin	100	General Fund	2,486
241	Assessment Districts	30,385	City Admin	100	General Fund	30,385
291	Parking Security	13,983	City Admin	100	General Fund	13,983
292	Parking Maintenance	4,058	City Admin	100	General Fund	4,058
510	Solid Waste & Materials Diversion	494,305	City Admin	100	General Fund	494,305
530	Water Utility	1,789,713	City Admin	100	General Fund	1,789,713
610	Fleet Services	172,402	City Admin	100	General Fund	172,402
620	Central Stores	174,000	City Admin	100	General Fund	174,000
640	Risk Management	489,300	City Admin	100	General Fund	489,300
840s	Housing Authority	114,026	City Admin	100	General Fund	114,026
Subtotal		3,305,465			General Fund Subtotal	3,305,465
100	General Fund	70,000	Operating	292	Parking Maintenance	70,000
100	General Fund	803,912	Fund Projects	301	Capital Projects	803,912
100	General Fund	872,202	Fund Projects	303	Sidewalk Replacement	872,202
100	General Fund	100,000	Fund Reserve	660	Equipment Replacement	100,000
101	NR General Fund	356,234	Operating	610	Fleet Services	356,234
101	NR General Fund	449,000	Fund Projects	301	Capital Projects	449,000
General Fund Subtotal		2,651,348			Subtotal	2,651,348
201	Traffic Fund	425,000	Fund Projects	301	Capital Projects	425,000
201	Traffic Fund	1,179,495	Operating	302	Street Improvement	1,179,495
201	Traffic Fund	888,581	Operating	303	Sidewalk Replacement	888,581
211	Underground Utility Fund	75,000	Fund Projects	301	Capital Projects	75,000
212	Fire Impact	150,000	Fund Projects	301	Capital Projects	150,000
213	Street Improvement	135,000	Fund Projects	301	Capital Projects	135,000
214	Development Impact Fees	705,000	Fund Projects	301	Capital Projects	705,000
231	CDBG Program	100,000	Operating	303	Sidewalk Replacement	100,000
241	Assessment Districts	450,000	Fund Projects	301	Capital Projects	450,000
241	Assessment Districts	173,177	Operating	100	General Fund	173,177
244	PBID	200,000	Operating	100	General Fund	200,000
292	Parking Maintenance	200,000	Fund Projects	301	Capital Projects	200,000
301	Capital Projects	160,000	Fund Equipment	611	Fleet Services	160,000
302	Street Improvement	1,100,000	Operating	201	Traffic Fund	1,100,000
510	Solid Waste & Materials Diversion	1,832,635	Operating	302	Street Improvement	1,832,635
530	Water Utility	100,000	Operating	302	Street Improvement	100,000
539	NR Water Utility	60,000	Operating	610	Fleet Services	60,000
Subtotal		7,933,888			Subtotal	7,933,888
Total Transfers		13,890,701			Subtotal	13,890,701

Schedule of Proposed Interfund/Interagency Transfers

Fiscal Year 2016-17

From:		Amount	Purpose	To:		
Fund				Fund		Amount
214	Development Impact Fees	127	City Admin	100	General Fund	127
216	Tourism Improvement District	9,055	City Admin	100	General Fund	9,055
217	Public Art Fund	338	City Admin	100	General Fund	338
222	Housing Inclusionary	5,305	City Admin	100	General Fund	5,305
231	CDBG Program	6,605	City Admin	100	General Fund	6,605
233	HOME Program	2,560	City Admin	100	General Fund	2,560
241	Assessment Districts	31,297	City Admin	100	General Fund	31,297
291	Parking Security	14,403	City Admin	100	General Fund	14,403
292	Parking Maintenance	4,180	City Admin	100	General Fund	4,180
510	Solid Waste & Materials Diversion	509,134	City Admin	100	General Fund	509,134
530	Water Utility	1,843,404	City Admin	100	General Fund	1,843,404
610	Fleet Services	177,575	City Admin	100	General Fund	177,575
620	Central Stores	179,220	City Admin	100	General Fund	179,220
640	Risk Management	504,000	City Admin	100	General Fund	504,000
840s	Housing Authority	117,447	City Admin	100	General Fund	117,447
Subtotal		3,404,650		General Fund Subtotal		3,404,650
100	General Fund	70,000	Operating	292	Parking Maintenance	70,000
100	General Fund	515,290	Fund Projects	301	Capital Projects	515,290
100	General Fund	872,202	Fund Projects	303	Sidewalk Replacement	872,202
100	General Fund	100,000	Fund Reserve	660	Equipment Replacement	100,000
General Fund Subtotal		1,557,492		Subtotal		1,557,492
201	Traffic Fund	600,000	Fund Projects	301	Capital Projects	600,000
201	Traffic Fund	1,182,312	Operating	302	Street Improvement	1,182,312
201	Traffic Fund	522,071	Operating	303	Sidewalk Replacement	522,071
213	Street Improvement	1,292,000	Fund Projects	301	Capital Projects	1,292,000
231	CDBG Program	100,000	Operating	303	Sidewalk Replacement	100,000
241	Assessment Districts	50,000	Fund Projects	301	Capital Projects	50,000
244	PBID	200,000	Operating	100	General Fund	200,000
292	Parking Maintenance	300,000	Fund Projects	301	Capital Projects	300,000
510	Solid Waste & Materials Diversion	1,872,953	Operating	302	Street Improvement	1,872,953
530	Water Utility	100,000	Operating	302	Street Improvement	100,000
Subtotal		6,219,336		Subtotal		6,219,336
Total Transfers		11,181,478		Subtotal		11,181,478



Appendix D Fiscal Policy

*Fiscal Years
2015-16 & 2016-17*

Fiscal Policy

INTRODUCTION

Objective

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

Background

As recommended by the Government Finance Officers Association (GFOA), City staff developed, and presented to Council in 2007, a set of Fiscal Policy statements that have been adopted to address the following areas:

- General Financial Goals
- Operating Budget Policies
- Revenue Policies
- Utility Rates and Fees Policies
- Expenditure Policies
- Capital Improvement Budget Policies
- Debt Policies
- Reserve / Fund Balance Policies
- Investment Policies
- Accounting, Auditing & Financial Reporting Policies

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

The City hired GFOA to prepare an analysis to recommend appropriate General Fund reserve levels to mitigate various risk factors. The goal of the analysis was to identify major areas of risk to the stability of the General Fund, and to determine the appropriate levels of reserves to mitigate those risk factors. Based on GFOA's analysis, and the report presented to City Council in April, 2015, the following revisions are proposed to the General Fund fiscal reserve policies:

1. Increase General Fund Emergency Reserve from 12% of operating budget to 14% of operating budget.
2. Increase General Fund Operating Reserve from 3% of operating budget to 5% of operating budget.
3. Change the contingency reserve appropriation (1% of General Fund operating budget) to a simple reserve of fund balance.
4. Remove the requirement to transfer General Fund surplus to CIP Facilities Reserve (2% of General Fund operating budget) and CIP Reserve (remaining surplus). Staff will propose contributions to reserves for Council consideration and approval as part of the biennial budget process.

Fiscal Policy

Fiscal Policy Statement	Status	Comment
General Financial Goals		
To maintain and enhance the sound fiscal condition of the City.	√	
Operating Budget Policies		
The City will adopt a balanced two-year budget by June 30 of every other year.	√	
A bi-annual base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.	√	
Current revenues will be sufficient to support current operating expenditures.	√	
Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the City's capital plant and equipment.	√	
The purchase of new or replacement capital equipment with a value of \$25,000 or more and with a minimum useful life of two years will require City Council approval.	√	
The City will project its equipment replacement and maintenance needs for the next six years and will update this projection each year. From this projection a maintenance and replacement schedule will be developed and followed.	√ --	Fleet replacement and maintenance needs are kept on a six-year schedule. An inventory of other capital equipment will be completed and added to the replacement and maintenance list during the FY 2015-16 & FY 2016-17 budget development process.
The City will forecast its General Fund expenditures and revenues for each of the next six years and will update the Long Term Financial Plan forecast at least annually.	√	
The City will review, on a bi-annual basis, the General Fund operating position (operating revenues less operating expenditures) to determine if funds are available to operate and maintain future public facilities.	√	
If funding is not available for operations and maintenance costs, the City will delay construction of proposed new facilities.	√	
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Operating Budget Policies (Cont'd)		
The Working Capital or Undesignated Fund Balance for the Water Enterprise Fund is to be maintained at a minimum 45-90 days of operating expenses or 12.3% to 25% of Operating and Maintenance costs.	√	A reserve equating to 45 days of operating expenses (\$2.5 million, or 13.7% of operating expenditure appropriations) was included in the budget.
The City will transfer Working Capital or Undesignated Fund Balance of the Water Enterprise Fund that is above 90 days of operating costs or 25% of annual operating and maintenance costs into the Capital Improvement Reserve.	√	
Revenue Policies		
The City will strive to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source.	√	
The City will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the City Council must be conservative.	√	
User fees will be adjusted annually to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is in the public interest.	√	
Non-recurring revenues will be used for non-recurring expenditures only. (Including capital and reserves.)	√	
The City will annually identify developer fees and permit charges received from non-recurring services performed in the processing of new development. Revenue from these sources will be used to meet peak workload requirements.	√	
Utility Rates and Fee Policies		
The City will set fees and user charges for each utility fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual debt service used for capital assets and overhead charges.	√	
Water rates shall be established at a level that supports operating costs as well as capital investment in the system equal to or greater than the level of annual depreciation of the system assets based on the average of the previous five years.	√	
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Expenditure Policies		
The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.	√	
The City shall contract with outside consultants or utilize limited term positions for peaks in workload, when a project is limited in term and/or scope, or when specialized expertise is necessary and it is more cost-effective to hire a consultant than add a full-time staff position. Conversely, for longer term needs (3-5 years) and when it becomes more cost-effective, the City shall consider adding full-time staff.	√	
Capital Improvement Budget Policies		
The City will make capital improvements in accordance with an adopted capital improvement program.	√	
The City will develop an annual five-year plan for capital improvements, including CIP design, development, implementation, and operating and maintenance costs.	√	
The Water Fund and the Solid Waste / Materials Diversion fund may only use funds generated by their service charges, grants and other outside sources of funds to fund their CIP projects.	√	
The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities and whose operating and maintenance costs have been included in the budget.	√	
The Council will review the Street Improvement Program every two years during budget time and will transfer as much as possible from the General Fund and Gas Tax Fund to the Street Resurfacing Program Fund.	√	
The Park Acquisition & Development Fund, as well as other special development impact funds, may only be used to fund facilities included in a Master Plan or a recommendation by the Parks and Recreation Commission and subsequently approved by City Council.	√	
The Water Fund shall propose a budget that includes a minimum investment in infrastructure of \$3 million annually for five years starting in FY 2012-13 to be funded by rate based revenue and connection fees from development.	√	
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Debt Policies		
The City may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be documented and made available for City Council review.	√	
The City Council may issue inter-fund loans rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans must be repaid consistent with terms established in a written agreement.	√	
The City will confine long-term borrowing to fund capital improvements that cannot be funded from current revenues.	√	
The City will use special assessment revenue, inter-fund loans or other self-supporting bonds instead of general obligation bonds when feasible.	√	
Reserve/Fund Balance Policies		
In accordance with GASB 54, Unrestricted Fund Balance is assigned to the following categories: committed, assigned and unassigned. The City shall reduce committed or assigned fund balance first only if the expenditures incurred are for the purpose for which the funds were originally committed or assigned. Otherwise, unassigned fund balance shall be reduced first, followed by assigned, and then committed.	√	
The City will maintain General Fund Emergency reserves at a level at least equal to 14% of budgeted operating expenditures. The primary purpose of these reserves is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency situations, such as a natural disaster, that could not be reasonably foreseen during preparation of the budget. The use of the General Fund Emergency Reserve must be approved by City Council.	+√	This policy update is recommended based on the GFOA risk-based analysis of General Fund reserve requirements presented to Council in April, 2015.
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve/Fund Balance Policies – (Cont'd)		
The General Fund Undesignated Fund Balance (Operating Reserve) will be maintained at a level of 5% of its operating budget.	+	<p>This policy update is recommended based on the GFOA risk-based analysis of General Fund reserve requirements presented to Council in April, 2015.</p> <p>With the impending reduction and anticipated elimination of excess ERAF funds during this budget cycle, staff recommends eliminating the policy to automatically transfer excess surplus to fund Capital Facilities Replacement Reserve and the CIP General Fund Reserve. Such transfers will be recommended to Council for consideration and approval as part of the biennial budget and mid-cycle budget updates.</p>
A Capital Facilities Replacement Reserve shall be established for the purpose of providing funds for the expansion of existing city facilities or the creation/renovation/acquisition of new facilities that meet the workforce needs of city services. Amounts transferred to this fund shall be from the General Fund's Undesignated Fund Balance, and will not exceed 2% of the Operating Budget.	√	
A CIP General Fund Reserve shall be established for the purpose of providing funds for ongoing and future Capital Improvement Projects. Amounts transferred to this fund shall be from the General Fund's Undesignated Fund Balance, and, unless otherwise directed, will equate to any remaining General Fund Undesignated funds as of June 30 of any year, after the Operating, Emergency, and Contingency funds threshold for the next fiscal year have been met, and an amount equal to 2% of the Operating Budget has been transferred to the Capital Facilities Replacement Reserve.	√	
<p>Legend: √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy</p>		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve/Fund Balance Policies – (Cont'd)		
A Contingency reserve will be established to provide for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs. The level of the Contingency appropriation will be established as needed but shall not be less than 1% of General Fund operating expenditures.	--	The Contingency reserve for FY 2015-16 is currently \$500,000 which is under the \$714,998 policy level (1% of operating expenditures.) Compliance is projected to be achieved through \$100K annual increases over the next three years.
The City will comply with GASB 45 and establish an irrevocable trust to fund future retiree medical costs.	√	
A Compensated Absence Reserve will be established to accumulate funds to be used for payment of accrued benefits for separating employees. This reserve will be maintained at a level at least equal to 100% of the prior year experience for vacation payout to separating employees and shall grow to no more than two times the prior three year average.	√	
Fund Balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are to be reported as Assigned Fund Balance. The Finance Director is designated the authority to "assign" amounts to be used for specific purposes. Those amounts are to be reported in the financial statements as "Assigned Fund Balance" in compliance with GASB Statement 54.	√	
Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the City. Council approved a revision to the Self-insurance reserve policy on May 6, 2008. The revision calls for reserve funding level goals to be modified to correspond with the format used by the City's actuary and that the reserve funding level goal for each program be no less than the target 80% confidence level appropriately discounted for investment income.	√	
Legend: √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve/Fund Balance Policies – (Cont'd)		
The City will maintain a Fleet Replacement Fund for costs associated with the replacement of vehicles and other rolling stock (such as trailers, compressors or other equipment on wheels) as they become unserviceable, obsolete or reach a predetermined service life. The fund will be maintained at a level adequate to replace all stock, per the pre-determined replacement schedule.	√	
The City will establish an Equipment Replacement Fund for capital equipment as it becomes unserviceable, obsolete or reaches a predetermined service life. The fund will be maintained at a level adequate to replace all capital equipment per the pre-determined replacement schedule.	--	Contributions to the Equipment Replacement Fund have been included in the FY 2015-16 & 2016-17 budgets at \$100K annually. Staff will work to develop the replacement schedule and will phase up contributions over the next few years until compliance with the policy is reached.
The City will establish a Water Capital Improvement Reserve to pay for unforeseen cost escalations to CIP projects and future compliance projects. The reserve will be maintained at a minimum level of 10%-20% of annual capital improvements to the Water System.	√	
The City will establish a Long Term Water Supply Reserve and set aside \$200,000 annually from the operating fund.	√	
The City will establish a Water System Renewal and Replacement Reserve for unforeseen and unbudgeted replacements or repairs. The reserve will be maintained at a minimum level of 10%-20% of annual capital improvements to the Water System.	√	
The City will establish a Water Fund Emergency Reserve to fund operating or capital expenditures required as a result of unbudgeted financial liability. The reserve will be maintained at a level of 5%-10% of annual operating expenditures excluding debt service.	√	
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve/Fund Balance Policies (Cont'd.)		
The City Manager (or his designee) has the authority to expend Water Enterprise Emergency Reserves to address critical needs within the water system. In accordance with NMC 2.91.04, the item will be taken to Council at the first feasible time at a regularly scheduled council meeting.	√	
The City will maintain a Rate Stabilization Reserve in the Solid Waste Fund. This reserve will be funded at a level of 5%-10% of collection revenues to stabilize collection rates to avoid wide swings in rates over time.	√	The Rate Stabilization Reserve will be funded at a level equal to 7% for FY 2014-15; 8% for FY 2015-16; 9% for FY 2016-17; and 10% for FY2017-18 and thereafter.
The City will maintain a Solid Waste/Materials Diversion Operating Reserve to cover unforeseen revenue shortfalls, increases in expenses, and potential environmental compliance expenditures. The reserve should be funded at a level of 20% of operating expenditures, which excludes contributions to reserves, the Street Resurfacing Program, capital projects, and debt service.	√	
The City will maintain a Capital Improvement Projects (CIP) Reserve in the Solid Waste Fund to provide for major renovation, modernization or for planned capital improvement program repairs and maintenance at the Napa MDF. This reserve is for projects that exceed \$250,000 in any given year, as set in policy approved by City Council. The annual contribution will equate to the annual depreciation of the MDF facility.	√	Based on a 30-year capital replacement plan; this reserve is funded annually at a rate of \$536,000 per year.
The City will maintain a Liability Reserve in the Solid Waste Fund to fund liabilities of the City for items related to the Solid Waste Fund.	√	
Investment Policies		
The City Treasurer will annually submit an investment policy to the City Council for review and adoption.	√	
The City Treasurer will invest the City's monies in accordance with applicable laws and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indenture or issuance document.	√	
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Accounting, Auditing & Financial Reporting Policies		
The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.	√	
Quarterly financial reports will be submitted to the City Council and will be made available to the public.	√	
Full and continuing disclosure will be provided in the general financial statements and bond representations.	√	
Maintain a good credit rating in the financial community.	√	
Maintain a liquidity ratio of at least 1:1.	√	
An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report (CAFR), including an audit opinion.	√	
<i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy		



