

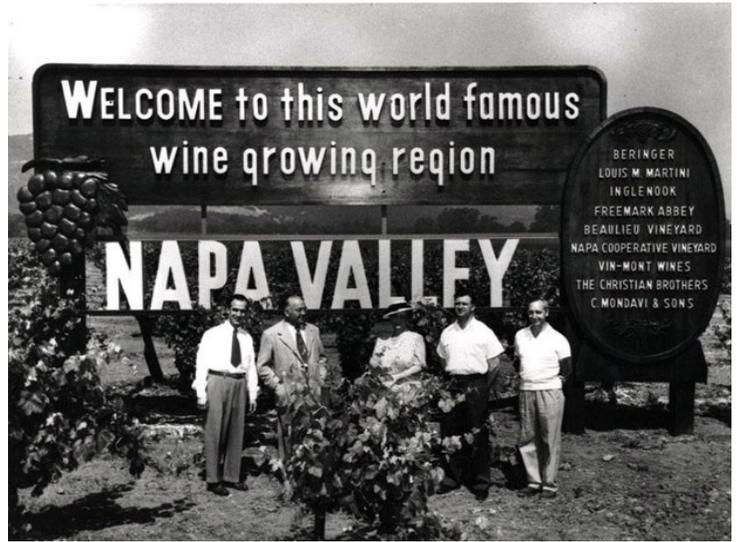


# CITY of NAPA

**Adopted Budget**

**Fiscal Years**

**2013-14 & 2014-15**



# Napa, California





# CITY of NAPA



## **BUDGET FOR FISCAL YEARS 2013-14 and 2014-15**

### ***Mission Statement***

*“Preserve and promote the unique quality of life that is Napa”*

### **CITY COUNCIL**



Mayor Jill Techel



Vice Mayor Peter Mott



Juliana Inman



Alfredo Pedroza



Scott Sedgley



# CITY of NAPA

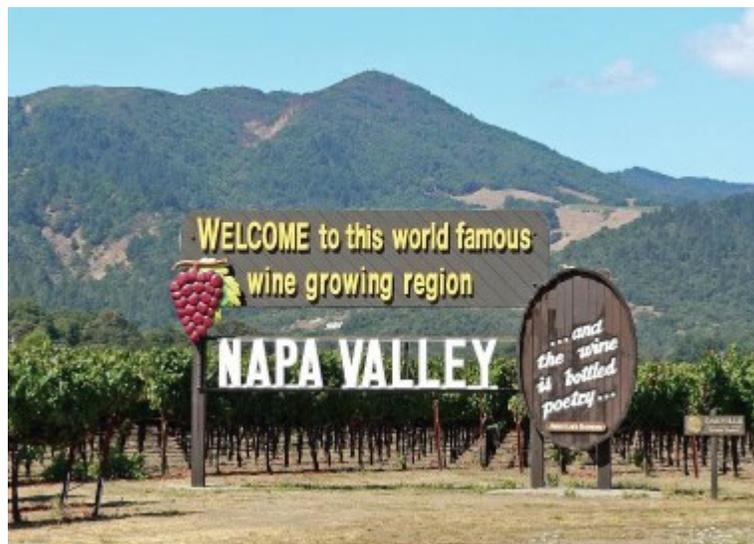
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## **BUDGET FOR FISCAL YEARS 2013-14 and 2014-15**

