



*Photo by Cody Weiss*

# **Proposed Operating & Capital Budget Fiscal Years 2023/24 and 2024/25**



## **BUDGET FOR FISCAL YEARS 2023/24 AND 2024/25**

### **CITY COUNCIL**



Mayor Scott Sedgley



Vice Mayor Beth Painter



Liz Alessio



Mary Luros



Bernie Narvaez



# Napa, California





## **Budget for Fiscal Years 2023/24 and 2024/25**

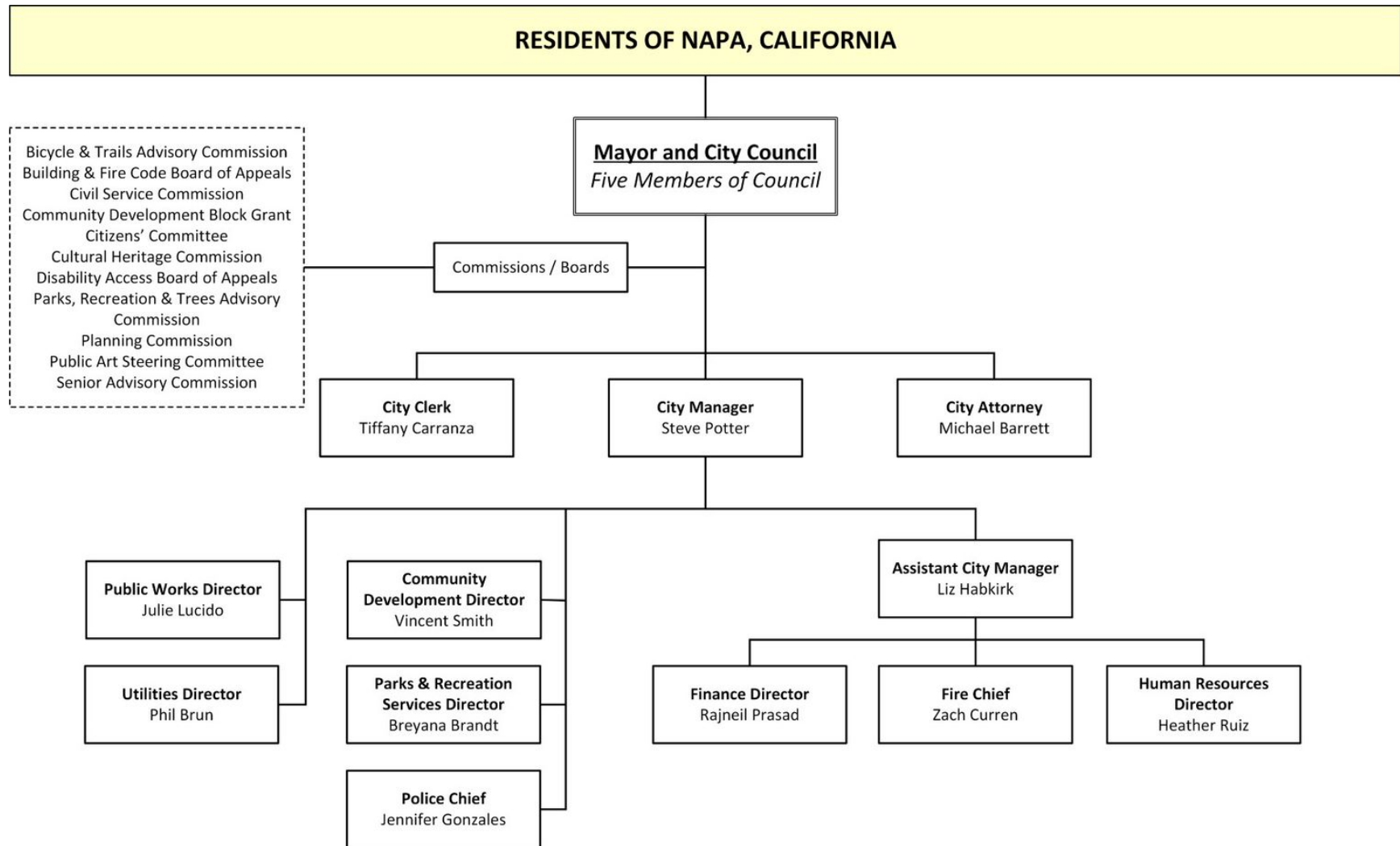
### **City Staff**

Steve Potter, City Manager  
Liz Habkirk, Assistant City Manager  
Michael Barrett, City Attorney  
Tiffany Carranza, City Clerk  
Rajneil Prasad, Finance Director  
Heather Ruiz, Human Resources Director  
Jennifer Gonzales, Police Chief  
Zach Curren, Fire Chief  
Vincent Smith, Community Development Director  
Breyana Brandt, Parks and Recreation Services Director  
Julie Lucido, Public Works Director  
Phil Brun, Utilities Director

***Budget Prepared By:***  
*The Finance Department*  
*May 2023*



# City of Napa Organizational Chart



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## **Additional Information Online**

[CIP Project Detail Sheets](#)

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# Reader's Guide to the Budget

## Fiscal Years 2023/24 and 2024/25

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### Reader's Guide to the Budget

The organization, content and presentation of the information in the City of Napa's budget document are designed to satisfy the specific needs of its various users. Residents, 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.

Enterprise funds are budgeted and reported using the full accrual method of accounting. All other funds are budgeted and reported using the modified accrual method of accounting. These are the same standards used in the City's audited financial statements.

This budget document does not include pass-through funds related to the Gasser CFD.

The City recently implemented a new ERP, which necessitated an updated Chart of Accounts as of July 1, 2022. The charts and tables in this budget book are all based on the new Chart of Accounts, including the data from prior years.

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

- Background and general budget preparation information and fund summaries are presented in the initial sections:
  - City Manager's Introduction
  - Council Priorities
  - Budget Overview
- Detailed budget information is presented in the next sections, specifically:
  - Budget by Department / Division
  - Housing Authority of the City of Napa
- The Five Year Capital Improvement Program.
- The Appendices include other important information, specifically:
  - Appendix A: Five-Year Staffing Plan
  - Appendix B: Interfund Transfers
  - Appendix C: Decision Packages for FY 2023/24 and FY 2024/25 Budget
  - Appendix D: Fiscal Policies
  - Appendix E: Revenue Assumptions for the FY 2023/24 and FY 2024/25 Budget
  - Appendix F: Budget Process
  - Appendix G: Program Budget/Performance Metrics
  - Appendix H: Fleet Replacements and Purchases Schedule
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  - Appendix J: Fund Descriptions

### 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.

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# Reader's Guide to the Budget

## Fiscal Years 2023/24 and 2024/25

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### **City Council Priorities**

The City Council Priorities section explains the process the City Council and staff use, on an annual basis, to strategically analyze 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 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 budget period.

### **Budget by Department / Division**

The Budget by Department / Division section presents the City budget for each department and major operating division, and includes performance measures. Information included in this section includes four-year staffing levels by department and revenue and expenditure appropriation details. Major accomplishments for the prior budget cycle as well as key initiatives for the Fiscal Years 2023/24 and 2024/25 cycle are presented by program. For all City performance metrics see Appendix G.

### **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 CIP projects, and provides a detail page for each new and existing project requesting funding in the current budget cycle.

### **Appendices**

This section includes items such as the current Fiscal Policies, a detailed staffing plan and summary of staffing changes, and a summary of the assumptions used to develop revenue projections. Additional information can be found using the online links at the end of the Table of Contents, such as the Long-Term Financial Forecast which serves as the foundation for City Administration and Council to make prudent decisions in this budget cycle, as well as copies of the resolutions that adopted this budget.

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**GFOA Budget Award**  
**Received Last Budget Cycle**

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**City of Napa  
California**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morill*

**Executive Director**



# City Manager Introduction

*Fiscal Years  
2023/24 and 2024/25*



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# FY 2023/24 and FY 2024/25 Proposed Budget

## City Manager Transmittal Letter

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June 6, 2023

I am pleased to present the Proposed City of Napa Budget for Fiscal Years 2023/24 and 2024/25. The budget provides an overview of comprehensive city operations, projects, and programs as they relate to the City Council's top priorities. The budget document also identifies technical pieces of city operations such as the City's organizational structure, an overview of the City's financial condition and summarizes budget priorities and issues.

The Budget process is an ongoing cycle. City Council meets at the beginning of the calendar year to set priorities for the upcoming fiscal year. Then City staff works to put together plans that match those priorities, and then hold a Capital Improvement Program (CIP) Workshop and an Operating Budget Workshop in April for initial Council feedback. This is followed by public hearings in June to review and adopt the finalized budget. The new budget goes into effect on July 1, 2023.

The General Fund expenditure budget totals \$122.1 million in Fiscal Year 2023/24 and represents a 5.3% increase in spending compared to the current Fiscal Year 2022/23 budget. For Fiscal Year 2024/25 the expenditure budget totals \$125.5 million, a 2.8% increase as compared to Fiscal Year 2023/24. In accordance with the direction of the City Council, this budget represents a spending plan that balances providing services to residents, businesses, and visitors within the limits of available resources. The City Council priorities discussed in the January 2023 Workshop were a key consideration during development of this budget.

The Budget reflects the following City Council Priority Areas:

- Implementation of the General Plan
- Housing and Homelessness
- Climate Action & Sustainability
- Public Infrastructure
- Traffic Safety for All Modes of Travel

### Key Points

A few key points regarding the budget are as follows:

- The General Fund operating budgets for Fiscal Years 2023/24 and 2024/25 have been balanced using one-time revenue, specifically with \$2.5 million of Educational Revenue Augmentation Fund (ERAF) dollars in each fiscal year.