Appendix E Summary of 2015 Long Term Financial Plan

*Fiscal Years
2015-16 & 2016-17*



CITY of NAPA

2015 Long Term Financial Plan Trends and Forecast Analysis

INTRODUCTION

This document is the City of Napa's Long Term Financial Plan (LTFP). Staff regularly updates the plan to provide an economic outlook to assist in planning for a successful future for the City of Napa. The entire City organization is committed to doing all that is necessary to develop and stabilize our financial base because a strong financial foundation is essential to the provision of critical services to the community. In an environment of economic recovery, financial planning is always a prudent activity, and maintenance of the LTFP is essential to sound fiscal management. In general, budgetary problems will result when revenues do not keep pace with expenditures, but there is more to financial planning than trying to keep the budget in balance. As we continue to assess the programs or services that were impacted by the recent financial recession, the LTFP will provide the strategic foundation to understanding of all of the trends to ensure the restoration of programs and services meet both the near-term needs and long-term goals of the community.

Although financial plans are only as good as the assumptions and data utilized in establishing them, the development of a comprehensive financial plan will always be crucial to successful management of the City's resources.

Purpose of the Long Term Financial Plan

The LTFP takes a forward look at the City's General Fund operating revenues and expenditures. Its purpose is to identify financial trends, shortfalls, opportunities and issues so the City can proactively address them. It does so by projecting the future fiscal results of continuing the City's current service levels and policies.

The LTFP lays the foundation for the budget, aiding both the City Manager and Council in establishing priorities and allocating resources appropriately. This year's forecast continues recovery from the recession that impacted local, state, national and global economies. The City will be continuing "strategic recovery" over the next few years to ensure our expenditures and revenues stay in balance while we provide services and programs to meet the needs of the community.

Components of this Long Term Financial Plan

The City's plan is focused on emerging issues and has been documented for public review to encourage input and feedback from various stakeholders.

This plan includes a statement of current financial position; a trend analysis (for FY 2004-05 through FY 2013-14) and forecast including projections for the current fiscal year (FY 2014-15) and looking ahead six years through FY 2020-21.

The LTFP is not able to predict with certainty the City’s fiscal future, rather it serves as a tool to highlight significant issues or problems that must be addressed if the City’s goals are to be achieved.

FINANCIAL TREND ANALYSIS

Objective

Utilizing the International City Management Association’s (ICMA) Financial Trend Monitoring System, we have provided a comprehensive Financial Trend Report, including specific recommendations to address those trends considered unfavorable or where a warning trend has been observed. Ratings assigned to each trend include: Favorable (F), Caution (C), Warning (W), or Unfavorable (U).

Background

As part of the long-term financial plan update process, the City’s financial trends have been analyzed for the past ten years. Many factors are utilized in order to analyze the financial condition of the City of Napa. These factors include:

- The economic condition of the City;
- Types and amounts of revenues and whether they are sufficient and have the right mix to support the constituents of the City;
- Expenditure levels and whether these expenditures are sufficient to provide the citizens of Napa with the desired level of services in the future, especially considering the City’s diversity of programs;
- Fund balances and reserve levels and whether they are sufficient to protect the City against an economic downturn and /or natural disaster.

Three major areas of the General Fund analyzed include:

General Fund Revenues	The accumulation of financial resources that fund those services that have the greatest impact upon the citizens of Napa including police, fire, public service and maintenance, and recreation.
General Fund Expenditures	The application of financial resources towards the cost of providing the services of police, fire, public service and maintenance, recreation, and other services.
General Fund Operating Position	The ability of the City to balance current revenues with current expenditures, maintain adequate reserve levels, and to cover short-term liabilities.

Additional indicators affecting General Fund operations will also be analyzed as part of this report.

The FY 2004-05 through FY 2013-14 financial trend analysis combines several sources of data into a meaningful overview of the General Fund's current financial position, and assists the City Administration and Council in making determinations that will lead to adoption of City fiscal policies. Reports examined as part of this analysis include those combining information from budgets and financial reports, annual State Controller's Reports, and the International City Management Association's (ICMA) Trend Monitoring System. One of the following ratings will be assigned to each indicator:

Favorable: This trend is positive with respect to the City's goals, policies, and national criteria.

Caution: This rating is used when there are factors influencing the indicator that may not be apparent in existing trend, but could result in a change of status from a positive to a negative direction in the future.

Warning: This rating indicates that a trend has changed from a positive direction and is going in a direction that may have an adverse effect on the City's financial condition. The City also uses this rating to indicate that, although a trend may appear to be favorable, it is not yet in conformance with adopted fiscal policies.

Unfavorable: This trend is negative, and there is an immediate need for the City to take corrective action.

Overview of the City's Financial Condition

Through the strong leadership of the City Council and hard work by City staff, we have been able to make it through a national recession and still stay focused on serving the community. However, we must remain cautious as the recovery is erratic, and we want to ensure we remain in a positive operating position, while still restoring as many programs and services as financially sustainable. Benefit costs (e.g. health insurance, pension costs) continue to be a concern as increases are projected to continue, and the State's fiscal health has not fully stabilized. As the city and the nation continue the recovery process, it is more important than ever to utilize tools such as the Long Term Financial Plan to make prudent financial decisions in both the near and long term.

The City's General Fund operating revenues increased for the fourth year in a row, showing increases in all three of the City's major revenue sources. Property tax, sales tax, and transient occupancy tax combined for an increase of \$3.6 million between FY 2012-13 and FY 2013-14. The most significant increase was in Transient Occupancy Tax (TOT) revenues, which showed an increase of 12.6% (\$1.7 Million) over FY 2012-13 receipts. Additionally, Sales Tax also rebounded by

approximately 6.3% over FY 2012-13 (\$0.9 Million) and Property tax showed an increase of 4.4% (\$1.0 million).

Over the past ten years, the City has incurred a number of FEMA eligible floods and an earthquake. The expenditures and related FEMA reimbursements have been reflected in the General Fund. Because these occurrences are sporadic and can skew trends, the costs and related expenditures are not reflected in the trends and projections.

In summary, although the City experienced economic growth, the demand for city provided public services also continues to expand. Due to long range fiscal planning, ongoing controls over spending and an advantageous position in a strong economic niche market, the City remains in a relatively positive position compared to other cities. Some areas of concern include:

- Strategic program and service restoration needs must continue to be addressed.
- Benefit costs, while more stable than previous years as a result of labor concessions, are still on the rise due to increasing City contributions toward health benefits and rising pension costs.
- Deferred infrastructure maintenance costs must be addressed.
- The General Fund contribution to CIP (excluding the sidewalk replacement program) is relatively low (approximately 0.9%), at approximately \$0.6 million per year. Funding for CIP projects has been available from one-time revenues and/or one-time savings from under-expenditures.
- The City is becoming more reliant on elastic revenue sources, and these revenue sources are susceptible to negative impacts from fragile global and national economies.
- Although the State's financial situation has improved over the past few years, the long term impact to local revenues and expenditures is still uncertain.

We must plan with caution and continue to maintain a positive operating position for the upcoming years, keeping in mind potential fiscal opportunities and threats.

Summary of Trends & Indicators

The following pages contain a listing of the indicators analyzed as part of this financial trend analysis and a brief summary of the rating assigned to each indicator. An expanded discussion of each indicator follows the summary. (see page 18 for the definitions of the indicator ratings.)

The table below is a summary of the indicators and the assigned ratings over the past three LTFPs. Two of the ratings between 2014 and 2015 were upgraded, (Business License Tax Revenue and Operating Position) reflecting the easing of recession pressures.

Indicator	2013	2014	2015
Revenues per Capita	C	F	F
Property Tax Revenues	C	C	C
Sales Tax Revenues	F	F	F
Transient Occupancy Tax Revenues	F	F	F
Business License Tax Revenue	C	C	F
Elastic Revenues	C	C	C
Expenditures Per Capita	C	C	C
Authorized Positions per Capita	C	C	C
Fringe Benefits as a Percentage of Operating Expenditures	C	C	C
Salary Expenditures as a Percentage of Operating Expenditures	F	F	F
Capital Outlay as a Percentage of Operating Expenditures	W	C	C
Operating Position	C	C	F
Projected Balance of Reserve Funds	F	F	F
Liquidity Ratio	F	F	F
Debt Service	F	F	F
Assessed Property Value	W	C	C
Population	F	F	F

Indicator
Number Description Finding Comments

General Fund Revenues			
1	Revenues Per Capita	F	Overall revenues per capita (constant dollars), excluding non-recurring revenues, increased from \$313 to \$356 between 2005 and 2014. FY 2009 through FY 2011 revenues were significantly impacted by the recession.
2	Property Tax Revenues	C	FY 2013-14 reflected an increase of 4.4% due to returning activity in the real estate market. The County Assessor currently indicates a steady recovery is projected for FY 2014-15 and forward.
3	Sales Tax Revenues	F	Napa's sales tax revenue tends to follow economic cycles. Sales Tax receipts showed a fourth consecutive year of increase in FY 2013-14 as tourism rebounded from the recession.
4	Transient Occupancy Tax Revenues	F	Transient Occupancy Tax revenue is a strong indicator of the city's economic health. In FY 2013-14, TOT receipts continued to rise with a 12.6% increase over FY 2012-13.
5	Business License Tax Revenue	F	Business license tax revenues are based on gross receipts of individual businesses. Revenues took a sharp turn downward in FY 2009-10 as the business community reacted to the national recession. Receipts between FY 2010-11 and FY 2013-14 have stabilized.
6	Elastic Revenues	C	Elastic revenues are those that vary directly with fluctuations in the economy. This category includes sales taxes, transient occupancy taxes, business license taxes and license and permit revenue. As the economy has recovered, the City has become more dependent on elastic revenues such as sales and transient occupancy taxes.
<i>F: Favorable C: Caution W: Warning U: Unfavorable</i>			

General Fund Expenditures			
7	Expenditures Per Capita	C	Although positive measures were taken in response to the economic recession through labor concessions, retirements and departmental re-organizations to minimize the impact of revenue constraints, there is a risk of under investing in the City's infrastructure which could result in service disruption or unplanned repairs.
8	Authorized Positions Per Capita	C	Authorized positions per capita have declined since FY 2008-09, and we are now at the point where staff and expenditure reductions are impacting our service levels. The City has plans to strategically increase staff to ensure community needs are met.
9	Fringe Benefits as a Percentage of Operating Expenditures	C	Fringe benefit costs as a percentage to the city's total operating expenditures have stabilized through increased cost sharing and employee incentives to control the increased cost of benefits.
10	Salary Expenditures as a Percentage of Operating Expenditures	F	Salary expenditures as a percentage of operating expenditures have remained relatively stable over the past four years.
11	Capital Outlay as a Percentage of Operating Expenditures	C	A rating of Caution has been assigned to this indicator as the City revised the fiscal policy to ensure a funding mechanism is in place to protect the City's facility and equipment investment.
<i>F: Favorable C: Caution W: Warning U: Unfavorable</i>			