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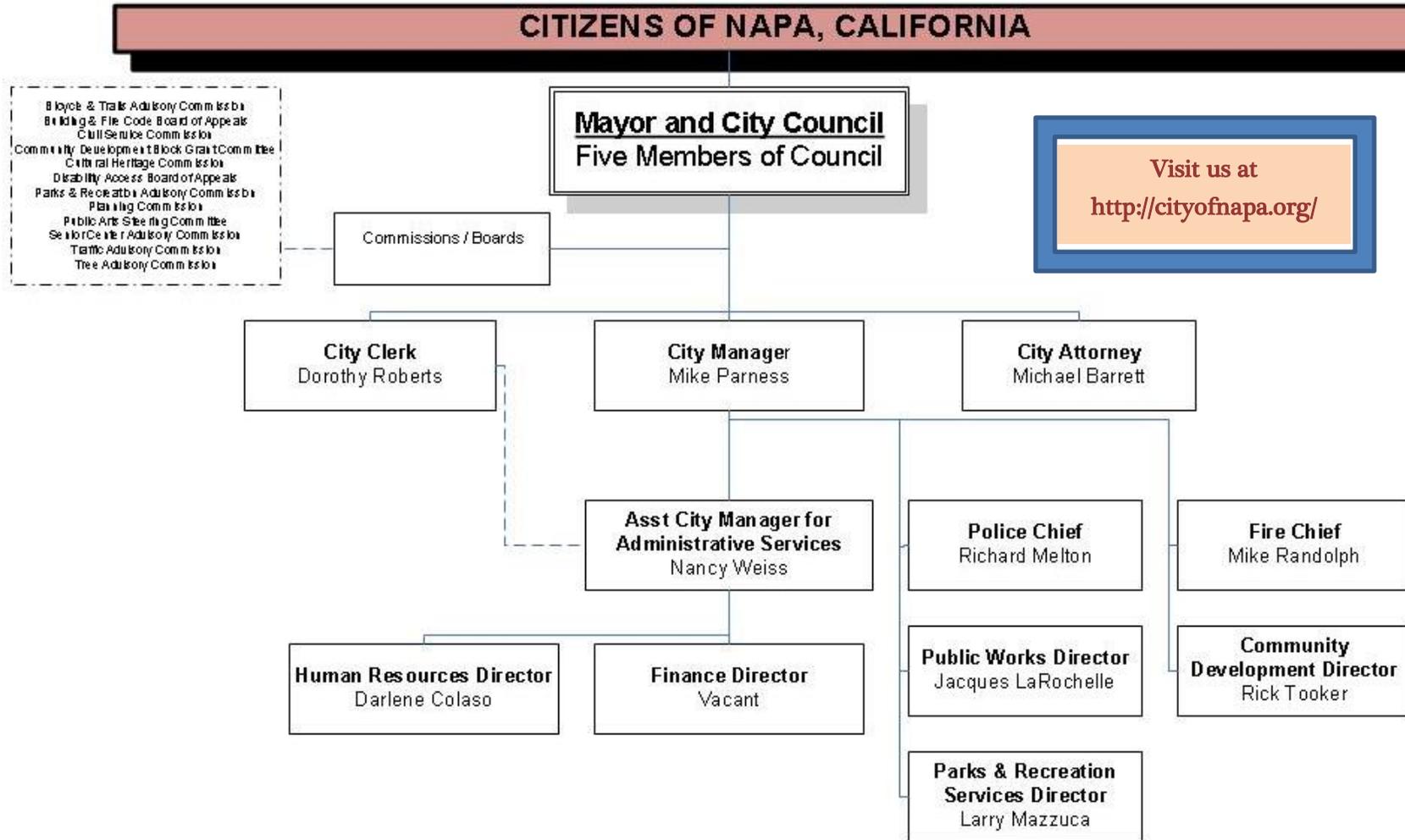
### **CITY STAFF**

Mike Parness, City Manager  
Nancy Weiss, Assistant City Manager  
Michael Barrett, City Attorney  
Finance Director  
Dorothy Roberts, City Clerk  
Darlene Colaso, Human Resources Director  
Richard Melton, Police Chief  
Mike Randolph, Fire Chief  
Rick Tooker, Community Development Director  
Jacques LaRochelle, Public Works Director  
Larry Mazzuca, Parks and Recreation Services Director



***Prepared By:  
The Finance Department  
June 2013***

# City of Napa Organizational Chart



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## **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 is presented in the initial sections:
  - ⇒ Section 1: City Manager's Introduction;
  - ⇒ Section 2: Council Priorities; and
  - ⇒ Section 3: Budget Overview
- Detailed budget information by Fund is presented in the next sections, specifically:
  - ⇒ Section 4: General Fund Budget by Department/Division;
  - ⇒ Section 5: Special Revenue Funds;
  - ⇒ Section 6: Capital Projects Funds;
  - ⇒ Section 7: Proprietary Funds;
  - ⇒ Section 8: Private Purpose Trust Fund; and
  - ⇒ Section 9: Housing Authority of the City of Napa
- The Five Year Capital Improvement Program is presented in Section 10.
- The Appendices includes other important information, specifically:
  - ⇒ Appendix A: Five Year Staffing Plan
  - ⇒ Appendix B: Resolutions Adopting the FY 2013-14 & FY 2014-15 Budget
  - ⇒ Appendix C: Interfund Transfers and Advances
  - ⇒ Appendix D: Fiscal Policy
  - ⇒ Appendix E: Summary of 2013 Long Term Financial Plan
  - ⇒ Appendix F: Revenue Assumptions for the FY 2013-14 & FY 2014-15 Budget
  - ⇒ Appendix G: FY 2013-14 Appropriations Limit
  - ⇒ Appendix H: Budget Process
  - ⇒ Appendix I: 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 take on an annual basis to strategize opportunities and solutions to meet the City's needs. Priorities are established and explained, and become the basis for the development of the budget.



## **Budget Overview**

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

## **Fund Budgets**

The Department and Fund budget sections explain the organizational structure, staffing, purpose and source of funding for each department and fund in the City. In addition, major accomplishments, budget changes and key initiatives are provided to put a story to the numbers.

### ***Changes in Funds in FY 2013-14 & FY 2014-15:***

- *The Golf Fund changed from an Enterprise Fund to a Special Revenue Fund as a result of the conversion of the Management Agreement to a Lease Agreement effective May 15, 2013*
- *The City of Napa Redevelopment Agency was dissolved effective January 31, 2012 per ABx1 26. The Successor Agency to the City of Napa Redevelopment Agency is presented as a Private Purpose Trust Fund.*

## **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.



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California**

For the Biennium Beginning

**July 1, 2011**

*Linda C. Dandson Jeffrey R. Emer*

President

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, 2011. 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.

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