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## FY 2023/24 and FY 2024/25 Proposed Budget

### City Manager Transmittal Letter

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- Decision packages for new or changed programs and position requests for the General Fund total \$1,523,540 in expenditures and \$181,500 in revenues for FY 2023/24. The expenditure amount is included in the \$122.1 million total budget figure.
- Decision packages for new or changed programs and position requests for the General Fund total \$2,143,950 in expenditures and \$234,000 in revenues for FY 2024/25. The expenditure amount is included in the \$125.5 million total budget figure.
- There are also decision packages for the following funds:
  - Non-Recurring General Fund: \$2,666,000 in expenditures for FY 2023/24; \$900,000 in expenditures and \$400,000 in revenues for FY 2024/25
  - Utilities Water Operating Fund: \$865,800 in expenditures for FY 2023/24; \$425,350 in expenditures for FY 2024/25
  - Internal Service Funds
    - General Liability: \$125,610 in expenditures and revenues for FY 2023/24; \$168,240 in expenditures and revenues for FY 2024/25
    - Equipment Replacement Reserve: \$320,000 in expenditures for FY 2023/24
- The budget also includes the addition of nine (9) full-time positions to the City's Staffing Plan:
  - Six (6) for the General Fund
    - Five (5) in FY 2023/24; One (1) in FY 2024/25
  - Three (3) for the Enterprise Funds (Utilities Water Operating)
  - One (1) for the Internal Service Funds (General Liability)

#### **General Fund Operating Budget**

The budget projects overall General Fund revenue growth in the next two fiscal years. Sales Tax is expected to grow in FY 2023/24 by 1.6% over current year, and an additional 2.9% in FY 2024/25. Transient Occupancy Tax (TOT) has strongly rebounded since the pandemic low of FY 2020/21 and is expected to show continued growth moving forward. TOT is estimated to be 5.7% higher next year, with additional growth of 4.8% in FY 2024/25.

While departments have made a concerted effort to keep operating budgets as flat as possible while revenues recovered, expenditure budgets continue to rise due to inflation and increasing costs, largely in employee benefits and internal services.

Overall, the FY 2023/24 revenue budget is 5.5% higher than the current FY 2022/23 budget. FY 2024/25 grows by another 3.4%. The FY 2023/24 expenditure budget is 5.3% higher than the FY 2022/23 budget, primarily due to increases in internal services and payroll costs. Despite rising revenues, operating expenditures continue to exceed operating revenues, so this budget includes \$2.5 million of one-time funds in each fiscal year to balance the budget and create the surplus needed to allow for decision packages.

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# **FY 2023/24 and FY 2024/25 Proposed Budget**

## **City Manager Transmittal Letter**

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### **Other Funds**

In addition to the General Fund, the City Budget includes a number of other funding sources including Special Revenue Funds, Capital Project Funds, Proprietary Enterprise Funds and Internal Service Funds. The budget document also includes information on the Housing Authority of the City of Napa.

### **Capital Improvement Plan**

The City adopts a 5-year Capital Improvement Plan (CIP) to plan and program resources necessary for the acquisition, design, and/or construction of significant City projects. The CIP projects repair or develop community infrastructure or meet community needs, provide facilities to support City operations, and support City Council priorities.

A capital project is considered a one-time expenditure but often the projects take multiple years to deliver and fully fund. While plans are developed for at least a 5-year horizon, funding for the projects within the CIP is approved by Council as part of the budget process, or project funding can be approved by a separate City Council action when funding adjustments are necessary outside the normal budget cycle approval process.

The project requests for the upcoming year were much greater than funding available, particularly for General Fund projects. Staff has worked together on the plan to program the limited funding to finish projects that have already been started, repair and maintain existing infrastructure, and to leverage City funding through external grants and improving efficiencies.

The Proposed Budget includes a Capital Improvement Plan for the next five-year period with new funding for capital projects totaling \$156.3 million. Of this amount, \$33.3 million is budgeted in FY 2023/24 and \$20.9 million is budgeted in FY 2024/25. Projects funded from the General Fund CIP Reserves total \$5.8 million for FY 2023/24 and \$3.4 million in FY 2024/25. Included among the major capital expenditures requested during this budget cycle from various funding sources is significant funding for streets and traffic safety (\$20.8 million over two years), facilities (\$6.7 million over two years), and water utility (\$17.0 million over two years).

### **State of the City**

The COVID-19 pandemic caused severe drops in the City's operating revenues, particularly to Sales Tax, Transient Occupancy Tax, Business License Tax, and Charges for Services. In fiscal years 2020 and 2021, one-time revenues were brought into the General Fund to balance the budget and prevent the City from having to dip into reserves. In fiscal year 2022 revenues were higher than our FY19 actuals, which was a faster recovery than initially anticipated. In the current fiscal year revenues are projected to be higher than in the previous fiscal year. However, the City's costs have continued to rise, with salaries, benefits, supplies, and utilities rates all increasing in excess of revenues some due to higher inflationary rates.

**American Rescue Plan Act Funds:** On March 11, 2021, President Biden signed the \$1.9 trillion American Rescue Plan Act (ARPA) of 2021 into law to address the COVID-19 pandemic and the corresponding economic crisis. As a result of this legislation, the City of Napa received \$15.12 million in ARPA funds. The identified uses for these one-time funds have been

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# **FY 2023/24 and FY 2024/25 Proposed Budget**

## **City Manager Transmittal Letter**

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strategically crafted by the City based on City Council priorities, community needs, and a City department COVID impacts needs assessment. On the latter, City departments prepared a list of projects, programs, and services negatively impacted due to COVID-19. These expenditures were allocated in the previous budget and will roll-over for any unexpended amounts.

Overall, the FY 2022/23 Budget addresses City Council priority projects and provides funding for various capital and infrastructure projects, while continuing to rebuild the organization to provide a high level of quality services to the residents and businesses of Napa. More information on City projects can be found in the City Council Priorities section, as well as individual program sections.

### **Summary**

Despite the recent improvement in revenue trends, developing a viable spending plan for this next fiscal year was a challenging task that required extensive planning and cooperation from each City department. As we emerge from the pandemic, what will be considered a sustainable level of revenues is still unclear. While I am cautiously optimistic, it will be critical to closely monitor revenues and expenditures throughout the fiscal year. As your City Manager, I am committed to continuing the management of the economic resources of this City in a conservative, thoughtful and transparent manner. As always, the City Council will be apprised on an ongoing basis of the status of these efforts. I welcome your input, your advice, and your guidance.

### **Acknowledgments**

I would like to express my appreciation to the City Council for their continued leadership and direction. I also want to thank the dedicated City Department Heads, 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, led by Jessie Gooch, our very capable Budget Officer. Their collective contributions are appreciated, especially during these challenging times, and I extend my sincere thanks for a job well done.



Steve Potter, City Manager



# City Council Priorities

*Fiscal Years  
2023/24 and 2024/25*

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# City Council Priorities

## Fiscal Years 2023/24 and 2024/25 Priority Areas

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### Mayor and 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 cycle. This year, the City will return to a two-year budget cycle, developing budgets for both FY2023/24 and FY2024/25 for the first time since COVID-19 created uncertainty in our fiscal projections. Priority areas were developed to address the needs over this two-year period.

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 project, 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. 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 addresses the priorities for the FY 2023/24 and FY2024/25 budget cycle, while the second section gives a status of past priority projects.

The City Council's priorities for FY 2023/24 and FY2024/25 are:

- **Implementation of the General Plan**
- **Housing and Homelessness**
- **Climate Action & Sustainability**
- **Public Infrastructure**
- **Traffic Safety for All Modes of Travel**



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# **City Council Priorities**

## **Fiscal Years 2023/24 and 2024/25 Priority Areas**

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The FY 2023/24 and FY 2024/25 Proposed Budgets provide a framework through which the City's goals and objectives are achieved in line with the Mayor and Council Priorities, including the following:

### **Implementation of the General Plan**

As the City's long-term planning strategic planning document, the General Plan serves as the City's outline for land use, housing, transportation, climate change, community facilities, parks and recreation, historic resources, health and safety, economic development and more through the year 2040. The City Council adopted the General Plan in the 2022 calendar year and submitted the City's Housing Element to the State of California for approval in February 2023. In April of 2023, the City Council adopted an interim Zoning Ordinance to ensure essential procedures and land use regulations are consistent with the new General Plan while work is underway to complete the full update to the Zoning Ordinance and other sections of the municipal code. There will be substantial work to implement the various goals of the Plan and will include, at a minimum, updates to Napa Municipal Code, resolutions, administrative regulations and implementation of new programs and other policies. The FY 2023/24 and FY 2024/25 budgets include funding to supplement staff work on these actions and provide for legal and other consultant needs.

### **Housing and Homelessness**

Housing for all and the implementation of programs and policies to support making the experience of homelessness rare, brief, or one-time, has been a priority for the City of Napa for many years. In FY 2021/22, the City Manager undertook an effort to coordinate city-wide homeless services activities from within the City Manager's Office, which has resulted in significant strides in improving the City's response to both mitigating impacts of homelessness in the community and helping individuals and families transition out of homelessness. Within the recommended budget, this coordinated effort will incorporate housing and homeless services into a division of the City Manager's Office. Over the next year, the City's focus will be on continued implementation of Housing programs such as the development of diverse affordable housing opportunities, rental assistance programs, rental rehabilitation and first-time homebuyer's assistance programs, and the preservation of the existing affordable housing stock. Additionally, in the homelessness area, the City will continue participation in the countywide transition to CalAIM, an enhanced homeless outreach program, encampment clean-ups, the furtherance of permanent supportive housing projects as well as additional Homekey Funding projects, and the pursuit of pilot programming for clients with co-occurring mental health/addiction issues.