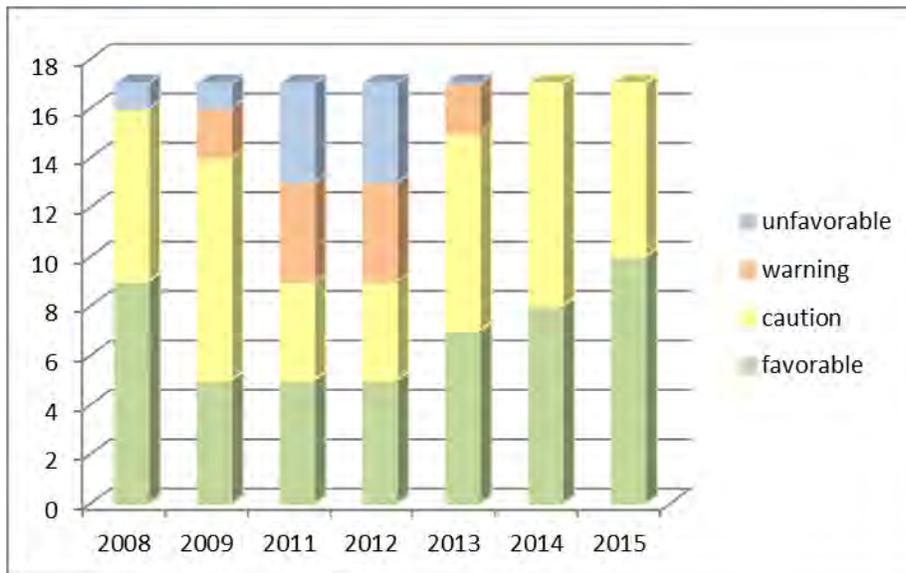
General Fund Operating Position			
12	Operating Position	F	The City's General Fund has had a positive operating position for the past four years (FY 2010-11 through FY 2013-14). In addition, the FY 2014-15 adopted budget also has a positive operating position. The City adopted fiscal policies include a goal that current revenues will be sufficient to support current operating expenditures.
13	Projected Balance of Reserve Funds	F	The City has accomplished compliance with all but two of the Reserve Policies (Contingency and Fleet Replacement), with full compliance projected within the next budget cycle.
14	Liquidity Ratio	F	Liquidity is measured by comparing current assets to current liabilities. A liquidity ratio of less than 1:1 can indicate insolvency. A ratio above that is considered favorable. The City has been able to maintain a liquidity ratio well above 1:1 for the past ten years.
15	Debt Service	F	The City has no current debt service in its General Fund. Given capital needs and historic low interest rates, the city may wish to analyze strategic use of debt to address capital needs.
Additional Indicators			
16	Assessed Property Values	C	A slow and steady recovery to assessed property value is anticipated to continue over the next six years.
17	Population	F	Population growth has progressed steadily at about 0.5% per year
<i>F: Favorable C: Caution W: Warning U: Unfavorable</i>			

Revenue Trends			Operating Position		
1.	Revenue/Capita	F	12.	Operating Position	F
2.	Property Tax	C	13.	Projected Balance of Reserve Funds	F
3.	Sales Tax	F	14.	Liquidity	F
4.	Transient Occupancy Tax	F	15.	Debt Service	F
5.	Business License Tax	F			
6.	Elastic Revenues	C			

Expenditure Trends			Additional Indicators		
7.	Expenditure/Capita	C	16.	Assessed Property Value	C
8.	Authorized Positions/Capita	C	17.	Population	F
9.	Fringe Benefits	C			
10.	Salary Expenditure	F			
11.	Capital Outlay	C			

Rating Changes

There were two (2) positive trend changes from the 2014 Long Term Financial Plan. These changes are a result of the recession easing and the economic recovery becoming more stable. The overall positive rating on all trends and indicators speaks well to the recovery Napa is experiencing as well as to the difficult decisions the City Council has made based on the Long Term Financial Plan and resulting recommendations.



FINANCIAL FORECAST

An updated financial forecast for the General Fund has been prepared to reflect economic projections of the City's future financial condition. The General Fund provides the resources to pay for most City services such as police services, street maintenance, park maintenance, recreational and other critical programs. The General Fund is also the most vulnerable to outside influences, such as State and Federal takeaways, downturns in the economy, taxpayer initiatives and other factors.

Development of the Financial Forecast

An updated financial forecast for the fiscal years 2015 through 2021 has been developed for the General Fund. The objective of the financial forecast is to provide a frame of reference for evaluating the City's financial condition as a basis for decision-making.

The forecast presented uses the present level of services and capital needs as the baseline. Inflation and historical analysis are used to predict expenditure patterns while revenues are projected by trend or by specific known events. Information regarding economic indicators and the performance of the economy, as a whole, over the forecast period was taken from the California Department of Finance, the Napa County Auditor/Controller's office, and the City's Community Development Department.

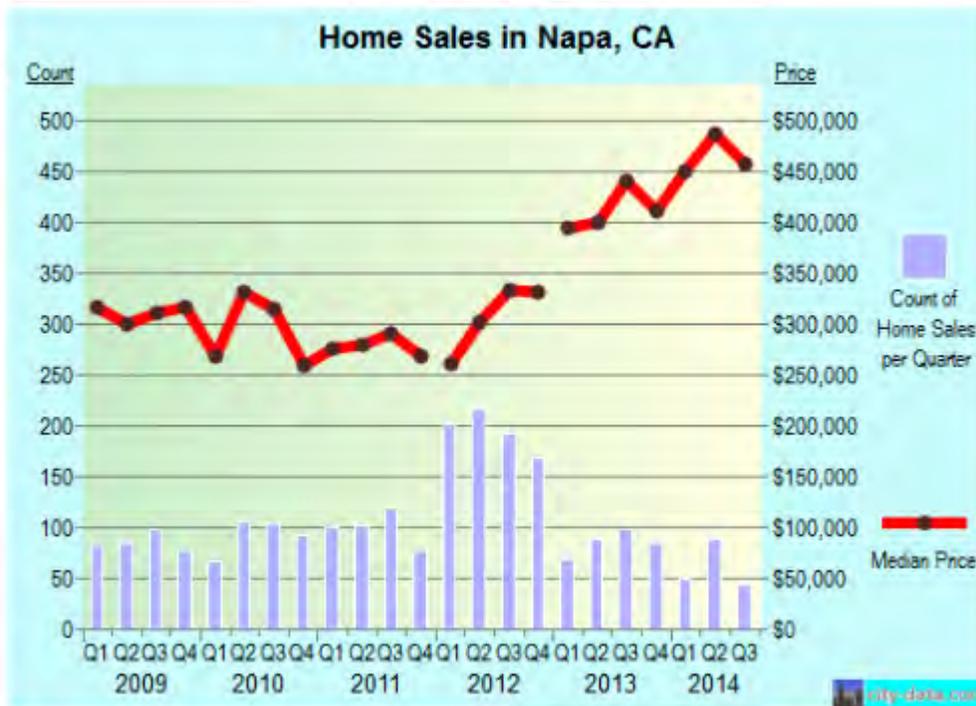
The financial forecast reflects the fact that full recovery from the recession was realized in FY 2012-13, and we are now in a time of steady growth through the life of the plan (FY 2020-21). This recovery, coupled with structural budget adjustments and labor concessions, provides for a financial forecast that enables projected revenues to equal or exceed projected expenditures, thereby providing resources to strategically restore some cost reductions and service impacts resulting from the recession, as well as to address unfunded capital and reserve needs.

Regardless of the positive local outlook, the City of Napa must continue to be cautious due to continuing issues facing the national, state and local economies:

- Recovery of the Housing Market / Assessed valuation
- Cautious consumer confidence
- Unemployment Rate
- Erratic stock market
- State and Federal economic policies

Recovery of Housing Market / Assessed valuation

The median assessed valuation has been on the rise since January 2012, with only a few market correction periods in late 2013 and 2014. The graph below compares the change in median home prices with the number of home sales per quarter.



Cautious Consumer Confidence

The Conference Board’s November 2014 *Consumer Confidence Survey*TM indicates that the Consumer Confidence IndexTM, has been unsteady, although showing stronger increases since July 2014. The volatility of consumer confidence remains, and Napa has reason to be cautious in light of our growing reliance on elastic revenues.



Unemployment Rate

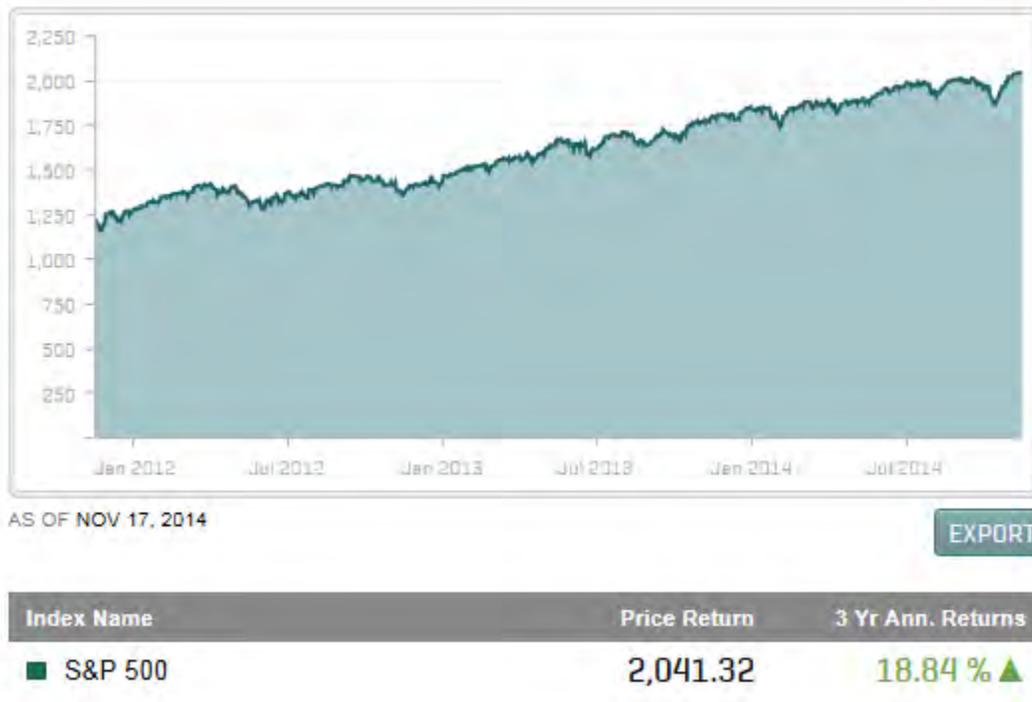
The unemployment rate in the City of Napa has fallen over the past year from 5.3% in October 2013 to 5.0% in August 2014 (according to the U.S. Bureau of Labor Statistics).

The preliminary State unemployment rate decreased last year from 8.6% in October 2013 to 7.4% in August 2014.

The National unemployment rate was 7.2% in October 2013, and 6.1% in August 2014.

Erratic Stock Market

The Stock Market had experienced gains in 2014, with the S&P 500 finishing with a 3-year gain of almost 20%. Although the gain is positive news, the market continued to be sensitive to global and national issues. The following graph shows the performance of the S&P 500 in 2014.



State and Federal Economic Policies

At the State level, the drought is still a significant concern. Nearly 80 percent of the state is now in what scientists call “extreme or exceptional” drought, which has caused the state Water Control Board to call for mandatory water restrictions in urban areas.

On a positive note, we have a balanced state budget which includes increased funding for schools and early payoff of debt. We continue to keep an eye on legislation that may impact the City’s coffers, including legislation to replace Redevelopment Tax Increment revenue to allow for a funding mechanism for economic development/redevelopment, new legislation mandating additional benefits for employees, and court rulings that could impact future costs. The California Supreme Court just recently ruled in the Stockton bankruptcy case that Stockton could reduce pensions for existing retirees and employees as part of bankruptcy settlement measures, a precedent setting ruling for CalPERS members. Stockton chose to leave pensions whole, which was accepted by the bankruptcy attorney. We are also closely watching the political changes in the State due to the recent election, and how those changes may impact the City.

Economic and Demographic Assumptions

The economic assumptions utilized in this forecast are summarized on the following table:

ASSUMPTIONS	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Population (Residential)	80,260	80,661	81,065	81,470	81,877	82,287
Property Tax (% Change)	4.00%	4.00%	4.00%	4.00%	4.50%	4.50%
Transient Occupancy Tax (% Change)	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%
Blended Short Term & Long Term Investment Earnings Rate	2.20%	2.20%	2.20%	4.00%	4.00%	4.00%
Inflation (% Change)	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%
Salaries (% Change)	2.85%	2.85%	3.35%	3.35%	3.35%	3.35%
Healthcare Benefits (% Change)	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
Other Benefits (% Change)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Services & Supplies (% Change)	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%
Authorized Positions (# Change)	4	3	1	1	1	1

Population: Population is the residential total within the Napa city limits and is projected to increase 0.5% per year through the remainder of the projection period. Year-to-year population growth is a useful factor in predicting increases in revenue categories, such as Franchise Fees and Business Licenses.

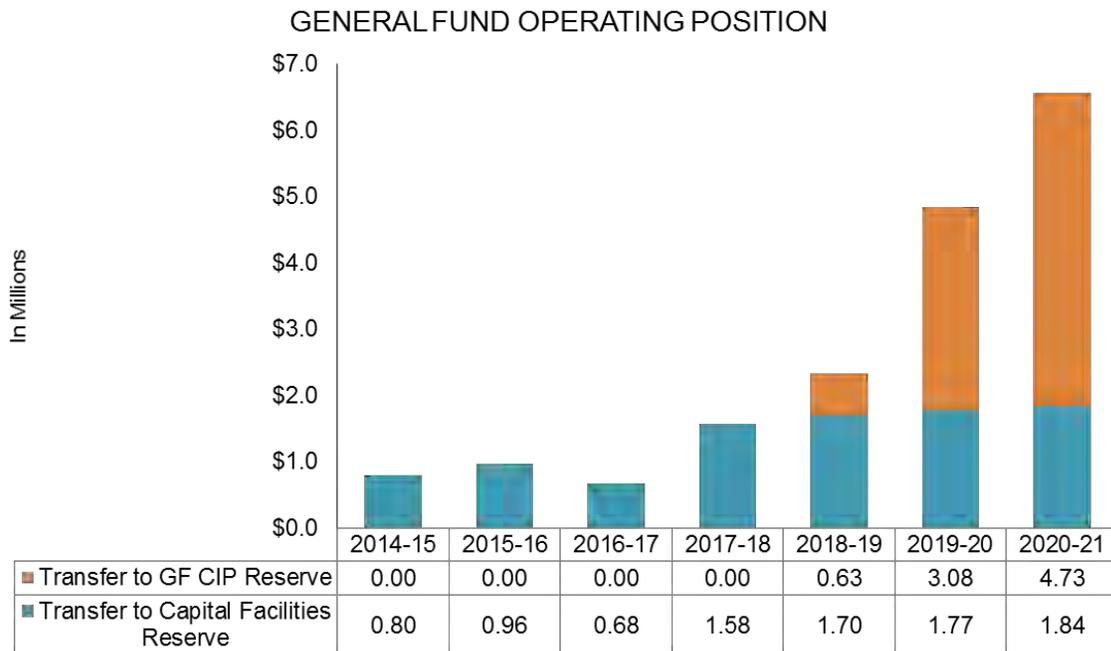
Inflation (Consumer Price Index): Inflation is the measure of the increase in cost of goods and services. Inflation impacts many revenue and most expenditure categories and is the foundation for many of the assumptions throughout the forecast period. Inflation is projected to average 2.2% per year from FY 2015-16 through the end of the forecast period (FY 2020-21.)