### **Climate Action & Sustainability**

The Napa City Council established Climate Action as one of its Council Priorities for the 2022-2023 fiscal year and passed a climate emergency resolution. In 2023, the Council extended Climate Action as a key priority for the next two fiscal years. Earlier this year, the City hired a Management Analyst who will help implement the city's ambitious plans to mitigate climate change. In the near term, the City plans to assess opportunities for EV charging for fleet and public parking, promote incentives for energy efficiency and electrification, develop policies

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# City Council Priorities

## Fiscal Years 2023/24 and 2024/25 Priority Areas

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to support electrification and climate action, and apply for grants to support climate action priorities.

### **Public Infrastructure**

Infrastructure refers to the basic public facilities of the built environment that support the community, quality of life, and economy. Some of the main elements include city parks and trails, streets, sidewalks, bicycle facilities, traffic safety and control, storm drainage system, water treatment and distribution systems, parking facilities, emergency communication systems, and City-owned buildings. Infrastructure elements are designed and built to serve the community for many decades. Major and continued investments are required for the maintenance, renewal, and replacement of City infrastructure to maintain quality systems essential to support the community's needs and the City's financial stability into the future. The City's operational departments are working to identify and analyze current asset inventories, conduct condition assessments, and to project current and future needs. In addition to numerous construction projects that are programmed for infrastructure improvements, the work includes the development of comprehensive reports including the upcoming urban forestry master plan, storm drain assessment, pavement management plan, parks conditions assessment and park infrastructure program, facilities condition assessment, and water system master plan. The efforts also incorporate upgrades to the City's technology systems for the infrastructure management including customer service requests, work orders, asset management, and the geographical information system. Comprehensive infrastructure analysis efforts are a necessary first step to position the City for future discussions regarding community amenities, operational configuration needs, replacement of aging infrastructure and to be able to address the poor conditions of many City facilities, including City-owned buildings.

### **Traffic Safety for All Modes of Travel**

The City's transportation network, including streets, bicycle and pedestrian facilities, provide the means for travel throughout the community and connecting people to their destinations. The focus of improving traffic safety and increasing the level of comfort for bicycle and pedestrians is being addressed through engineering, enforcement, education, and emergency services. Deliberate efforts for traffic safety improvements are resulting in the implementation of the City's pedestrian and bicycle plans, the completion of the City's first Local Roadway Safety Plan, obtaining traffic safety funding grants to accelerate safety projects, the City's first buffered bike lanes, updating the Traffic Calming Guidelines, and partnering to develop a Vision Zero Policy (defined as a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all) for the City. Additional efforts focused on traffic safety enforcement and education, negotiations for a new red light enforcement contract, improving technology for efficiency and to be able to make data driven decisions, obtaining grants for education and enforcement, increased community outreach, and officer training for DUI enforcement and safety technology.

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# City Council Priorities

## Status of Fiscal Year 2022/23 Priorities

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As part of the Fiscal Year 2022/23 budget that was adopted on June 21, 2022, the City Council identified five main goals and various priorities within each goal. The five goals were:

- **Workforce Stability & Hiring**
- **Adoption and Implementation of the General Plan and Housing Element**
- **Economic Development & Recovery**
- **Housing/Homelessness**
- **Climate Change**

### **Workforce Stability & Hiring**

- Funded all vacant positions in the FY2022/23 budget and increased staffing in critical areas.
- Reintroduced Employee recognition events such as the Annual Employee Barbecue, Annual New Employee & Promotion Breakfast, and Outstanding Performer & Service Awards Event.
- In FY212/23 conducted 84 full-time and 41 part-time recruitments.
- Hired key leadership positions throughout the organization including Parks and Recreation Director, Planning Manager, Deputy Public Works Director, Finance Director, others.
- Finalized an organizational structure analysis and implemented key recommendations including transitioning the Housing Division and the Information Technology Division to the City Manager's Office.
- Continued the use of creative hiring strategies, promotion of positions via social media, radio, and professional associations, created Police and Fire Recruitment Video
- Continued the City's new hire "Buddy Program" which has paired an additional 52 new employees in FY 22/23 with seasoned staff to help with their transition into the organization.
- Successfully completed negotiations with the Napa City Employee's Association, the Association of Managerial & Professional Employees Unit, the Napa Police Officer's Association, and the Police Management Unit.
- Began development of a supervisors/manager's leadership academy to be launched in late 2023.
- Conducted an Employee Engagement Survey, analyzed and shared results both citywide and on a departmental basis.
- Implemented Year 2 of the Diversity, Equity and Inclusion mandatory training for all employees and conducted employee survey to inform Year 3 curriculum.
- Improved benefit election process with streamlined open enrollment and enhanced benefit options, as well as transitioned to a calendar year benefit .
- Established NEWFIT (Napa Employees Wellness and Fitness committee), which was highlighted at the 2022 League of California Cities Conference.
- Engaged a cross-departmental team of employees to assist with organizational culture programs.

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# City Council Priorities

## Status of Fiscal Year 2022/23 Priorities

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### Adoption of the General Plan and Housing Element

- Adopted the 2040 General Plan at the October 18, 2022 Council Meeting.
- Hosted “Housing Week” in July 2022 introducing the Housing Element process at community events
- Launched the [www.NapaHousingElement.com](http://www.NapaHousingElement.com) website and the interactive tool the “Balancing Act” allowing community members to run different scenarios of housing allocation
- Submitted draft Housing Element to the California Department of Housing and Community Development for review of compliance with state housing law.
- Identified proposed updates to Napa Municipal Code and Zoning Code Ordinance and adopted an interim Zoning Ordinance in April 2023.
- Adopted a temporary moratorium on new and expanded service stations.

### Economic Development & Recovery

- Formation of the Napa Enhanced Infrastructure Financing District, (EIFD) was finalized, covering 7% of the City with high-development potential, with the projected present-value funding capacity estimated at \$65 million over the life of the district.
- Launched City of Napa's Economic Development Dashboard, providing insights into Napa's economy: [www.cityofnapa.org/EconomicDevelopmentDashboard](http://www.cityofnapa.org/EconomicDevelopmentDashboard). Included quarterly Council updates with Dr. Rob Eyler on key economic indicators.
- Improved outreach to the business community, with monthly newsletter reaching over 4,160 subscribers and launching a business concierge service and published business startup guide to help businesses better interact with City processes.
- Improved strategic partnerships with convening a Business Alliance group including the Napa Valley College, Chamber of Commerce, Hispanic Chamber of Commerce, Workforce Alliance of the North Bay, and the Small Business Development Center. Efforts supported the Workforce Policy Summit hosted by WANB and the Napa Valley Community College.
- Managed the Tourism Improvement District with an annual budget of over \$1 million towards destination marketing and grants for community and visitor events, such as the Lighted Arts Festival. Spearheading a 3-5 year strategic plan to be completed early FY 23-24.
- Supported the business community in many ways, including the implementation of new Development Permit processing software and an updated Development Review Process improvement plan.
- Amended the Municipal Code and Zoning Ordinance to expand outdoor dining on public property, including sidewalks, parking areas, plazas, and parks.
- Rebranded Napa Makes, hosted events, and supported new spaces for artists and small batch production makers, an identified growth industry.
- Downtown Wayfinding Signage Project Phase 1 completed, which included replacing vehicular and parking wayfinding and installing four gateway signage for Downtown and the Riverfront. Phase 2 includes pedestrian wayfinding and park signage to be completed FY 23-24.

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# City Council Priorities

## Status of Fiscal Year 2022/23 Priorities

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### **Economic Development & Recovery (continued)**

- Drafted amendment to Downtown Specific Plan to include a new chapter focused on The Oxbow and convened the Oxbow Task Force, a group of stakeholders in the district. Include amending the municipal code and goal of completion in early FY 23-24.
- Launched the Riverline Project, community initiative to enhance access to and improve the enjoyability of the Napa River primarily in The Oxbow. Engaged a graduate level University of Berkeley design studio to study the area and provide new ideas for the district and Riverline.

### **Housing & Homelessness**

- Work on Heritage House/Valle Verde (90 units of Permanent Supportive Housing and Housing for Low Income Households) is underway and expected to be complete in October 2023.
- Construction began in October 2022 on Valley Lodge as a Permanent Supportive Housing program, with 54 units for clients exiting homelessness, and leasing expected by August 2023.
- Enhanced coordination on homeless services and City resources to address client-specific needs, improve inter-agency collaboration, discuss housing placement and more.
- 50 units at Manzanita Family Apartments were leased for 85% Area Median Income and below households
- The Housing Rehabilitation Program completed 12 units in FY 2022-2023, with 9 more units under construction and 14 in the bid/application phase.
- The Junior Accessory Dwelling Unit/Accessory Dwelling Unit Program completed 2 units in FY 2022-2023, with 3 more units under construction and 8 units in the design/application phase.

### **Climate Change**

- The adopted General Plan includes a Sustainability Element that outlines goals and policies to address climate change.
- The City of Napa's SB 1383 implementation and reporting plan was approved by the State. It includes the acquisition of a new commercial compost collection truck for Napa Recycling and Waste Services (NRWS) and outreach to the largest generators of compostable organics, such as restaurants and grocery stores.
- The City submitted an offer to purchase property to add a Biomass (Wood Waste) Gasification plant as part of a potential upgrade to the Materials Diversion Facility.
- The Recycling and Solid Waste Division submitted a competitive \$10M grant application to CalRecycle for an improved organics de-packaging system and Anaerobic Digestion (AD) to renewable biofuel system.
- The Utilities Water Division is under contract to complete a joint Feasibility Study with Napa Sanitation District for advanced treatment of recycled water to drinking water standards.