Factors Not Included In the Forecast

- This forecast is based on the General Fund only. Disaster related Federal Emergency Management Agency (FEMA) and State of California Office of Emergency Services (OES) revenues and expenditures are not included.
- Other non-recurring revenues and expenditures have been eliminated such as major non-recurring development fees and expenditures, one time transfers to rebuild reserves, and certain studies such as the Downtown Specific Plan.
- The forecast does not include the cost of fiscal changes that the City may want to consider, including:
 1. Increasing General Fund contribution to the Capital Improvement Program.
 2. New or enhanced programs.
 3. State impacts (e.g. offset for lost Redevelopment Agency Tax Increment).
- Only sizable commercial development under construction or with a high likelihood of becoming reality has been included.
- Impacts from new development on staffing demands are not included in the forecast.

Forecast Summary and Results

Operating position refers to the City's ability to match revenues to expenditure levels, i.e. if revenues exceed expenditures, the City will have an operating surplus. The opposite is true if revenues fall below expenditures; the result is an operating deficit. Over the forecast period, the City's revenue and expenditure projections generate a positive operating position for fiscal years 2014-15 through 2020-21.



The City is projecting a positive operating position (surplus) throughout the life of the plan. Consistent with Fiscal Policy, and operating surplus is utilized for Capital projects. The first transfer (up to 2% of the operating budget) is dedicated to City facilities. Any remaining surplus is transferred to the Capital Project reserve.

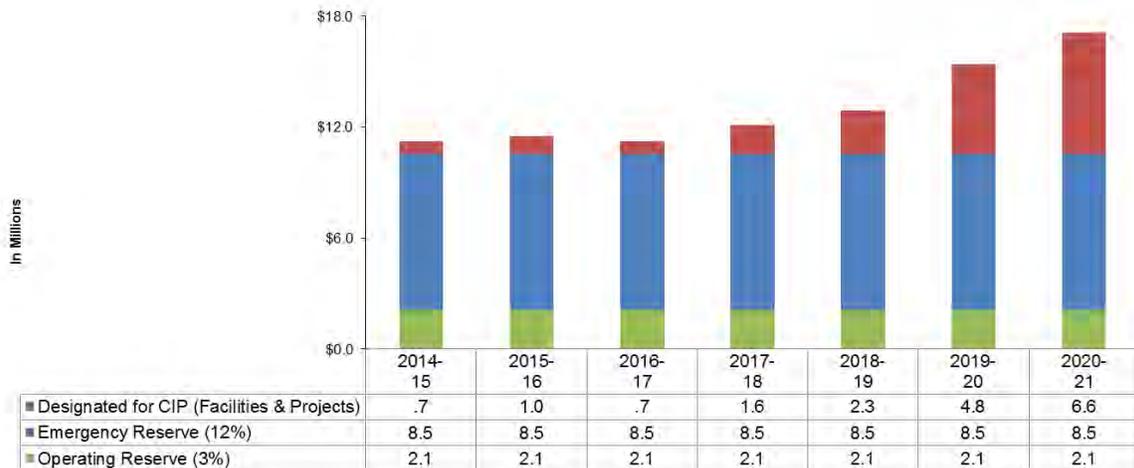
The revenue forecast could be affected by delays in new development underway, new property development not yet underway, the strength in the real estate market, and the level of tourism beyond that anticipated as part of the new hotel properties included in the forecast.

Increases in labor costs (salary and benefits) are the primary driver of expenditures, which are projected to increase each year by the estimated Cost of Living Adjustment (COLA), and also the addition of new General Fund positions in each year (11 new positions between FY 2015-16 and FY 2020-21). Additional increases in either salary or benefits may erode the positive operating position estimated above.

It is important to note the operating position shown above is based on the City's projected revenues and expenditures; and over the past five years, the City has received approximately \$2 million per year in one-time revenues and also realized one-time savings from under spending. For the purposes of the LTFP, we cannot

assume either of the one-time sources to continue (revenues or savings), however we are confident there will be “one-time” resources available in the near-term (FY2014-15 through 2016-17) to ensure a continued investment in the City (through Capital Projects) to support previously prioritized projects.

Operating Fund Balance



The Operating Position discussed on the previous page reflects a surplus in the City’s operating position in all years of the plan. The Operating Position projection has not taken into account any reserves that may need to be used to cover natural disasters such as a flood.

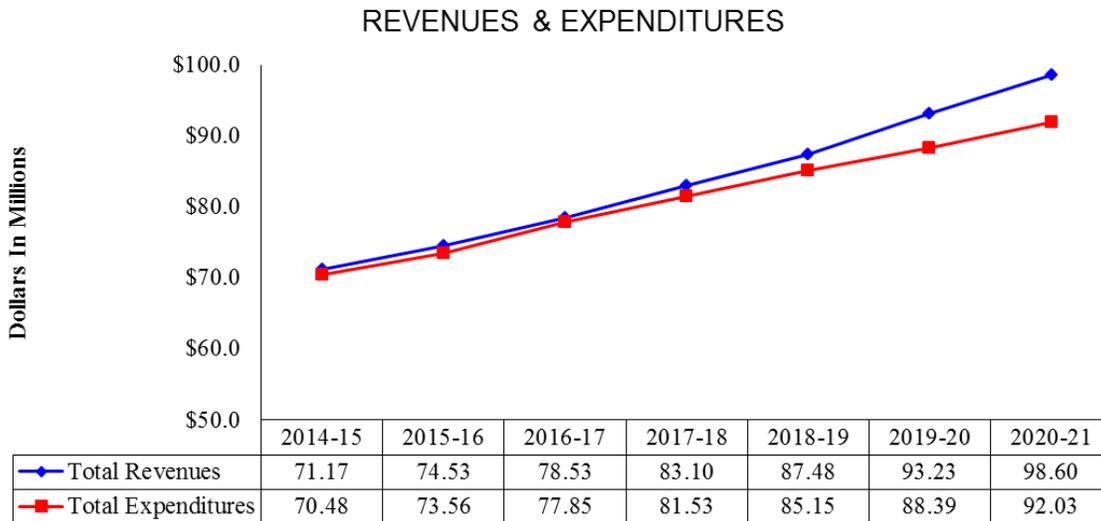
The fiscal policy sets the level of the Operating and Emergency Reserves at 3% and 12% of the operating expenditure appropriations for each year. As described on the previous page, the Operating Position of the City is positive throughout the next six years.

South Napa Earthquake: On August 24, 2014 at 3:20 a.m. an earthquake measuring 6.0 on the moment magnitude scale occurred in Napa Valley. The epicenter was located approximately 6 miles southwest of Napa with a depth of approximately 5.8 miles, and caused severe damage in the City. Governor Jerry Brown declared a State of Emergency under section 8625 of the California Government Code on August 24, 2014. On September 11, 2014, President Obama issued a Federal Disaster Declaration for Napa County, and authorized public assistance and hazard mitigation funds to the affected areas.

The estimated damage to the City of Napa owned buildings and infrastructure totaled approximately \$25 million. FEMA anticipates covering approximately 75% of the cost of the repairs, and the California Office of Emergency Services will be covering an additional 19.75% (75% of the remaining 25%), leaving the City of Napa with an estimated obligation of 6.25% or a projected \$1.6 million.

The City Council approved the use of \$4.0 million of Emergency Reserve funds through Resolution R-2014-66. However, it is anticipated the majority of the allocation will be reimbursed. The net impact to the Emergency Reserve is not known at this time, but updates will be provided to the City Council with each quarterly financial report.

Revenues & Expenditures



Total General Fund revenues are forecast to grow by an average annual increase of approximately 5.5% per year. Continued economic recovery, in addition to planned hotel and retail development projects contribute to revenue growth.

While there is expected moderation of benefit costs, expenditures are projected to increase at an average annual rate of 4.1% per year. Projected expenditures include retirement contribution increases as projected by CalPERS, medical and dental increases (averaging 6.9% for city paid benefits) and COLA. Four (4) new positions are included in FY 2015-16, three (3) in FY 2016-17, and one (1) new position per year beginning in FY 2017-18 has been included in the projections.

As indicated on the graph, the forecast predicts that the City will experience a positive operating position through 2021, given the assumptions in the model.

FINDINGS AND CONCLUSIONS

The information provided in the preceding pages indicates that the City of Napa is in a period of fiscal recovery. The local economy has improved as reflected in revenue growth across the board; however, we must continue to be cautious with expenditures as we begin to revisit programs and service reductions put in place during the recent recession.

This report does not identify or quantify the lack of funds necessary to provide for the capital projects needed to meet expanding program requirements and to repair, maintain, and in some cases replace existing infrastructure. Failure to address these infrastructure needs on a timely basis will result in increased liability and rapidly escalating costs as relatively inexpensive preventative maintenance projects become reconstruction projects due to deferred spending.

It should also be noted that this plan focuses on the City's ability to provide for operating service delivery programs that are currently in effect using existing sources of revenue. Clearly there is a need for the growth of current programs, however we have not allowed for sufficient new staff to meet the increasing demands.

In addition to restoring and enhancing services the City anticipates the need for additional facilities including parks, trails and bridges.

The report also identifies an increasing reliance on elastic revenues. As the economy continues to grow, now is the time to review our fiscal policies and reserve levels to ensure proper mitigation of various risks to the City's revenues and expenditures: disaster, lawsuit, infrastructure failure, and another "great recession."

In conclusion, it is important that we hit our revenue and expenditure targets and assumptions to accomplish the goals within this Long Term Financial Plan, as doing so enables us to achieve the long term operational needs of the City. Over the last two budget cycles, the City has been successful in making tough decisions to contain costs. However, it is imperative that we continue to insure our revenue streams remain healthy (specifically Property Tax, Sales Tax, and Transient Occupancy Tax) to provide stability to our community. Toward this end, the importance of a strong economic development program cannot be overstated as it is a primary vehicle for generating and stabilizing revenues. Currently the Economic Development Division is facilitating continued downtown revitalization efforts and development projects, infrastructure improvements with remaining redevelopment agency bond funds, a parking plan, and smaller property transactions to help add vitality to the community, while continuing the redevelopment agency wind down. Going forward, the City's economic development efforts should expand to areas outside of downtown, focusing on repositioning retail centers and corridors; collaborating on a regional basis to retain, expand and attract new businesses that create quality jobs toward a more sustainable economy; and developing financing mechanisms for infrastructure that will stimulate private investment. Additionally, we will also continue to evaluate the appropriateness and level of user fees to strike a balance between meeting program costs and program growth – again, doing so would provide less reliance on General

Fund financial support. Finally, with the historic low interest rates and the City's stabilized operating position, the City may wish to consider the strategic use of debt to address capital needs to ensure we are well-positioned to serve the community for years to come.

The following actions that have been identified in this report warrant consideration by the City Council and City staff in order to stabilize and secure the City's fiscal future. Some can be studied and implemented in the immediate future as part of the FY 2015-16 and FY 2016-17 Budget; others will require considerable study and evaluation involving interested stakeholders.

RECOMMENDED ISSUES FOR STUDY/ACTION:

- Long term funding source for new facilities and existing infrastructure
- Impact of new development on service delivery and financial position
- Funding for capital equipment and major maintenance
- Opportunities for revenue development
 - Fees
 - Strengthen tax base
 - Collection practices
 - Use of Debt
- Risk based analysis of general fund reserves and fiscal policies to mitigate risks to the City's revenues and expenditures
- Funding source for Economic Development activity to replace lost Redevelopment Tax Increment funding



Appendix F

Revenue Assumptions

Fiscal Years
2015-16 & 2016-17

Revenue Assumptions

General Fund:

Revenue projections are based on a combination of factors including analysis of historical revenue receipts, anticipated changes in the local economic environment, projected City growth through development and anticipated changes in revenue receipts.

General Fund revenues are anticipated to be \$76.2 million for fiscal year 2015-16. For fiscal year 2016-17, revenues are projected to amount to \$80.5 million. The assumptions used to project major General Fund revenues are explained below.

Property Tax Revenues

Property taxes are the City's largest source of revenue (36%) and are relatively inelastic in that they should remain constant as the economy changes. By State law (Proposition 13), the County levies property taxes at one percent of full market value at the time of purchase. Assessed values can be increased by no more than two percent per year until resold. The City also has the authority to impose an excess property tax levy to pay debt service on voter-approved debt. Currently, no such debt exists. The City of Napa's assessed property values are on the rise, with the median house value in Napa increasing over 8% between March 2014 and March 2015. Based on projections recommended by the County and the City's property tax consultant, property tax revenues are anticipated to increase 5% in each fiscal year of the budget cycle.

Sales Tax Revenues

Sales tax revenue is a strong indicator of the City's economic health. Sales tax revenues are the City's second largest source of revenue (22%) and are somewhat elastic in nature, varying with changes in the economy. The State Board of Equalization levies the sales tax on most retail sales with principal exemptions applying to sales of food for home consumption and prescription drugs. The overall Napa County sales tax rate is 8.0%, of which the City receives the 1% local portion. The City also receives a portion of the 0.5% earmarked for public safety as mandated by the State. Napa's sales tax revenue is heavily dependent on the tourism industry and therefore tends to follow economic cycles. Sales Tax revenues for FY 2014-15 are projected to total \$15.8 million and increase by 5% to \$16.5 million in FY 2015-16, and another 9% in FY 2016-17 as a sign of continued strength in the tourism industry and anticipated new business activity.

Transient Occupancy Tax Revenues

Transient occupancy tax revenue (TOT) is also a strong indicator of the city's economic health. This revenue source is the City's third largest source of revenue (21%) and is elastic in nature, varying with changes in the economy. The City of Napa levies the tax on rooms at hotels, motels, bed and breakfasts and vacation rentals within the City. The TOT rate is 12%, of which the City receives 100%. In addition, effective July 1, 2010, the city began collecting an additional 2% on behalf of the newly established Napa Valley Tourism Improvement District (NVTID). Transient occupancy tax revenue is heavily dependent on the tourism industry and therefore tends to follow economic cycles. Using the assumption that occupancy and room rates will continue to be strong throughout this budget cycle, transient occupancy tax revenues are expected to increase 3% in FY 2015-16 and 7% in FY 2016-17, due to the growing "off-season" activities, continued high occupancy rates, and new rooms coming on-line in the second year.

Revenue Assumptions

Investment Revenues

This revenue is based on the earnings generated by the investment of cash on hand in short term and long term instruments. The General Fund portfolio is made up of accumulated revenues in excess of expenditures. Interest earnings are assumed to be at an average rate of approximately 2.2% throughout the budget cycle.

Special Revenue Funds:

The major sources of revenue received in Special Revenue Funds include Federal and State grants, shared revenues from the State of California or County of Napa, developer impact fees, and special assessments. The assumptions used for the FY 2015-16 and FY 2016-17 major revenues are described below:

State Gas Tax (Highway Users Tax) Allocations (Sections 2105, 2106, 2107, 2107.5 and 2103 of Streets and Highways Code) – The State of California Highway Users Tax is a \$0.36 per gallon tax on fuel. Taxes are allocated to the City based on population. For FY 2015-16 and 2016-17, the City anticipates gas tax allocations of \$450,151 (2105), \$236,880 (2106), \$615,440 (2107), \$7,500 (2107.1), and \$356,890 (2103: Prop 42 replacement).

Community Development Block Grant (CDBG) – Housing and Urban Development (HUD) awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. The City of Napa is an entitlement community and anticipates receiving \$0.64 million in grant income for FY 2015-16. It is anticipated this revenue source will decline to \$0.61 million split between the CDBG Fund and the CDBG Loan Fund in FY 2016-17.

HOME Grant - The HOME Fund accounts for federal HOME funds provided to the City of Napa through the State of California Department of Housing and Community Development. Funds from this award are used for down payment assistance for low-income first time homebuyers. It is anticipated the City of Napa will receive \$175,947 in FY 2015-16, and \$0 in FY 2016-17, however this estimate will be modified as future grant awards are confirmed.

CalHome Grant – The CalHome Fund accounts for funding received by the City of Napa from the California Department of Housing and Community Development CalHome grant program. Funds from this award are Proposition 1C funds and are restricted to down payment assistance for low-income first-time homebuyers. It is anticipated that the City of Napa will receive \$480,895 in FY 2015-16 and \$300,000 in FY 2016-17.

Assessment District Revenues – These revenues come from assessments for lighting and landscaping of various site-specific locations around the City. These sites are located within established boundaries that make up the funding districts and zones. It is anticipated the City will receive \$0.9 million in FY 2015-16 and reduce to \$0.4 million in FY 2016-17 due to the sunset of the Storm Drain Assessment Fee in June, 2016.

Parking Maintenance & Security – These revenues are derived from special assessments of downtown Napa businesses within specified boundaries, parking fines and permits and General Fund contributions. Anticipated revenues for FY 2014-15 are \$0.54 million, and are expected to remain steady at \$0.54 million for FY 2015-16 and FY 2016-17.

Revenue Assumptions

Enterprise Funds:

The revenues received in Enterprise Funds are from user fees. The fees are based upon the cost to provide the goods and services used by customers. The assumptions used for FY 2015-16 and FY 2016-17 revenues are described below:

Water Fund

A total of \$26.9 million in revenue is projected for the Water Fund for FY 2014-15 from metered water sales, service connection fees, and interest income. With over 95% of its revenue coming from variable water sales, the Fund has been affected by reduced water usage from water conservation efforts in response to the state-wide drought. For 2015-16, revenues are projected to increase 4% to \$27.3 million due to the 4% rate increase effective October 2014. In FY 2016-17 revenues are projected to increase an additional 12% to \$30.7 million due to a one-time connection fee related to the Napa Pipe development. Connection fees are based on the size of the water meter installed. Metered water charges are based upon actual uniform volumetric consumption for commercial, irrigation and multi-family services. The single family residential rate structure includes a nominal bimonthly fixed charge that includes 3 units of water and four tiers of progressive unit price increases for escalated levels of consumption. One billing unit is 1,000 gallons.

Solid Waste and Materials Diversion Fund

A total of \$26.1 million in revenue is anticipated in the Solid Waste Fund in FY 2014-15. This fund has three major categories of revenue: 1) collection service fees, 2) materials sales and 3) gate fees at the City's Materials Diversion Facility (MDF). For FY 2015-16, approximately \$17.3 million is anticipated for solid waste and recycling collection service fees for residential, commercial, multi-family, schools and roll-off (drop box) services. All of these service charges are based on rates approved by the Napa City Council and depend on equipment size and frequency of service. Gross revenue from materials sales (e.g. direct sales of compost, topsoil and gravel; and secondary market bulk sales of paper, metal, plastics, chipped wood, etc.) for FY 2014-15 is anticipated at \$6.5 million, increasing to \$7.2 million in FY 2015-16 and FY 2016-17. MDF gate fees (processing fees charged to the self-haul public or other contracted users of the MDF) are also projected to increase to \$1.5 million for FY 2015-16 and \$1.6 million in FY 2016-17.

Internal Service Funds:

Internal Service Funds receive revenues from City departments for goods and services provided by another City department on a cost reimbursement basis. Charges are established annually. The assumptions used for the FY 2015-16 and FY 2016-17 major revenues are described below:

Fleet Management Fund

The Fleet Management Division uses a five component rental rate system. The five components are the sole funding source of the Fleet Management Fund and include operations and maintenance costs, a vehicle replacement value, department overhead, fuel costs and accident repair costs. In addition to the revenue from these fixed, annual rental rates, Fleet also receives revenue from City Motor Pool transactions, O&M costs of 'direct bill' classified equipment, reimbursements for services provided to AMR, and from actual costs billed for user-requested modifications and additions that were not budgeted. Anticipated revenues are \$4.7 million for FY 2015-16 and \$4.6 million in FY 2016-17. A transfer of \$160K from the Capital Improvement Fund in FY 2015-16 will fund the purchase of fire response apparatus for Fire Station #5.

Revenue Assumptions

Risk Management Fund

The Risk Management Fund is an internal service fund established to account for resources required to fund the City's self-insured programs. Funds are collected through charges to the various City departments. Anticipated revenues for FY 2015-16 and FY 2016-17 are \$4.5 million and \$4.6 million respectively. Worker's compensation and general liability insurance rates were calculated at the 80% confidence level. Unemployment charges were determined by applying a CPI increase to the previous year's projections.

Post Employment Benefits Fund

This fund was established to collect contributions from the General Fund and proprietary funds to cover the cost of retiree benefits for current and past employees. A contribution rate of 2.7% of payroll for both budget years is factored into labor costs and determined the revenue projections. This amounts to \$1.2 million in FY 2015-16 and \$1.3 million in FY 2016-17.

Housing Authority Section 8 Fund

The federally funded Housing Choice Voucher Program administers rental assistance to approximately twelve hundred households throughout the County of Napa. The fund also supports 30 rental assistance subsidies for the disabled. This fund expects to receive revenues of \$11.6 million in FY 2015-16 and \$11.7 million in FY 2016-17.



Appendix G
FY 2014-15
Appropriations (GANN)
Limit

*Fiscal Years
2015-16 & 2016-17*

Appropriations Limit

RESOLUTION R2014-139

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, ESTABLISHING THE GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014-15

WHEREAS, Article XIII B of the California Constitution (enacted with the passage of Proposition 4 in 1978; with modifications under Proposition 111, passed by the voters of California in June 1990; and implemented by California Government Code sections 7900, and following), limits increases of appropriations by governmental entities by an amount not to exceed the change in population and the change in either the California per capita income or the changed in non-residential assessed valuation due to new construction within the City (this limitation on appropriations by governmental agencies is known as the "Gann Appropriations Limit"); and

WHEREAS, documentation used in the determination of the 2014-15 fiscal year appropriations limit has been available to the public prior to City Council's determination in this matter, as required by Government Code Section 7910; and

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

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

1. Pursuant to the appropriations limit formula set forth in California Government Code Sections 7900-7913, the City Council hereby establishes the appropriations limit for Fiscal Year 2014-15 for the City of Napa as documented in Exhibit "A," attached hereto and incorporated here by reference.
2. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
3. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 5th day of August, 2014, by the following vote:

AYES: Sedgley, Inman, Pedroza, Techel
 NOES: None
 ABSENT: Mett
 ABSTAIN: None

ATTEST: 
 Dorothy Roberts
 City Clerk

Approved as to form:

 Michael W. Barnett
 City Attorney

Appropriations Limit

Exhibit A

The calculations required by the Gann appropriation limits are set forth in Article XIII B of the California Constitution (enacted with the passage of Proposition 4 in 1979, with modifications under Proposition 111 passed in June 1990 and implemented by California Government Code sections 7900, and following). The City's appropriation growth rate is limited to changes in population and either the change in California per capita income or the change in the local assessment roll due to new, non-residential construction.

The formula to be used in calculating the growth rate is:

$$\frac{\% \text{ change in population (City or County) + 100}}{100}$$

times

either

$$\frac{\% \text{ change in per capita income + 100}}{100}$$

or

$$\frac{\text{Change in non-residential assessments + 100}}{100}$$

The resultant rate times the previous appropriation limit equals the new appropriation limit.

Both the California per capita personal income price factor and the population percentage change factors are provided by the State Department of Finance to local jurisdictions each year. Population percentage change factors estimate changes in the City's and County's population between January 2013 and January 2014. Reports that present changes in new, non-residential assessments are provided by the County of Napa. These numbers provide the basis for the factor to be used in the City's calculation of the Gann Limit.

In May 2014, the State Department of Finance notified each city of the population changes and the new non-residential construction to be used in determining appropriation limits. The data provided to Napa includes the following:

- Napa County population on January 1, 2014 compared to the population of January 1, 2013 increased by 0.38%.
- City of Napa population over that same period increased by 0.34%.
- Per capita personal income for the State of California decreased by 0.23%

In July 2014 the Napa County Assessor provided the assessment statistics for the 2013-14 tax year. The change in non-residential assessments represented 11.51% of the increased assessed value.

Of the factors above, the City is using the population growth factor for Napa County and the change in non-residential assessments, as they result in the higher appropriations limit. The factor for determining the year to year increase is computed as:

$$\frac{0.38 + 100}{100} \times \frac{11.15 + 100}{100} = 1.1193$$

Applying this year's factor of 1.1193 to last year's limit of \$388,279,584, the Gann Limit for FY2014-15 yields ~~\$434,589,992~~. Based on an operating budget of \$70,058,598, the City of Napa is not at risk of exceeding the Gann Limit.



Appendix H Budget Process

*Fiscal Years
2015-16 & 2016-17*

Budget Process

Budget Process

The budget process begins with the distribution of the budget instructions in January at the Budget Kick-Off meeting. Intended to set the tone for the budget preparation cycle, the budget instructions detail the City's economic outlook for the upcoming fiscal years including specific instructions for addressing budget constraints, additions and deadlines.

All staff are invited to attend the Budget Kick-Off meeting. It is especially important for Department Heads, Budget Coordinators and Budget Technicians to attend. The meeting provides a forum in which staff can ask questions of the Budget Team about the process.

Departments are typically given about six weeks to develop their budgets. The exact deadlines and due dates are included in the budget calendar.

Budget Timeline

MONTH	BUDGET ITEM
OCTOBER	Department Heads designate Budget Coordinators and Budget Technicians for upcoming budget cycle
NOVEMBER	CIP Budget Kick-off
DECEMBER	CIP Requests due to Public Works Department Council Meetings with Commissions
JANUARY	Budget kick-off meeting Council - Staff goals & priorities workshop Departments receive Budget Manual / Instructions Detailed budget training
FEBRUARY	CIP Committee review of new project requests New position & new vehicle request forms due Budget entry labs
MARCH	Year-end projections due to Finance Department budget requests due to Finance Department narratives / org charts due to City Manager's Office Finance budget review meetings with departments
APRIL	City Manager budget review meetings with departments City Manager's Recommended Budget available to departments
MAY	City Council Budget Workshop
JUNE	City Council Review and Public Hearings Long Term Financial Plan to Council City Council adopts Budget Budget published

Budget Process

Budget Approval Process

Each department is responsible for consulting with and seeking input regarding their budget requests from the City Manager, Assistant City Managers (as applicable), and respective commissions or committees (as applicable) prior to submittal.

Recommendation and Department Presentations to City Manager

Upon submission of departmental budget requests, the City Manager reviews and evaluates all budget requests, decision packages, new personnel requests, and other submitted budget materials to determine whether they fulfill City Council goals and objectives, improve management effectiveness and service delivery, or increase productivity. The Assistant City Manager, Finance Director and Finance Manager typically assist the City Manager in this review process, focusing on:

- Review of line items for any significant changes from the previous year adopted budget or the previous two fiscal year actual amounts.
- Review of existing programs provided in the current level of service.
- Review of summary decision packages to determine which proposals will move forward in the process.

Each department meets with the City Manager to discuss their department's requests. Departments may be asked to submit additional information in writing or adjust certain budget requests. A deadline will accompany all such requests.

Once the City Manager has met with all departments, he meets with the Assistant City Managers, and, with assistance from the Finance Director, determines final recommendations.

Presentation of Budget to City Council

After the departmental meetings, the City Manager's Office, in conjunction with the Finance Department, develops a balanced budget proposal for submission to the City Council. Copies of the City Manager's Proposed Budget are distributed to all City Departments for review prior to presenting to City Council.

The City Council typically holds a series of meetings to discuss the proposed budget, including a budget workshop and a formal public hearing. After receiving comments from the public hearing and directives from the City Council, the City Manager and Finance Director make appropriate changes to the budget. City Council adopts the budget in early to mid June.

Adjusting the Budget

It is the primary responsibility of the City Manager to control and manage the budget. However, the City Manager delegates certain aspects of this responsibility to departments. In most departments, it is the Department Director who is responsible for budget management, although that responsibility may be delegated.