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## **City Council Priorities**

### **Status of Fiscal Year 2022/23 Priorities**

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#### **Climate Change (continued)**

- The City hired a Management Analyst-Climate Change in the City Manager's Office, who will assist with implementing Climate Change efforts Citywide.
- The City submitted a Congressionally Directed Spending Ask for fleet electric vehicle supply equipment (EVSE) at the Corporation Yard and applied for federal funding for EVSE planning and implementation.



# City of Napa by the Numbers: Overview and Statistical Information

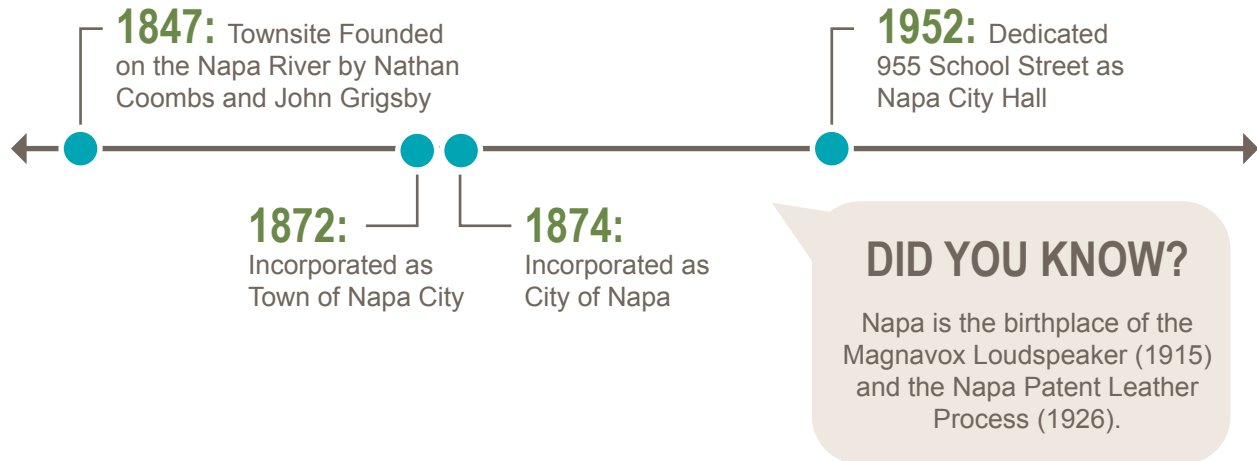
*Fiscal Years  
2023/24 and 2024/25*



# City of Napa by the Numbers

The City of Napa is a vibrant town with a respect for its past. Boasting protected historic districts with some of northern California's finest Victorian homes alongside contemporary architecture and a bustling downtown, the City offers much more than the vineyards and wineries it's often known for. Napa is a city with a low crime rate, a high standard of living, clean air and ideal weather. It truly is a California gem.

## History of Napa



## Napa City Hall



**Form of Government:**  
Council-Manager

**12** City Departments

**13** City Boards / Commissions

**457** Full-Time City Employees (FY 2020/21)

### Operations

### General



**76** Police Officers



**1,981** Average number of visits to CityofNapa.org each day



**2** Historic Districts:  
Napa Abajo/Fuller Park  
& Calistoga Avenue



**77** Planning applications processed annually



**2,500** National Register Buildings in City of Napa

## City of Napa by the Numbers

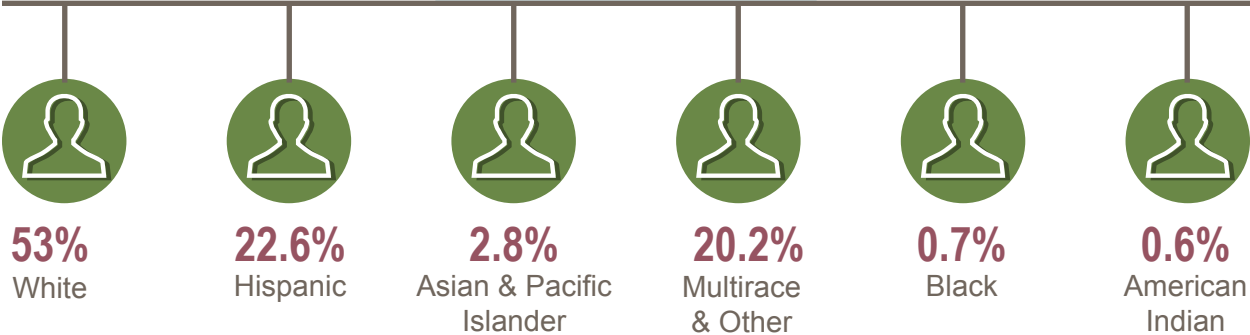
## Geography

# 18.147 Square Miles



## Community Profile

In addition to the quality of the City and its government, Napa is home to a diverse and engaged community. With an almost even distribution between resident age groups, diverse education levels, a 60/40 split between white collar and blue collar workers, and a mix of homeowners and renters, Napa is a melting pot across the board.



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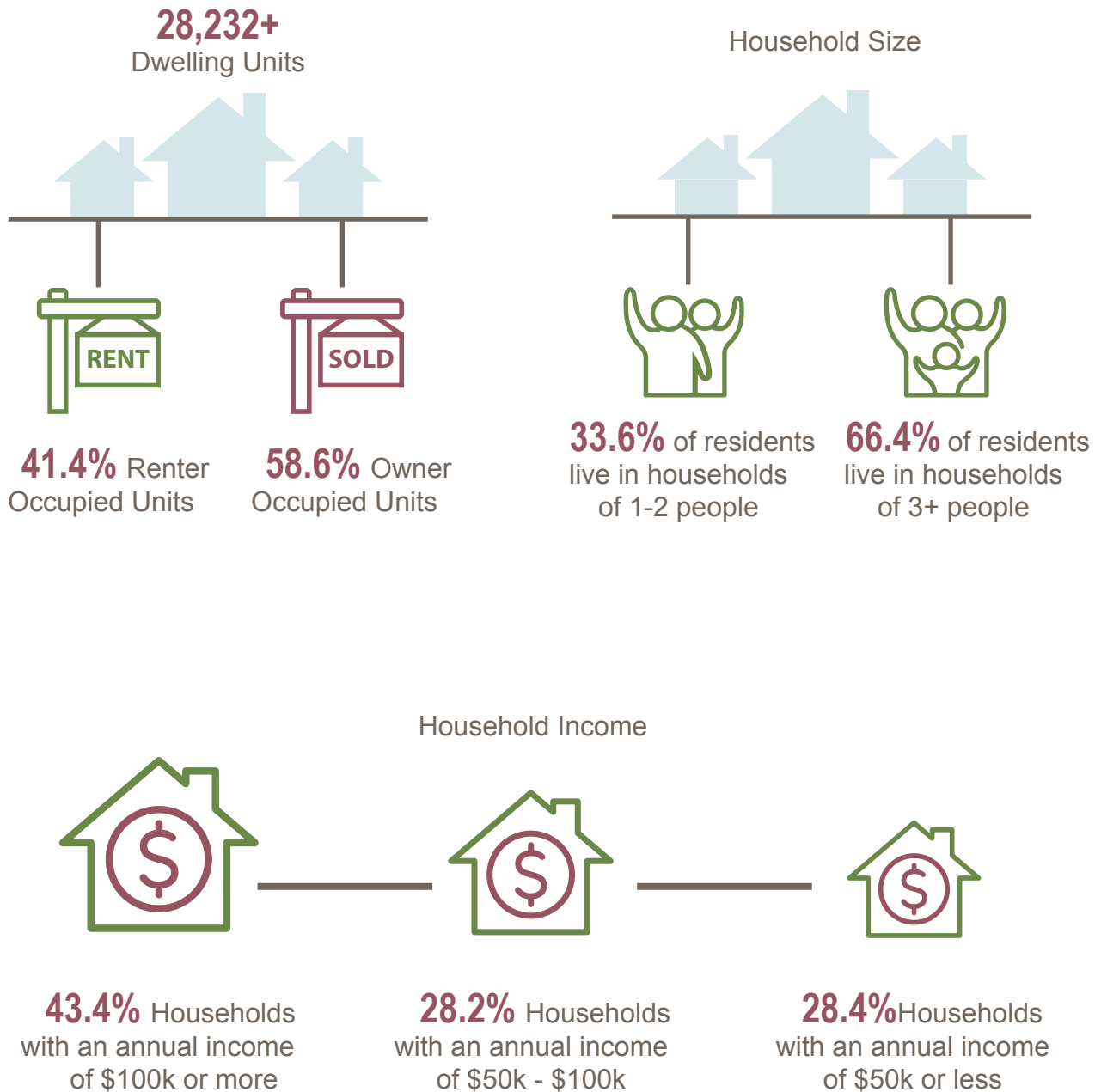
# City of Napa by the Numbers

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## Life in Napa

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# City of Napa by the Numbers