Because the budget is a planning document, it is understood that actual line-item expenditures may not always match the budget, and that as a result, some line-item objects may be over or under expended. Technically, as long as the group of objects for a department within a particular fund is whole, it is not necessary for the department to initiate a budget transfer. However, individual departments may wish to extend that level of control to the division level.

Budget Process

Throughout the fiscal year, departments may find that it is necessary to modify their budget in order to transfer funds, purchase an unbudgeted capital outlay item, or address an unexpected opportunity or cost. The City Council has adopted a policy specifying the conditions under which budgets may be modified.

All transfers of appropriations require a completed Budget Adjustment Request Form.

A budget adjustment must be made from an object where the savings are located, to the object that requires additional funds. Savings from personnel costs cannot be used for anything other than personnel expenditures. The following bullet points illustrate the approval necessary for certain types of budget adjustments:

- Any budget transfer for a capital project account identified in the CIP program or involving a reservation of fund reserves requires Council approval;
- Any budget transfer involving salaries and benefits account or a transfer between departments requires City Manager approval;
- Additional budget appropriations may be approved by the City Manager when the increased expenditure is offset by new revenues;
- A department head may transfer appropriations between accounts not restricted above within the department as necessary to meet department objectives;
- A division manager may transfer funds between accounts not restricted above within the same division at the discretion of the department head.



Appendix I

Program Budget Metrics

Fiscal Years
2015-16 & 2016-17

Program Budget & Metrics

The City has begun the implementation of program-based budgeting and the identification, tracking and use of program performance metrics for enhancing the financial management, effectiveness, accountability and transparency of its operations and administration.

A program budget is a form of budget presentation that displays a series of “mini-budgets” showing the full cost of all City service delivery and administrative overhead. Program budgeting enables the City Council, City Manager and Executive Staff to identify the total cost of each municipal service and set spending levels and priorities accordingly.

Program budgeting differs from the traditional departmental line-item approach to preparing, reviewing and presenting budgets. Rather than focusing on the individual elements – or line items - of what a community buys (personnel, commodities, etc.) a program budget focuses on the expected results of services and activities that the City carries out, and tracks and reports on the consolidated costs, revenues and metrics aligned with those functions.

The program budget classifies all activities in a municipal government according to their major purpose and role in supporting overall community goals and objectives. All municipal functions are organized into a hierarchy of service delivery or administrative categories. By then grouping all of the elements necessary to provide a particular service into a *program*, policy makers, City staff and stakeholders are given insight into the cost and effort of providing that service.

In addition, by reporting budget and actual activity on a program basis and then measuring performance, it provides both a quantitative and qualitative understanding of the program.

Programs may cut across organizational lines and be a function of multiple departments, or they may be a function of a single department. Programs may be funded by a single funding source (ie: General Fund), or multiple funding sources (ie: Gas Tax, Water Enterprise, General Fund, Grants).

Ideally, a program should be clearly delineated, have minimum overlap with other programs, be results oriented, and lend itself to quantification.

A Program Budget structure provides benefits including:

- Visibility into the true, full cost of discrete City services
- Clear linkage between investments and results
- A complete financial picture for setting priorities and spending levels

The Finance Department has been working with all City departments to organize service delivery and administrative functions and activities into a comprehensive Program list and make necessary system changes to accurately account for program expenditures and revenues. Based upon that analysis, twenty-nine program areas have been identified as representing the City’s core operating functions. A concurrent activity has developed meaningful Program Metrics for each of the newly defined Programs.

The new Program structure has been incorporated into this budget process and the resulting budget document for FY 2015-16 and FY 2016-17. The following programs were identified and are presented in the budget document:

Program Budget & Metrics

<u>Program</u>	<u>Lead Department</u>
Affordable Housing	Community Development
Animal Control	Police Department
Building Inspection	Community Development
Capital Improvement Program	Public Works
Code Enforcement	Community Development
Disaster Prep/Recovery	Public Works
Dispatch	Police Department
Economic Development	Community Development
Engineering Services	Public Works
Fire Prevention	Fire Department
Fire Suppression and Operations	Fire Department
Materials Diversion & Recycling	Public Works
Parking	Police Department
Parks	Parks & Recreation
Patrol	Police Department
Planning	Community Development
Property & Records	Police Department
Public Art	Community Development
Public Facility Maintenance	Parks & Recreation
Recreation Programs	Parks & Recreation
Sidewalk Improvement Program	Public Works
Special Events	Parks & Recreation
Special Police Operations	Police Department
Stormwater/Drainage	Public Works
Street Infrastructure Program	Public Works
Traffic Safety	Police Department
Trees/Rights of Way	Parks & Recreation
Water Utility	Public Works

The details of each program are displayed in the ***Budget by Department*** section of the budget document behind the overview for the lead department. The program pages include a description of the program, the program's significant accomplishments for the prior budget cycle, program metrics, and budget details by expenditure category along with program revenues to show whether the program is self-supporting or receives a subsidy, and funding sources to show how the program is funded overall. In addition, each program narrative includes a description of significant budget changes for the program in this budget cycle as well as the program's key initiatives.

The administrative departments (ie: City Manager, City Clerk, Finance, Human Resources, etc.) do not have any programs as they are internal service driven and exist to provide support to the operating departments and programs in the City. For that reason, those departments do not show any programs, but instead include a chart to show how the costs are allocated among the

Program Budget & Metrics

various programs based on the most recent cost allocation plan. By allocating the administrative support (overhead) to the programs, we can show the full cost of the program and understand all of the various pieces that support the program.

The program pages include quantitative program metrics to provide insight into how the program is performing and what the program is able to accomplish for the dollars it is allocated. To gain a complete understanding of how well the City is meeting the needs of its residents and business community, and further evaluate inter-departmental support provided by its internal service delivery (administrative) departments, a comprehensive survey process has been developed for implementation beginning in FY 2015-16.

This **Qualitative Survey** process supplements the **Quantitative Program Metrics** listed in each Program section in the Budget Book.

Four types of surveys are being developed. They are:

- External – Annual: Community Climate and Programs
- External – Transactional: Service Delivery and Satisfaction
- Internal – Annual: Administrative Support, Inter-Departmental
- Internal – Transactional: Administrative Support, Inter-Departmental

External – Annual Community Survey

The annual community survey solicits feedback and constructive recommendations to evaluate and improve delivery of City services. The purpose of the survey is to help City departments understand and meet the needs of the City's residents and businesses.

The post-survey focus will be on a review of survey results and a collaborative and open process for discussing results. Areas needing improvement will be supported through reviews of priorities, processes, policies, resources etc. Year over year results will be compared to determine progress.

Qualitative items identified to include in the annual community climate survey include:

- City Manager (Quality of Life indicators)
- Police (Neighborhood safety)
- Parks & Recreation (Awareness of programs; Outreach methods; Trees/Urban Forest)
- Public Works

External – Transaction Surveys

Transactional surveys are used to poll specific users of services immediately or shortly after a transaction or interaction with a service organization. The survey tool and questions are tailored to the user's interaction or recent transaction and are designed to determine satisfaction with the process and/or outcome of an interaction with a service delivery function.

Survey results will be reviewed and distributed to the service delivery team, with a defined time or process in place for discussing survey feedback and developing improvements.

The external support departments identified for this survey type are:

- City Clerk (*Public records portal*)
- Finance Revenue (*Utility Billing*)
- CDD – Economic Development (*New business support*)

Program Budget & Metrics

- Parks and Recreation Admin (*Facilities; workshop evaluations*)

Internal – Annual Survey

The internal annual survey of City department heads and staff solicits feedback and constructive recommendations to evaluate and improve delivery of internal services provided by the administrative departments. The purpose of the survey is to help the internal support departments understand and meet the needs of the City's operational or public facing departments and programs.

The post-survey focus will be on a frank review of survey results and a collaborative and open process for discussing results. Areas needing improvement will be supported through reviews of priorities, processes, policies, resources etc. Year over year results will be reviewed to determine progress. Interim, focused surveys may be used to evaluate changes implemented to improve specifically identified internal service processes.

The internal administrative functions and support departments identified for this survey type are City Clerk, Communications and Outreach, Finance, Information Technology, Human Resources and City Attorney.

Internal – Transactional Surveys

The internal transactional surveys are used to poll specific users of services immediately or shortly after a transaction or interaction with a service organization.

The survey tool and questions are tailored to the user's interaction or recent transaction and are designed to determine satisfaction with the process and/or outcome of an interaction with a service delivery function. The survey can be conducted via an automated tool but for small volumes of transactions, survey cards or follow up phone calls are usually effective.

Survey results will be reviewed and distributed to the service delivery team, with a defined time or process in place for discussing survey feedback and developing improvements.

The internal administrative and support departments identified for this survey type are Finance, Information Technology and Human Resources.

The qualitative survey process is the next phase in the transition to program budget and incorporation of program performance metrics in the budget document. Results from the various surveys will be identified and shown as qualitative performance metrics for the various programs in the next budget document for Fiscal Years 2017-18 and 2018-19.

Program Budget & Metrics

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 YTD (March 2015)	FY 2015/16 Goal	FY 2016/17 Goal
City Clerk	Public Records Requests	% of PRAs acknowledged and statused within target.	100% within 10 business days	Not available	98%	97%	100%	100%
	Meeting Minutes	% of City Council meeting minutes posted and available for review at the next regularly scheduled meeting.	100% by next regularly scheduled meeting	Not available	50%	35%	100%	100%
City Manager	Priority Project Tracking	% completed within target date/budget	100%	Not available	Not available	Not Available	100%	100%
	Fiscal Health Website and Social Media	% fiscal policies in compliance # hits, likes shares, comments per post	100% % aggregate change year over year	92%	94%	93%	95%	97%
Affordable Housing	Affordable Housing	# of affordable housing units developed	Trend	0	27	0	TBD	TBD
	Housing Rehab Program	# households assisted annually	40 households per year	71	46	107	40	40
	Family Self Sufficiency	# FSS graduates	4 per year	2	5	9	4	4
	Section 8 Spending	% of Section 8 funds spent	100% within calendar year	95.50%	99.10%	N/A	100%	100%
Building Permit & Inspection	Building Permit Processing	% of permits processed within target goal (22 days for single plan check, 11 additional days for additional plan checks)	95% within timeframe	Not available	Not available	Not Available	95%	95%
	Code Enforcement	Average number of days to first contact with reporting party Average number of days to first contact with violating party % of cases resolved through voluntary compliance	Trend Trend 60%	Not Available Not Available Not Available	Not Available Not Available Not Available	Not Available Not Available Not Available	TBD TBD 60%	TBD TBD 60%
Economic Development	Downtown Investment	Annual Private Real Estate \$ Annual Private Construction \$ Vacancy Rate	Trend Trend Trend	Not available Not available Not available	\$66,436,300 \$3,220,212	\$37,260,000 \$7,626,019	TBD TBD	TBD TBD
	Entitlement Applications by Type	# processed (Administrative Permit) # processed (Discretionary Reviews)	Trend Trend	Not Available Not Available	Not Available Not Available	Not Available Not Available	TBD TBD	TBD TBD
Planning	Determination of Application Completeness	% of applications reviewed for completeness within 30 days	Trend	Not Available	Not Available	Not Available	TBD	TBD
	Final Application Approval	% of applications requiring environmental determination pursuant to CEQA that are reviewed within 160 days % of applications requiring an environmental impact report (EIR) that are reviewed within one year.	95% 95%	Not Available Not Available	Not Available Not Available	Not Available Not Available	95% 95%	95% 95%

Program Budget & Metrics

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 YTD (March 2015)	FY 2015/16 Goal	FY 2016/17 Goal	
Planning (Cont.)	Approved Residential Development	# of single-family units	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		# of multi-family units	Trend	Not Available	Not Available	Not Available	TBD	TBD	
	Approved Non-Residential Development	# of second units	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		# of group bed units	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		# commercial square feet	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		# office square feet	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		# industrial square feet	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		# hotel rooms	Trend	Not Available	Not Available	Not Available	TBD	TBD	
	Finance	Monthly Close Timeliness	% of months closed within 20 days of month end	80%	25%	42%	13%	50%	56%
		Accounts Payable Timeliness	# invoices processed	Trend	34825	35934	24784	TBD	TBD
General Fund Budget Accuracy/ Performance		% of undisputed invoices paid within 30 days of invoice date	90%	83%	86%	84%	90%	90%	
		% variance original budget to actual revenues	<3%	12.70%	7.20%	N/A	<3%	<3%	
Human Resources	Business License Processing	% variance original budget to actual expenditures	<3%	-4.40%	-4.70%	N/A	<3%	<3%	
		# of new license applications processed	Trend	844	1061	954	TBD	TBD	
	IT Responsiveness/ Performance	% Business license applications processed within 30 days	85%	Not Available	Not Available	48%	60%	70%	
		% helpdesk tickets closed within 24 hours	70%	Not available	Not available	62%	TBD	TBD	
	Worker's Compensation Claims	# claims filed	Trend	51	55	46	TBD	TBD	
		# lost days due to on the job injuries	Trend	676	73	97	TBD	TBD	
	Safety Inspections	# inspections per year	24 Project Site inspections per year	Not Available	Not Available	Not Available	24	24	
		Hazard Level 1 issues	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		Hazard Level 2-3 issues	Trend	Not Available	Not Available	Not Available	TBD	TBD	
		Average # days to correct Level 2-3 safety issues	30 days	Not Available	Not Available	Not Available	30 days	30 days	
New/Changed Class Specs	# new class specs	Trend	Not Available	18	15	TBD	TBD		
	# new fires (regular)	Trend	Not Available	57	32	TBD	TBD		
New Hires	# new hires (part time)	Trend	Not Available	115	30	TBD	TBD		
	% new hires completing probation	Trend	Not Available	91%	88%	TBD	TBD		
Recruitments	% completed within agreed upon timeframe	80%	Not Available	Not Available	Not Available	80%	80%		