## Work in Napa



**39,600+** jobs in  
the City of Napa



Mean travel time to work:  
**26.2 minutes**

### Napa's Top 4 Industries by Number of Jobs



Health Care and  
Social Services  
**(5,000+)**



Accommodation  
& Food Services  
**(5,000+)**



Retail  
**(5,000+)**



Manufacturing  
**(2,000+)**

## Educational Attainment

**44.1%** of the population in Napa have an Associate degree or higher

**35.4%** have a Bachelor's degree or higher



<Grade 9  
**10.2%**



Grade 9-12  
**5.9%**



High School  
**17.9%**



Some College  
**21.9%**



Assoc Degree  
**8.6%**



Bach Degree  
**23.9%**



Grad Degree  
**11.5%**



offer Associate's Degree or Certificate



offer Bachelor's Degree or Higher

# City of Napa by the Numbers

## In the City's Care



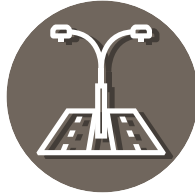
**955** Total acres of park land

**50,000+** Street trees maintained by city crews

**39** Trees designated under Significant Tree Program

**55** Neighborhood, community and open space parks in Napa

**31** Consecutive years Napa has been awarded 'Tree City USA'



**6,500** Streetlights

**54** Signalized intersections

**220 Miles** of streets maintained by the City



**14** Water Storage Tanks

**3.9 billion** Gallons of drinking water produced annually at 3 water plants through local and regional drought years

**360 Miles** of water pipeline

**10 Miles** pump stations

## Businesses in Napa



**50+** Zagat-Rated Restaurants



**40+** Wine Bars, Tasting Rooms, Pubs in Downtown



**2,700+** Hotel/Timeshare Rooms



**70+** Restaurants, Eateries, Dessert Shops in Downtown



**5,000+** Companies Licensed to do Business in Napa



**200+** B&B Rooms



# Budget Overview

*Fiscal Years  
2023/24 and 2024/25*



# All Funds Summary

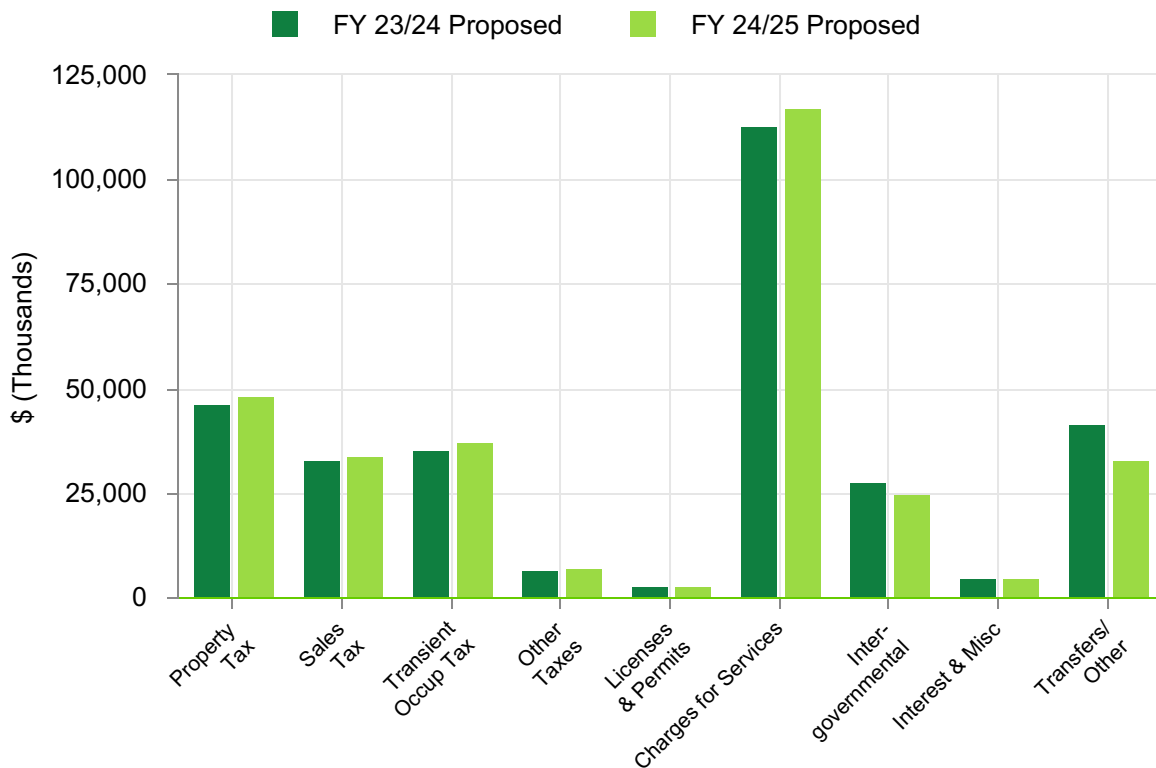
*Fiscal Years  
2023/24 and 2024/25*

# 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 \$311.9 million for FY 2023/24 and \$309.3 million for FY 2024/25. 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. The charts and graphs in the All Funds section includes the General Fund as well as special revenue funds, proprietary funds, and others.

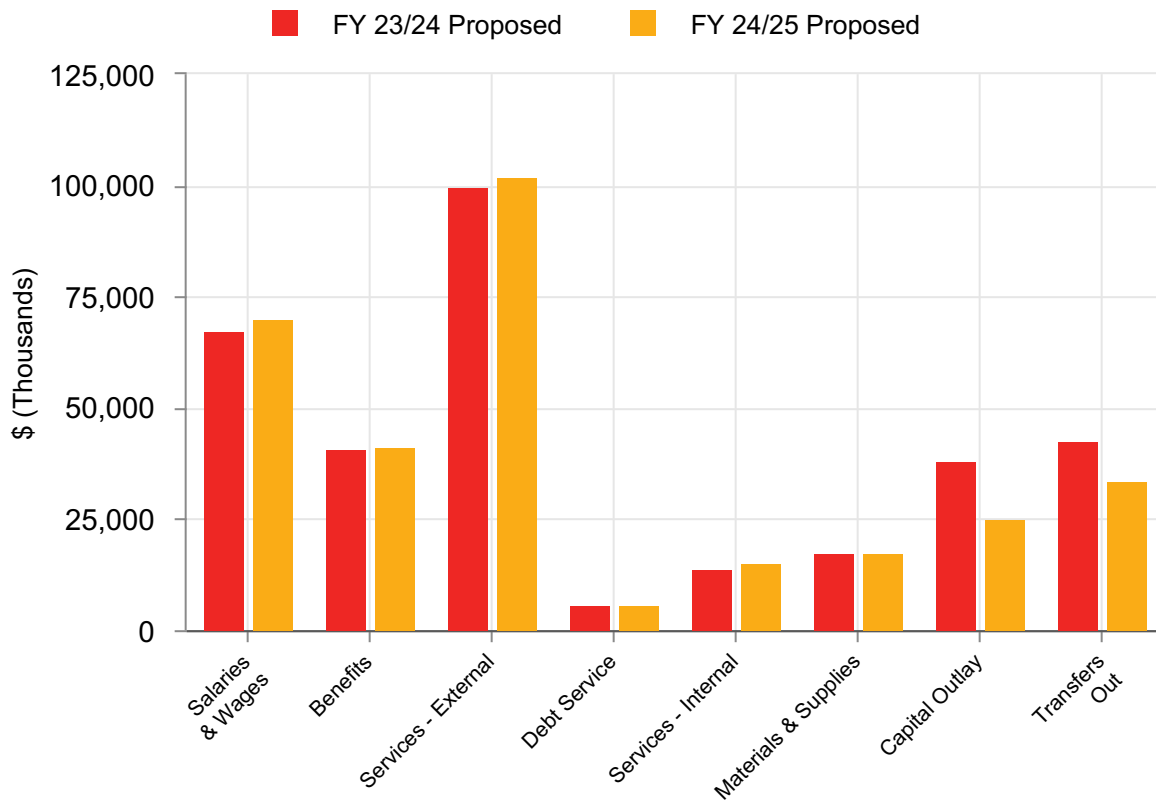


|                   | Property Tax | Sales Tax | Transient Occup Tax | Other Taxes & Business Licenses | Licenses & Permits | Charges for Services | Inter-governmental | Interest & Misc | Transfers/ Other |
|-------------------|--------------|-----------|---------------------|---------------------------------|--------------------|----------------------|--------------------|-----------------|------------------|
| FY 23/24 Proposed | 46,505       | 33,035    | 35,460              | 6,938                           | 2,756              | 113,142              | 27,758             | 4,666           | 41,656           |
| FY 24/25 Proposed | 48,148       | 34,106    | 37,164              | 7,167                           | 2,823              | 117,574              | 24,785             | 4,617           | 32,936           |



# All Funds

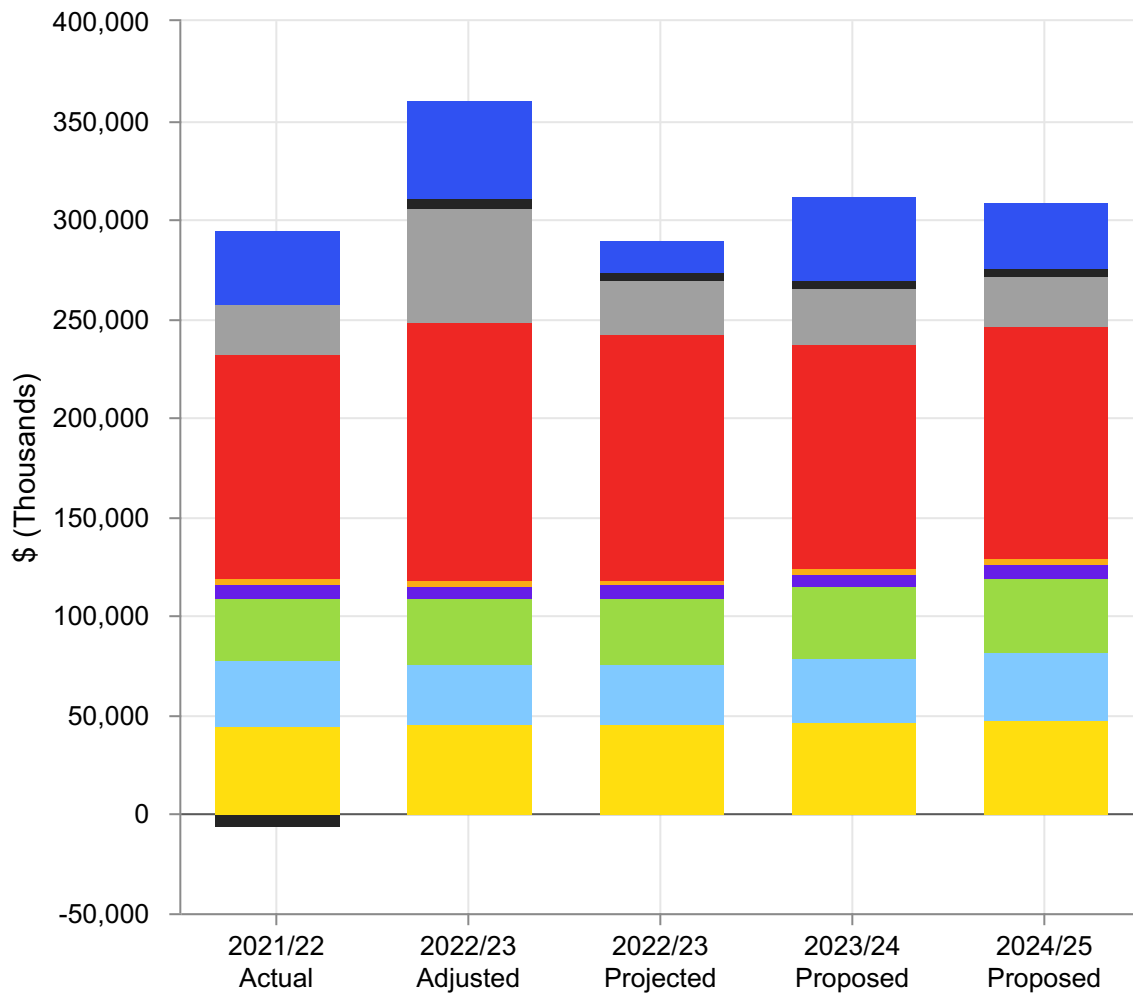
## Expenditures by Category



|                   | Salaries & Wages | Benefits | Services - External | Debt Service | Services - Internal | Materials & Supplies | Capital Outlay | Transfers Out |
|-------------------|------------------|----------|---------------------|--------------|---------------------|----------------------|----------------|---------------|
| FY 23/24 Proposed | 67,329           | 40,744   | 99,647              | 5,683        | 14,005              | 17,462               | 38,320         | 42,918        |
| FY 24/25 Proposed | 70,101           | 41,282   | 102,117             | 5,681        | 15,079              | 17,431               | 25,358         | 33,686        |

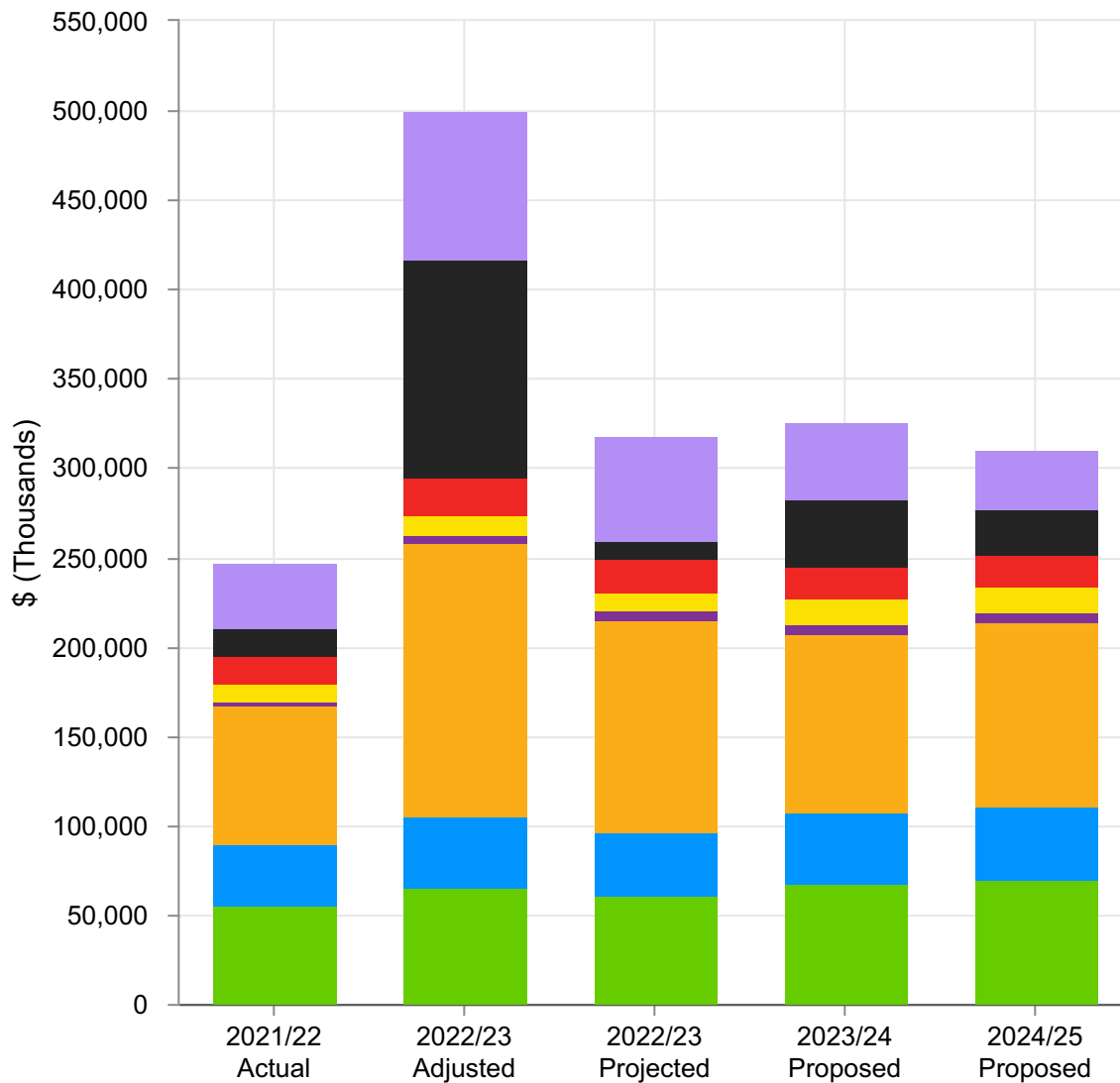
The proposed budget shows spending for all funds at \$326.1 million in FY 2023/24 and \$310.7 million in FY 2024/25. As previously noted, these summary figures are rarely used to judge the fiscal health or condition of an organization since spending patterns will fluctuate due to major one-time capital projects, 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



|  | Revenue Categories                 | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | 2024/25<br>Proposed |
|--|------------------------------------|-------------------|---------------------|----------------------|---------------------|---------------------|
|  | Property Tax                       | 44,405            | 45,676              | 45,849               | 46,505              | 48,148              |
|  | Sales Tax                          | 33,609            | 30,207              | 30,222               | 33,035              | 34,106              |
|  | Transient Occupancy Tax            | 31,101            | 33,584              | 33,399               | 35,460              | 37,164              |
|  | Other Taxes & Business<br>Licenses | 6,878             | 6,432               | 6,555                | 6,938               | 7,167               |
|  | Licenses & Permits                 | 3,179             | 2,891               | 2,900                | 2,756               | 2,823               |
|  | Charges for Services               | 113,645           | 129,763             | 123,795              | 113,142             | 117,574             |
|  | Intergovernmental                  | 25,167            | 57,482              | 26,983               | 27,758              | 24,785              |
|  | Interest & Misc                    | (5,658)           | 4,686               | 3,926                | 4,666               | 4,617               |
|  | Transfers/Other                    | 36,857            | 49,938              | 16,090               | 41,656              | 32,936              |
|  | <b>Total Revenues</b>              | <b>289,183</b>    | <b>360,659</b>      | <b>289,719</b>       | <b>311,916</b>      | <b>309,320</b>      |

## All Funds Expenditure Comparison



|  | Expenditure Categories    | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|--|---------------------------|----------------|------------------|-------------------|------------------|------------------|
|  | Salaries & Wages          | 55,583         | 65,723           | 61,263            | 67,329           | 70,101           |
|  | Benefits                  | 33,968         | 39,553           | 35,264            | 40,744           | 41,282           |
|  | Services - External       | 77,707         | 152,898          | 119,087           | 99,647           | 102,117          |
|  | Debt Service              | 2,052          | 4,524            | 4,533             | 5,683            | 5,681            |
|  | Services - Internal       | 10,194         | 11,733           | 10,955            | 14,005           | 15,079           |
|  | Materials & Supplies      | 15,853         | 20,218           | 18,363            | 17,462           | 17,431           |
|  | Capital Outlay            | 15,069         | 121,931          | 10,538            | 38,320           | 25,358           |
|  | Transfers Out             | 36,912         | 83,666           | 57,869            | 42,918           | 33,686           |
|  | <b>Total Expenditures</b> | <b>247,339</b> | <b>500,247</b>   | <b>317,872</b>    | <b>326,106</b>   | <b>310,736</b>   |