Program Budget & Metrics

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 YTD (March 2015)	FY 2015/16 Goal	FY 2016/17 Goal
Public Facility Maintenance	Preventative Maintenance	% of total maintenance time classified as "preventative maintenance"	70%	Not Available	Not Available	Not Available	70%	70%
	Graffiti	# graffiti related work orders received	Trend	Not Available	8500	7700	TBD	TBD
Parks		% of graffiti related work orders completed within 2 business days	100%	Not Available	85%	80%	100%	100%
		Cost per acre (Neighborhood Parks)	Trend	\$13,345	\$13,758	\$10,672	TBD	TBD
		Cost per acre (Community Parks)	Trend	\$8,688	\$2,957	\$6,916	TBD	TBD
Recreation Programs		Cost per acre (Open space parks)	Trend	\$4,969	\$4,836	\$3,737	TBD	TBD
		Make Rate: Planned vs. Offered Programs	1st year will be baseline	Not Available	65.46%	TBD	TBD	TBD
		% direct cost recovered	35%	Not Available	Not Available	TBD	35%	35%
Special Events	Recreation Program Performance	# registrants for programs administered by City	Trend	Not Available	8,106	TBD	TBD	TBD
	Special Event Attendance	# attendees (private special events) # attendees (City-sponsored special events)	Trend	175,750	125,300	TBD	TBD	TBD
Trees/Rights of Way	Tree Planting (planned vs actual)	% actual to target	Trend	16,000	18,000	TBD	TBD	TBD
	Tree Pruning (planned vs actual)	% actual to target	500	357 (71.4%)	302 (60.4%)	251 (50%)	500	500
	Tree Replacement	% replacement trees planted within 30 days	2000	1559 (97.95%)	1570 (78.5%)	1025 (51%)	2000	2000
Capital Improvement Program	Capital Project Performance	% of non-owner initiated change order costs	100%	78.99%	100%	75%	100%	100%
	Engineering Services	# of priority sidewalk repairs completed	70%	Not Available	Not Available	Not Available	70%	70%
Sidewalk Improvement Program	Sidewalk Repairs	# of priority sidewalk repairs completed	<10%	Not Available	Not Available	Not Available	<10%	<10%
	Sidewalk Installation	# cubic yards of concrete installed	Trend	Not Available	Not Available	Not Available	TBD	TBD
Solid Waste & Materials Diversion		# of panel map projects reviewed	Trend	Not Available	Not Available	Not Available	TBD	TBD
		# other projects reviewed	Trend	Not Available	Not Available	Not Available	TBD	TBD
		# of priority sidewalk repairs completed	50 per year	Not Available	Not Available	Not Available	50	50
		# cubic yards of concrete installed	1,200 cubic yards per year	1,305	1,700	1,300	1,200	1,200
		diverted v. total tons generated	70% by 2018 75% by 2020	63%	65%	Not Available	70% by 2018	70% by 2018

Program Budget & Metrics

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 YTD (March 2015)	FY 2015/16 Goal	FY 2016/17 Goal
Street Infrastructure Program	Potholes	# pothole service order requests completed (all complaints are addressed within 3 business days)	<300	325	333	400	350	325
	Street Conditions (Pavement Condition Index)	PCI	80% PCI by 2023 >2% pts annually	60	62	64	66	68
	Pavement Markings	% of pavement markings and signage in school zones (in need of repair) addressed	100%	Not Available	Not Available	Not Available	100%	100%
Water Utility	Water Quality	% compliance with state water quality standards	100%	100%	100%	100%	100%	100%
Water Utility	Water Conservation - reduce overall water usage by 20% by 2020	actual v. target	2015 goal: 148.4 gallons/person/day 2020 goal: 131.9 gallons/person/day	145 good	151 good	136 good	<146.4 good	<148.4 good
Storm Drainage	Stormwater Quality	# of illicit discharges reported	Trend	46	53	64	<70	<70
	Catch Basin Cleaning	# of catch basins cleaned	Trend	69	33	TBD	TBD	TBD

Program Budget & Metrics

Program	Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual	CY 2015 YTD (March 2015)	CY 2016 Goal	CY 2017 Goal
Disaster Prep/Recovery	Employee ICS/NIMS Training	% compliance	100%	90%	100%	100%	100%	100%
		# of events	1st year will be baseline	59	89	Not Available	TBD	TBD
	Community Outreach	# of participants in SAFE program	1st year will be baseline	7500	5600	Not Available	TBD	TBD
Fire Prevention	Fire is Everyone's Fight	# of participants (all events except SAFE program)	1st year will be baseline	1047	1798	Not Available	TBD	TBD
		# smoke alarms installed	1st year will be baseline	17	60	Not Available	TBD	TBD
		# construction inspections	1st year will be baseline	676	840	Not Available	TBD	TBD
		# plan checks	1st year will be baseline	725	1128	Not Available	TBD	TBD
		% of mandatory inspections completed (schools, institutions, hotels, motels, multifamily residential properties)	100%	100%	100%	Not Available	100%	100%
		# notices sent	Trend	380	327	Not Available	TBD	TBD
Fire Suppression & Operations	Weed Abatement	# properties inspected	Trend	103	129	Not Available	TBD	TBD
		# citations issued	Trend	26	40	Not Available	TBD	TBD
		# pieces cleaned by City	Trend	8	12	Not Available	TBD	TBD
	Emergency Response Time	% calls responded to within target 7 minutes	90% response within 7 minutes	87.40%	88.80%	Not Available	90%	90%
Dispatch	CPR Survival Rate (Napa compared to national average)	% Napa Average	Comparison	16.70%	27.10%	Not Available	TBD	TBD
		% US Average	Comparison	10.50%	10.20%	Not Available	TBD	TBD
		% certification	100%	Not Available	96.75%	Not Available	100%	100%
Patrol	Certification in Specialized Disciplines	# calls to dispatch	Trend	48817	52037	Not Available	TBD	TBD
		% answered within 10 seconds	TBD	63%	69%	Not Available	TBD	TBD
	Dispatch Calls	General time for call received to event created	Trend	Not Available	Not Available	Not Available	TBD	TBD
	Response time from event created to arrival time for Part 1	Trend	Not Available	Not Available	Not Available	TBD	TBD	
	Crime Sort by Neighborhood (Part 1 & 2)	# Part 1 & 2 by neighborhood	Trend	Not Available	Not Available	Not Available	TBD	TBD
	Officer committed time vs non-committed time	Hours committed v Non-Committed	Trend	Not Available	Not Available	Not Available	TBD	TBD
	UCR Part 1	# crimes	Trend	2239	2181	Not Available	TBD	TBD

Program Budget & Metrics

Program	Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual	CY 2015 YTD (March 2015)	CY 2016 Goal	CY 2017 Goal
Property & Records		# of processed reports	Trend	7172	7665	Not Available	TBD	TBD
		# of front counter assistance	Trend	Not Available	12427	Not Available	TBD	TBD
		# permits processed	Trend	820	759	Not Available	TBD	TBD
		# background requests processed	Trend	903	1094	Not Available	TBD	TBD
Investigations		# subpoenas processed	Trend	2854	3283	Not Available	TBD	TBD
		# cases assigned	Trend	410	353	Not Available	TBD	TBD
		% Cleared by arrest or charges filed	Trend	19%	23%	Not Available	TBD	TBD
		# cases assigned	Trend	189	215	Not Available	TBD	TBD
Napla Special Investigations Bureau		% Cleared by arrest or charges filed	Trend	64.50%	35%	Not Available	TBD	TBD
		Value of substances seized	Trend	\$33,060,721	\$87,444,932	Not Available	TBD	TBD
Special Police Operations		# homeless persons served	Trend	2250	2275	Not Available	TBD	TBD
		# homeless persons placed in housing or shelter	Trend	125 individuals/9 families	106 individuals/7 families	Not Available	TBD	TBD
School Resource Officers		# homeless veterans served	Trend	9	14	Not Available	TBD	TBD
		# cases investigated	Trend	139	128	Not Available	TBD	TBD
Division		% of cases cleared	100%	100%	100%	Not Available	100%	100%
		# youth referred to program	Trend	1002	1316	Not Available	TBD	TBD
		% completing program	Trend	85%	96%	Not Available	TBD	TBD
		# fatal collisions	Trend	4	0	Not Available	TBD	TBD
Traffic Safety		# injury collisions	Trend	566	637	Not Available	TBD	TBD
		# DUI related collisions	Trend	63	90	Not Available	TBD	TBD
		# DUI arrests	Trend	286	373	Not Available	TBD	TBD
		# education presentations	Trend	10	17	Not Available	TBD	TBD
Traffic Safety		# engineering change recommendations made	Trend	0	0	Not Available	TBD	TBD
		# violations	Trend	4567	3475	Not Available	TBD	TBD
		# citations issued	Trend	2397	2845	Not Available	TBD	TBD
		# fatal collisions	Trend	0	0	Not Available	TBD	TBD
Red Light Camera		# injury collisions	Trend	34	25	Not Available	TBD	TBD
		% traffic counts on major streets completed and published annually by February 15	100%	N/A	41%	100%	100%	
Traffic Courts		# of expiring speed surveys completed	Trend	29	40	9	0	27
		% of expiring speed surveys completed	100%	100%	97%	100%	100%	



Appendix J Fleet Replacement Schedule

*Fiscal Years
2015-16 & 2016-17*

Fleet Replacement Schedule

Fiscal Year 2015-16

UNIT	YEAR	MAKE	MODEL	TYPE	DEPT	ESTIMATED COST
1380	2001	FORD	TAURUS	SEDAN MIDSIZE	COMM DEV	\$ 33,000
1299	2000	GMC	3500	S2 PATROL 2 - PICKUP 1 TON	FIRE	\$ -
1474	2006	FORD	F-350	S4 PATROL 4 - PICKUP 1 TON	FIRE	\$ 140,000
111	1996	S4	3-D PUMPER	FIRE ENGINE 7	FIRE	\$ 586,971
112	1996	S1	3-D PUMPER	FIRE ENGINE 5	FIRE	\$ 586,971
1110	1991	FORD	F-450	TRUCK PICKUP 1 TON	MOTOR POOL	\$ -
1298	2000	GMC	SIERRA	PICKUP 3/4 TON X CAB	MOTOR POOL	\$ 65,000
1443	2005	FORD	F-350	CAB& CHAS 1 TON UBODY	PARKS	\$ 35,000
1373	2002	FORD	F-250	CAB & CHASSIS	PARKS	\$ 36,000
1086	1991	SDI	300D14-5H	SPRAYER	PARKS	\$ 10,000
1444	2005	FORD	F-350	CAB & CHAS 1 TON DUMP	PARKS	\$ 35,000
1445	2005	FORD	F-250	PICKUP TRUCK 3/4 TON	PARKS	\$ 35,000
1459	2005	TORO	328D	MOWER 72" DECK	PARKS	\$ 24,000
6219	1991	SDI	SPRAYER	3/4 TON TRUCK SUPER DUTY	PARKS	\$ 10,000
6101	2007	VERMEER	SC252	VERMEER STUMP GRINDER	PARKS	\$ 18,000
6102	2007	VERMEER	TLR25	STUMP GRINDER TRAILER	PARKS	\$ -
6104	2010	BANDIT INDUST	CHIPPER	TRAILER MOUNTED CHIPPER	PARKS	\$ 50,000
NEW	NEW	TRL	HT3500	TRAILER/PRESSURE WASHER	PARKS	\$ 18,000
NEW	NEW	WAYNE	PUP	TRASH COMPACTOR VEHICLE	PARKS	\$ 46,500
NEW	NEW	TENNANT	S10	WALK BEHIND SWEEPER/SCRUBBER	PARKS	\$ 15,897
NEW	NEW	TENNANT	M30	RIDE ON SWEEPER/SCRUBBER	PARKS	\$ 70,137
NEW	NEW	KUBOTA	100 GAL SKID	WATER TANK UTILITY VEHICLE	PARKS	\$ 18,000
NEW	NEW	TYMCO	210H	LOW CAB SWEEPER	PARKS	\$ 110,000
NEW	NEW	BANDIT INDUST	250XP	BRUSH CHIPPER	PARKS	\$ 67,500
NEW	NEW	TRL	TRAILER	8.5'X24' ENCLOSED TRAILER	PARKS	\$ 12,000
2303	2008	FORD	ESCAPE HYBRID	FORD ESCAPE HYBRID	POLICE	\$ 32,000
2304	2009	DODGE	CHARGER	DODGE CHARGER	POLICE	\$ 43,000
2305	2009	DODGE	CHARGER	DODGE CHARGER	POLICE	\$ 43,000
2306	2013	FORD	TAURUS	SEDAN MIDSIZE - LEASE	POLICE	\$ 3,000
2309	2013	CHEVROLET	TRAVERSE	SUV 5-DOOR FWD - LEASE	POLICE	\$ 3,000
2307	2013	FORD	EXPLORER	SUV FWD 5-DOOR - LEASE	POLICE	\$ 3,000
2308	2013	FORD	EXPLORER	SUV FWD 5-DOOR - LEASE	POLICE	\$ 3,000
2502	2012	FORD	F-150	4X4 CREW CAB 4-DOOR - LEASE	POLICE	\$ 3,000
2503	2013	CHEVROLET	TRAVERSE	SUV 5-DOOR FWD - LEASE	POLICE	\$ 3,000
2221	2010	CHEVROLET	TAHOE	2WD SUV POLICE	POLICE	\$ 62,000
2223	2011	FORD	CROWN VICTORIA	POLICE INTERCEPTOR	POLICE	\$ 56,000
2225	2011	FORD	CROWN VICTORIA	POLICE INTERCEPTOR	POLICE	\$ 56,000
2214	2009	CHEVROLET	TAHOE	2WD SUV POLICE	POLICE	\$ 62,000
1450	2005	FORD	RANGER	PICKUP COMPACT XCAB	POLICE	\$ 31,500
2219	2010	FORD	CROWN VICTORIA	POLICE INTERCEPTOR	POLICE	\$ 56,000
2233	2011	FORD	CROWN VICTORIA	POLICE INTERCEPTOR	POLICE	\$ 56,000
2234	2011	FORD	CROWN VICTORIA	POLICE INTERCEPTOR	POLICE	\$ 56,000
2207	2008	FORD	CROWN VICTORIA	SEDAN FULL SIZE PATROL	POLICE	\$ 56,000
2226	2009	HONDA	ST1300PA9	MOTORCYCLE POLICE PATROL	POLICE	\$ 32,000
2227	2009	HONDA	ST1300PA9	MOTORCYCLE POLICE PATROL	POLICE	\$ 32,000
2228	2009	HONDA	ST1300PA9	MOTORCYCLE POLICE PATROL	POLICE	\$ 32,000
2220	2009	HONDA	ST1300PA9	MOTORCYCLE POLICE PATROL	POLICE	\$ 32,000