# All Funds

## Revenues by Fund

|                                   | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|-----------------------------------|----------------|------------------|-------------------|------------------|------------------|
|                                   | (In Thousands) |                  |                   |                  |                  |
| <b>General Fund</b>               |                |                  |                   |                  |                  |
| General                           | 105,449        | 115,893          | 115,939           | 122,319          | 126,436          |
| General Non-Recurring             | 4,554          | 8,691            | 4,949             | 1,250            | 1,652            |
| American Rescue Plan Act          | 101            | 15,016           | —                 | —                | —                |
| <b>General Fund Total</b>         | <b>110,104</b> | <b>139,600</b>   | <b>120,889</b>    | <b>123,569</b>   | <b>128,088</b>   |
| <b>Special Revenue Funds</b>      |                |                  |                   |                  |                  |
| Gas Tax                           | 1,833          | 2,235            | 2,235             | 2,137            | 2,308            |
| RMRA                              | 1,597          | 1,818            | 1,818             | 1,927            | 2,080            |
| Traffic Safety                    | —              | —                | —                 | 160              | 160              |
| Red Light Camera                  | 9              | 11               | 11                | 11               | 11               |
| Measure T Road Maint              | 12,007         | 8,001            | 8,001             | 10,482           | 10,905           |
| Golf Course                       | 102            | 41               | 41                | 41               | 41               |
| Enhanced Infra Financing District | —              | 190              | 1                 | 385              | 788              |
| DIF Big Ranch                     | 3              | 20               | 20                | 20               | 20               |
| DIF Fire/Paramedic                | 301            | 203              | 93                | 203              | 203              |
| DIF Affordable Housing            | 3,057          | 993              | 1,400             | 1,356            | 1,356            |
| DIF Las Flores Rec Center         | —              | —                | —                 | —                | —                |
| DIF Linda Vista                   | 21             | 12               | 12                | 12               | 12               |
| DIF Lone Oak Drainage             | —              | —                | —                 | —                | —                |
| DIF N Jefferson Parks             | —              | —                | —                 | —                | —                |
| DIF N Jefferson Traffic           | 1              | 25               | 25                | 25               | 25               |
| DIF Orchard Parks                 | —              | 1                | 1                 | 1                | 1                |
| DIF Orchard Traffic               | —              | 1                | 1                 | 1                | 1                |
| DIF Park Acq & Dev                | 2,774          | 585              | 510               | 597              | 609              |
| DIF Parking                       | 27             | 30               | 414               | 31               | 31               |
| DIF Redwood Rd                    | 3              | 2                | 2                 | 2                | 2                |
| DIF Street Improvement            | 262            | 536              | 536               | 526              | 526              |
| DIF Underground Utility           | 258            | 235              | 235               | 120              | 120              |
| Fair Share Contrib/Mitigat        | 12             | 884              | 884               | 35               | 35               |
| Public Art                        | 82             | 110              | 235               | 112              | 114              |
| Property Development Tax          | 53             | 23               | 23                | 23               | 23               |
| Public Infrastructure In Lieu     | 37             | 1                | —                 | 1                | 1                |
| Parking                           | 737            | 743              | 665               | 717              | 731              |
| Alston Park Trust                 | 22             | 23               | 25                | 25               | 26               |
| Youth Services Diversion Prog     | —              | 1                | 1                 | 1                | 1                |
| Fire Education Programs           | —              | —                | —                 | —                | —                |
| Measure F 1% TOT Aff Hsg          | 2,407          | 2,641            | 2,456             | 2,764            | 2,898            |
| CDBG                              | 973            | 4,670            | 4,088             | 759              | 786              |
| HOME Program                      | 1,368          | 565              | 30                | 1,804            | 804              |
| CalHome Program                   | 380            | 2,153            | 245               | 106              | 106              |
| SA Lo/Mod Set Aside               | —              | —                | —                 | —                | —                |
| Perm Local Housing Allocation     | 1              | 1,057            | —                 | 795              | 495              |
| Damage Reimbursement              | 118            | 103              | 126               | 102              | 102              |
| AD Altavina Maint Dist            | 16             | 11               | 11                | 11               | 11               |
| AD Chaudhary Estates              | 2              | 2                | 1                 | 1                | 1                |
| AD Dry Creek Village              | 9              | 3                | —                 | 2                | 2                |
| AD Fox Ridge                      | 22             | 3                | 3                 | 3                | 3                |

# All Funds

## Revenues by Fund

|                                           | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------------|----------------|------------------|-------------------|------------------|------------------|
|                                           | (In Thousands) |                  |                   |                  |                  |
| AD Glencar Estates                        | 4              | 3                | 2                 | 2                | 2                |
| AD Hill View Park                         | 6              | 2                | 2                 | 2                | 2                |
| AD Hyde Park I                            | 5              | 3                | 2                 | 2                | 2                |
| AD Lake Park                              | 182            | 123              | 123               | 123              | 123              |
| AD Linda Vista                            | 11             | 11               | 1                 | 11               | 11               |
| AD Mills                                  | 2              | 2                | 2                 | 2                | 2                |
| AD Napa Valley Corp Park                  | 9              | 11               | 21                | 32               | 32               |
| AD Oak Ridge                              | 10             | 4                | 3                 | 3                | 3                |
| AD Orchard Estates                        | 6              | 3                | 3                 | 3                | 3                |
| AD Oxford Garden                          | 3              | 1                | 1                 | 1                | 1                |
| AD Rancho Las Flores                      | 24             | 4                | 4                 | 4                | 4                |
| AD River Park Maintenance                 | 433            | 275              | 275               | 275              | 275              |
| AD Silverado Creek                        | 32             | 32               | 32                | 32               | 32               |
| AD Sunrise Meadows                        | 7              | 3                | 2                 | 2                | 2                |
| AD Tierra Grove                           | 5              | 5                | 5                 | 5                | 5                |
| AD Trancas                                | 4              | 2                | 2                 | 2                | 2                |
| AD Vineyard Vista                         | 9              | 2                | 2                 | 2                | 2                |
| AD Walnut Grove                           | 1              | 1                | 1                 | 1                | 1                |
| AD Woodside                               | 5              | 2                | 2                 | 2                | 2                |
| Storm Drain Fees                          | —              | —                | —                 | —                | —                |
| Tourism Improvement District              | 1,140          | 1,071            | 1,270             | 1,305            | 1,371            |
| Business Dist Downtown                    | 166            | 125              | 147               | 127              | 130              |
| Business Dist Oxbow                       | 37             | 35               | 43                | 35               | 36               |
| Prop & Business Impr District             | 498            | 488              | 504               | 497              | 507              |
| <b>Special Revenue Total</b>              | <b>31,094</b>  | <b>30,124</b>    | <b>26,591</b>     | <b>27,761</b>    | <b>27,880</b>    |
| <b>Capital Project Funds</b>              |                |                  |                   |                  |                  |
| City Capital Projects                     | 23,615         | 39,821           | 4,746             | 24,698           | 16,446           |
| Streets and Sidewalks Programs            | —              | —                | —                 | 5,297            | 5,600            |
| <b>Capital Project Total</b>              | <b>23,615</b>  | <b>39,821</b>    | <b>4,746</b>      | <b>29,995</b>    | <b>22,046</b>    |
| <b>Proprietary Enterprise Funds</b>       |                |                  |                   |                  |                  |
| Materials Diversion-Operating             | 42,997         | 43,786           | 44,378            | 42,952           | 43,212           |
| Materials Diversion-CIP                   | —              | 733              | 733               | 733              | 733              |
| Materials Diversion-NR                    | 288            | 2,108            | 2,108             | 450              | 500              |
| Water Utility-Operating                   | 35,148         | 35,798           | 33,842            | 36,878           | 37,553           |
| Water Utility-CIP                         | 4,483          | 6,772            | 6,172             | 7,980            | 6,260            |
| Water Utility-NR                          | 3,775          | 7,639            | 718               | 240              | —                |
| <b>Enterprise Total</b>                   | <b>86,690</b>  | <b>96,837</b>    | <b>87,950</b>     | <b>89,233</b>    | <b>88,257</b>    |
| <b>Proprietary Internal Service Funds</b> |                |                  |                   |                  |                  |
| Fleet                                     | 5,931          | 5,100            | 2,298             | 4,769            | 4,834            |
| Fleet Fire Apparatus                      | 1,423          | 641              | 641               | 707              | 889              |
| Information Technology                    | 2,178          | 444              | 166               | 452              | 813              |
| General Liability                         | 5,204          | 23,656           | 23,656            | 8,622            | 9,283            |
| Workers Compensation                      | 4,180          | 4,754            | 4,832             | 5,324            | 5,746            |
| Unemployment                              | 124            | 133              | 133               | 98               | 99               |
| Postemployment Benefits                   | 2,069          | 1,244            | —                 | 1,293            | 1,353            |