Fleet Replacement Schedule

UNIT	YEAR	MAKE	MODEL	TYPE	DEPT	ESTIMATED COST
1268	1998	GMC	SIERRA	CAB & CHASSIS 3/4 TON HIGH	PUBLIC WORKS	\$ 65,000
1296	2000	GMC	SIERRA	PICKUP 1/2 TON X CAB	PUBLIC WORKS	\$ 36,000
1469	2006	FORD	F-250	CAB & CHASSIS 3/4 TON UBODY	PUBLIC WORKS	\$ 35,000
1468	2006	FORD	F-250	CAB & CHASSIS 3/4 TON	PUBLIC WORKS	\$ 32,500
1161	1995	GMC	3500	CAB & CHASSIS 1 TON FLAT BED	PUBLIC WORKS	\$ 62,500
1437	2004	CHEVROLET	ASTRO	VAN 8 PASSENGER	PUBLIC WORKS	\$ 30,000
NEW	NEW	TYMCO	600	VACUUM SWEEPER	PUBLIC WORKS	\$ 239,780
1311			LOADER	SKID STEER LOADER	PUBLIC WORKS	\$ 55,996
NEW	NEW		FORKLIFT	OFF-ROAD HEAVY DUTY FORKLIFT	PUBLIC WORKS	\$ 60,000
				TOTAL		\$ 3,395,252

Fiscal Year 2016-17

UNIT	YEAR	MAKE	MODEL	TYPE	DEPT	ESTIMATED COST
1379	2001	FORD	TAURUS	SEDAN MIDSIZE	FIRE	32,500
3301	2006	FORD	ESCAPE HYBRID	SUV FOUR DOOR 2WD ELECTRIC HY	FIRE	33,000
1484	2007	FORD	ESCAPE HYBRID	SUV FOUR DOOR 2WD ELECTRIC HY	FIRE	33,000
1215	1996	FORD	AEROSTAR	VAN COMPACT 7 PASS	MOTOR POOL	45,700
2302	2008	DODGE	AVENGER	DODGE AVENGER	POLICE	32,000
2301	2008	DODGE	CHARGER	DODGE CHARGER	POLICE	32,000
2310	2014	FORD	EXPLORER	SUV FWD 5-DOOR - LEASE	POLICE	3,000
2311	2014	FORD	EXPLORER	SUV FWD 5-DOOR - LEASE	POLICE	3,000
2504	2014	TOYOTA	TACOMA	4X2 COMPACT PICKUP - LEASE	POLICE	3,000
2231	2011	FORD	CROWN VICTORIA	POLICE INTERCEPTOR - K9	POLICE	58,000
2232	2011	FORD	CROWN VICTORIA	POLICE INTERCEPTOR - K9	POLICE	58,000
2235	2012	CHEVROLET	CAPRICE	SEDAN FULL SIZE PATROL	POLICE	58,000
2236	2012	CHEVROLET	CAPRICE	SEDAN FULL SIZE PATROL	POLICE	58,000
2237	2012	CHEVROLET	CAPRICE	SEDAN FULL SIZE PATROL	POLICE	58,000
2238	2012	CHEVROLET	CAPRICE	SEDAN FULL SIZE PATROL	POLICE	58,000
1390	2003	FORD	F-250	PICKUP 3/4 TON X CAB - AVAA	POLICE	42,500
6201	2008	TORO	30498	WALK BEHIND MOWER	PARKS	8,000
1480	2006	U CART	WT 540	WATER TRAILER	PARKS	12,000
1228	1996	DODGE	B3500	VAN FULL SIZE 8 PASS	PUBLIC WORKS	38,500
1326	2000	JOHN DEERE	210LE	LOADER WHEELED 4WD W/ SCRAPE	PUBLIC WORKS	95,000
1472	2006	FORD	F-250	TRUCK CAB & CHASSIS UBODY	PUBLIC WORKS	35,000
1248	1997	JEEP	CHEROKEE	TRUCK SUV 4X4	PUBLIC WORKS	55,000
1387	2002	FORD	RANGER	PICKUP COMPACT X CAB	PUBLIC WORKS	26,000
1165	1996	GMC/PB LO	C-30	TRUCK DUMP 4 YD	PUBLIC WORKS	165,000
1235	1997	GMC	2500 GVW	PICKUP 3/4 TON	PUBLIC WORKS	55,000
1374	2002	FORD	F-250	CAB & CHASSIS 3/4 TON U BODY	PUBLIC WORKS	40,000
1323	2000	GMC	SONOMA	PICKUP COMPACT X CAB	PUBLIC WORKS	32,500
1422	2004	FORD	F-250	CAB & CHASSIS 3/4 TON UBODY	PUBLIC WORKS	42,000
1465	2006	FORD	ESCAPE HYBRID	SUV 2WD FOUR DOOR	PUBLIC WORKS	33,000
6204	2008	TORO	E2065	TORO E2965 ELECTRIC UTILITY	PUBLIC WORKS	8,000
				TOTAL		\$ 1,252,700



Appendix K Glossary of Terms and Acronyms

*Fiscal Years
2015-16 & 2016-17*

Glossary

ACRONYMS USED IN THIS MANUAL:

BID: Budget Item Details

CAFR: Comprehensive Annual Financial Report

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

CDBG: Community Development Block Grant

CERBT: California Employer's Retirement Benefit Trust

CIP: Capital Improvement Program

COLA: Cost of Living Allowance

FEMA: Federal Emergency Management Agency

FLSA: Fair Labor Standards Act

FTE: Full Time Equivalent

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

HACN: Housing Authority of the City of Napa

IFAS: Integrated Financial and Administrative Solution

IT: Information Technology

LT: Limited-Term position

LTFP: Long-Term Financial Plan

NCRA: Napa Community Redevelopment Agency

NOFA: Notice of Funding Availability

NPDES: National Pollution Discharge Elimination System

OES: Office of Emergency Services

OPEB: Other (than pensions) Post Employment Benefits

PERS: Public Employees Retirement System

SCADA: Supervisory Control and Data Acquisition System

VLF: Vehicle License Fees



Accounting System:

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

Accrual Basis Accounting:

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

Appropriation:

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

Assessed Valuation:

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

Balanced Budget:

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

Basic Financial Statements:

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

Benefits:

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

Bond (Debt Instrument):

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

Glossary

Bond Rating:

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

Budget:

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

Budget Document:

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

Budget Message:

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

Budget Overview:

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

Budget Resolution:

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

CalPERS:

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

Capital Assets:

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

Capital Improvements:

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

Capital Improvement Program (CIP):

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

Capital Projects Fund:

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

Capital Outlay:

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

CDBG (Community Development Block Grant):

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

Carry Forward Projects:

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

Comprehensive Annual Financial Report (CAFR):

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

Contingency:

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

Contingent Liabilities:

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

Contract Services:

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

Glossary

Contributed Capital:

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

Cost Allocation:

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

Council Priorities:

The key issues facing the City which are prioritized by the City Council. These priorities are then used in preparing and approving the City budget.

Debt Service:

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

Debt Service Fund:

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

Decision Package:

A standardized format where departments may request budget consideration for new or revised programs, positions, and capital equipment.

Deficit:

The excess of liabilities over assets.

Department:

As defined in the budget resolution.

Developer Fees and Permits:

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

Developer Impact Fund:

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

Division:

An organized unit within a Department that has unique or specific responsibilities and focus.

Encumbrance:

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

Enterprise Fund:

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

Expenditures:

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

Fiscal Policies:

A set of policy statements that have been adopted to address General Financial Goals; Operating Budget Policies; Revenue Policies; Expenditures Policies; Utility Rate and Fees Policies; Capital Improvement Budget Policies; Debt Policies; Reserve Policies; Investment Policies; Accounting, Auditing & Financial Reporting Policies.

Fiscal Year:

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

Fixed Assets:

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

Fleet Management Fund:

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

Fleet Replacement Reserve:

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

Glossary

FLSA (Fair Labor Standards Act):

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

Full Time Equivalent (FTE):

A measure of the total quantity of all employees. The FTE converts all employee work activity into a number equivalent to work activity hours performed by full-time employees. For example, a full-time employee (1 FTE) is paid for 2,080 hours per year, while a .5 FTE would work 1,040 hours per year.

Fund:

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

Fund Accounting:

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

Fund Balance:

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

Fund Equity:

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

General Employee:

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

General Fund:

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

General Services:

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

General Obligation Bonds:

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

Generally Accepted Accounting Principals (GAAP):

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

Golf Course Fund:

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

Government Accounting Standards Board (GASB):

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

GASB Statement No. 34:

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

Glossary

GASB Statement No. 45:

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

Grant:

A grant is contributions or gifts of cash or other assets from another organization or governmental entity for use in a specific purpose, activity, or facility.

HACN:

Housing Authority of the City of Napa.

Improvements:

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

Information Technology Replacement Fund:

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

Infrastructure:

The physical assets or foundation of the City, including buildings, parks, streets, and water and sewer systems.

Interest and Rentals:

Revenue derived from the use of property or money.

Interfund Advance:

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

Interfund Transfers:

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

Intergovernmental Revenue:

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

Internal Service Fund:

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

Lease-Purchase Agreements:

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

Levy:

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

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

Licenses and Permits:

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

Limited Term (LT) Position:

Limited Term jobs are temporary and do not require a civil service examination. Limited Term positions may not last longer than three (3) years.

Long-Term External Debt:

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

Long-Term Financial Plan (LTFP):

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

Maintenance:

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

Managerial:

Department Heads, Division Managers and Supervisors.

Glossary

Materials and Supplies:

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

Miscellaneous:

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

Modified Accrual Basis:

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

NCRA:

Napa Community Redevelopment Agency (see Redevelopment Agency).

NPDES (National Pollution Discharge Elimination System):

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

Non-Recurring:

Budgeted revenues or expenditures that are not ongoing from year-to-year. These are one-time or non-regular revenues or expenditures.

Object:

The object code is the component of the chart of accounts that facilitates reporting of outflows (expenses) and inflows (revenues) as well as asset and liability balances.

One-Time Revenues:

By definition, one-time revenues cannot be relied on in future budget periods. One-Time Revenues may include: sales of government assets, bond refunding savings, salary savings from vacant positions over and above the vacancy factor.

Operating Budget:

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

Operating Funds:

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

Operating Position:

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

Operating Revenues/Expenditures:

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

Operating Transfer:

Routine or recurring transfer of assets between funds.

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

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

Overhead Charges:

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

Park Acquisition and Development Funds:

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

Glossary

Projected Surplus/Deficit:

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

Projections:

A forecast of the revenues expected to be received and/or the expenditures expected to be incurred up to and including the end of the fiscal year.

Project Manager:

A project manager is the person accountable for accomplishing the stated project objectives.

Proposition 13:

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

Proposition 57:

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

Proposition 58:

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

Proposition 218:

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

Proprietary Funds:

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

Quimby Act:

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

Redevelopment:

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

Redevelopment Agency Capital Projects Fund:

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

Redevelopment Agency Debt Service Fund:

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

Redevelopment Agency Low and Moderate Income Housing Fund:

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

Glossary

Reserve:

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

Resources:

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

Revenue Bonds:

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

Risk Management Fund:

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

Salary & Wages:

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

Services:

An expenditure classification for work performed by others.

Service Charges:

Charges for specific services rendered.

Service Description:

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

Single Audit:

All non-Federal entities that expend \$500,000 or more of Federal awards in a year (\$300,000 for fiscal year ending on or before December 30, 2003) are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, OMB Circular A-133, the OMB Circular Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs.

Six-Year Financial Forecast:

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

Solid Waste & Materials Diversion Fund:

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

Special Revenue Fund:

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

Stormwater System Fees:

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

Subventions:

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

Supplemental Appropriation:

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

Supplies:

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

Taxes:

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

Traffic Fund:

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

Glossary

Triple Flip:

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

Useful Life:

The length of time that a depreciable asset is expected to be useable.

Vehicle License Fees (VLF):

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

Water Fund:

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

Working Capital:

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

City of Napa by the Numbers

Size	18.147 square miles
Townsite Founded on the Napa River	1847 by Nathan Coombs and John Grigsby
Original Name.....	Nappa City
Incorporated as Nappa City	1872
Incorporated as City of Napa	1874
Form of Government	Council / Manager
Dedicated 955 School Street as Napa City Hall	1952
Number of City Departments	10
Number of City Employees	458 (Full Time)
Number of City Boards / Commissions	13
Birthplace of	Magnavox Loudspeaker (1915) Napa Patent Leather Process (1926)
Rainfall	20" / year October - March
Average maximum temperature in July	83 degrees
Average minimum temperature in January	39 degrees
Elevation	20'
City Bond Rating (Water Revenue Bonds)	Standard & Poor's AA-; Fitch AA+
Population	80,011 (2014 Census estimate)
Family Households	28,166
Total Number of Dwelling Units	30,370
Number of Single-family Units Permitted in last 15 years	2,103
Median age of Residents	36.3 years
Male Residents	40,245 (49.6%)
Female Residents	39,766 (50.4%)
Registered Voters in the City of Napa	38,561
2013 Median Household Income	\$63,274
2013 Owner Occupied Units	56%
2013 Renter Occupied Units	44%
Percentage of population with jobs in the city of Napa	56.5%
Population age 25 and over with Bachelor's degree or higher	26.6%
Population with graduate or professional degree	8.7%
Mean travel time to work	20.9 minutes
Neighborhood, community and open space parks in Napa	54
Total acres of park land	810
Street trees maintained by city crews	30,000+
Trees designated under Significant Tree Program	45
Consecutive years Napa has been awarded 'Tree City USA'	24
Miles of streets maintained by the City	220
Miles of water pipeline	340
Streetlights	4,975
Signalized intersections	66
City Fire Stations	4
Number of Fire/Paramedic calls responded to in 2014.....	8,802
Police Officers	73
Water Storage Tanks	14
Hydrants in the city	2,505
Gallons of drinking water produced annually at 3 water plants	5 billion
Planning applications processed annually	180
Colleges within 35 miles	9
Zagat-Rated Restaurants in the City of Napa	34
Restaurants, Eateries, Dessert Shops in Downtown	75
Wine Bars, Tasting Rooms and Pubs in Downtown	30
Companies Licensed to do Business in Napa	8,600
3 Largest Revenue Sources	Property Tax: 36%; Sales Tax: 22%; Transient Occupancy Tax: 21%
Local Sales Tax Rate	8.00%
Transient Occupancy Tax Rate	14%
Hotel/Timeshare Rooms in the City of Napa	2,206
B&B Rooms in the City of Napa	232
National Register Buildings in Downtown Napa	32
Historic Districts (2)	Napa Abajo/Fuller Park & Calistoga Avenue
Public Investment Dollars in Downtown 1996 – 2014	\$228 million
Private Investment Dollars in Downtown 1996 – 2014	\$448.6 million
Average number of visits to <i>CityofNapa.org</i> each day	1,650

Information current as of June 2015



Adopted Budget

Fiscal Years 2015-16 and 2016-17

*Prepared by
The Finance Department
June 2015*