## All Funds

### Revenues by Fund

|                                                    | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|----------------------------------------------------|----------------|------------------|-------------------|------------------|------------------|
|                                                    | (In Thousands) |                  |                   |                  |                  |
| Equipment Replacement                              | 157            | 157              | 157               | 157              | 157              |
| <b>Internal Service Total</b>                      | <b>21,266</b>  | <b>36,129</b>    | <b>31,883</b>     | <b>21,423</b>    | <b>23,175</b>    |
| <b>All City of Napa Funds Total</b>                | <b>272,769</b> | <b>342,511</b>   | <b>272,059</b>    | <b>291,981</b>   | <b>289,448</b>   |
| <b>Housing Authority of the City of Napa Funds</b> |                |                  |                   |                  |                  |
| Laurel Manor                                       | 433            | 442              | 433               | 440              | 440              |
| Seminary Street                                    | 245            | 257              | 268               | 235              | 243              |
| Section 8                                          | 14,864         | 16,761           | 16,365            | 18,524           | 18,446           |
| 20% Low/Mod Income                                 | 192            | 26               | 80                | 176              | 176              |
| Local Housing                                      | 557            | 504              | 366               | 391              | 391              |
| Continuum of Care Program                          | 123            | 157              | 147               | 167              | 176              |
| Housing 5% RDA Supplemental                        | —              | 2                | 2                 | 2                | 2                |
| <b>All Authority Funds Total</b>                   | <b>16,413</b>  | <b>18,148</b>    | <b>17,661</b>     | <b>19,935</b>    | <b>19,873</b>    |
| <b>All Funds Summary</b>                           | <b>289,182</b> | <b>360,658</b>   | <b>289,720</b>    | <b>311,916</b>   | <b>309,321</b>   |

# All Funds

## Expenditures by Fund

|                                   | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|-----------------------------------|----------------|------------------|-------------------|------------------|------------------|
|                                   | (In Thousands) |                  |                   |                  |                  |
| <b>General Fund</b>               |                |                  |                   |                  |                  |
| General                           | 112,507        | 115,931          | 110,928           | 122,131          | 125,524          |
| General Non-Recurring             | 4,151          | 10,544           | 7,630             | 3,448            | 2,017            |
| American Rescue Plan Act          | 100            | 14,516           | —                 | —                | —                |
| <b>General Fund Total</b>         | <b>116,758</b> | <b>140,991</b>   | <b>118,557</b>    | <b>125,579</b>   | <b>127,540</b>   |
| <b>Special Revenue Funds</b>      |                |                  |                   |                  |                  |
| Gas Tax                           | 683            | 4,008            | 4,008             | 1,458            | 1,330            |
| RMRA                              | 2,001          | 2,816            | 2,816             | 1,717            | 1,718            |
| Traffic Safety                    | —              | —                | —                 | 60               | 60               |
| Red Light Camera                  | 13             | 459              | 415               | 39               | 39               |
| Measure T Road Maint              | 4,233          | 22,041           | 20,741            | 11,905           | 9,255            |
| Golf Course                       | 33             | 27               | 27                | 27               | 27               |
| Enhanced Infra Financing District | —              | 1                | 1                 | 74               | 76               |
| DIF Big Ranch                     | 22             | 2,468            | 2,468             | 1                | 1                |
| DIF Fire/Paramedic                | 53             | 58               | 58                | 58               | 58               |
| DIF Affordable Housing            | 334            | 7,856            | 5,571             | 291              | 306              |
| DIF Las Flores Rec Center         | —              | —                | —                 | —                | —                |
| DIF Linda Vista                   | 39             | 2,051            | 2,051             | 2                | 2                |
| DIF Lone Oak Drainage             | —              | 1                | 1                 | 1                | 1                |
| DIF N Jefferson Parks             | —              | —                | —                 | —                | —                |
| DIF N Jefferson Traffic           | 69             | 2,069            | 2,069             | 925              | 3                |
| DIF Orchard Parks                 | —              | 48               | 48                | —                | —                |
| DIF Orchard Traffic               | —              | 1                | 1                 | 1                | 1                |
| DIF Park Acq & Dev                | 191            | 36               | 36                | 16               | 16               |
| DIF Parking                       | 2              | 2                | —                 | 2                | 2                |
| DIF Redwood Rd                    | —              | 1                | 1                 | 1                | 1                |
| DIF Street Improvement            | 2              | 503              | 503               | 1,351            | 501              |
| DIF Underground Utility           | 147            | 3,513            | 3,513             | 4                | 4                |
| Fair Share Contrib/Mitigat        | 1              | 850              | 850               | 1                | 1                |
| Public Art                        | 1              | 1,437            | 1,437             | 283              | 8                |
| Property Development Tax          | —              | 1                | 1                 | 1                | 1                |
| Public Infrastructure In Lieu     | —              | 1                | —                 | —                | —                |
| Parking                           | 664            | 1,394            | 759               | 799              | 808              |
| Alston Park Trust                 | —              | 82               | —                 | 22               | 23               |
| Youth Services Diversion Prog     | 3              | 5                | 1                 | 5                | 5                |
| Fire Education Programs           | 4              | —                | —                 | —                | —                |
| Measure F 1% TOT Aff Hsg          | 41             | 6,519            | 2,543             | 581              | 85               |
| CDBG                              | 1,136          | 4,964            | 4,048             | 792              | 823              |
| HOME Program                      | 713            | 492              | 212               | 2,470            | 848              |
| CalHome Program                   | 232            | 2,432            | 344               | 106              | 107              |
| SA Lo/Mod Set Aside               | —              | —                | —                 | —                | —                |
| Perm Local Housing Allocation     | 99             | 1,246            | 249               | 530              | 496              |
| Damage Reimbursement              | 147            | 101              | 101               | —                | —                |
| AD Altavina Maint Dist            | 6              | 11               | 5                 | 9                | 9                |
| AD Chaudhary Estates              | 5              | 2                | 1                 | 2                | 2                |
| AD Dry Creek Village              | 1              | 1                | 1                 | 1                | 1                |
| AD Fox Ridge                      | 5              | 12               | 6                 | 9                | 9                |

# All Funds

## Expenditures by Fund

|                                           | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|-------------------------------------------|----------------|------------------|-------------------|------------------|------------------|
|                                           | (In Thousands) |                  |                   |                  |                  |
| AD Glencar Estates                        | 1              | 3                | 2                 | 2                | 2                |
| AD Hill View Park                         | 1              | 3                | 1                 | 2                | 2                |
| AD Hyde Park I                            | 3              | 3                | 2                 | 2                | 2                |
| AD Lake Park                              | 19             | 269              | 19                | 14               | 14               |
| AD Linda Vista                            | 1              | 1,301            | 1,301             | 1                | 1                |
| AD Mills                                  | 1              | 2                | 1                 | 2                | 2                |
| AD Napa Valley Corp Park                  | 6              | 11               | 16                | 11               | 11               |
| AD Oak Ridge                              | 3              | 8                | 3                 | 7                | 8                |
| AD Orchard Estates                        | 1              | 3                | 2                 | 2                | 2                |
| AD Oxford Garden                          | 1              | 1                | 2                 | 2                | 2                |
| AD Rancho Las Flores                      | 4              | 9                | 4                 | 9                | 10               |
| AD River Park Maintenance                 | 100            | 542              | 542               | 9                | 9                |
| AD Silverado Creek                        | 8              | 22               | 17                | 22               | 23               |
| AD Sunrise Meadows                        | 3              | 2                | 2                 | 3                | 3                |
| AD Tierra Grove                           | 1              | 1                | 1                 | 1                | 1                |
| AD Trancas                                | 1              | 3                | 3                 | 3                | 3                |
| AD Vineyard Vista                         | —              | 2                | 3                 | 4                | 4                |
| AD Walnut Grove                           | —              | —                | —                 | —                | —                |
| AD Woodside                               | 1              | 3                | 3                 | 3                | 3                |
| Storm Drain Fees                          | 1              | 199              | 199               | 1                | 1                |
| Tourism Improvement District              | 536            | 1,155            | 1,117             | 1,711            | 1,659            |
| Business Dist Downtown                    | 166            | 125              | 147               | 127              | 130              |
| Business Dist Oxbow                       | 36             | 35               | 43                | 35               | 36               |
| Prop & Business Impr District             | 497            | 487              | 503               | 497              | 507              |
| <b>Special Revenue Total</b>              | <b>12,273</b>  | <b>71,690</b>    | <b>58,816</b>     | <b>26,008</b>    | <b>19,054</b>    |
| <b>Capital Project Fund</b>               |                |                  |                   |                  |                  |
| City Capital Projects                     | 16,282         | 87,217           | 5,944             | 26,474           | 16,175           |
| Streets and Sidewalks Programs            | —              | —                | —                 | 6,031            | 6,159            |
| <b>Capital Project Total</b>              | <b>16,282</b>  | <b>87,217</b>    | <b>5,944</b>      | <b>32,505</b>    | <b>22,334</b>    |
| <b>Proprietary Enterprise Funds</b>       |                |                  |                   |                  |                  |
| Materials Diversion-Operating             | 33,949         | 47,514           | 45,134            | 45,924           | 47,854           |
| Materials Diversion-CIP                   | 1,598          | 871              | 300               | 1,156            | 751              |
| Materials Diversion-NR                    | 712            | 2,159            | 1,904             | 710              | 510              |
| Water Utility-Operating                   | 34,952         | 42,052           | 36,227            | 43,711           | 43,776           |
| Water Utility-CIP                         | 32             | 29,679           | 3,515             | 10,313           | 7,503            |
| Water Utility-NR                          | 1,456          | 11,704           | 998               | 1,575            | 231              |
| <b>Enterprise Total</b>                   | <b>72,699</b>  | <b>133,979</b>   | <b>88,078</b>     | <b>103,390</b>   | <b>100,626</b>   |
| <b>Proprietary Internal Service Funds</b> |                |                  |                   |                  |                  |
| Fleet                                     | 3,069          | 10,118           | 2,460             | 5,514            | 5,774            |
| Fleet Fire Apparatus                      | (2)            | 495              | 495               | 1,195            | 582              |
| Information Technology                    | 2,150          | 4,343            | —                 | 309              | 352              |
| General Liability                         | 3,854          | 25,887           | 23,161            | 8,067            | 10,621           |
| Workers Compensation                      | 3,404          | 4,871            | 2,386             | 1,435            | 1,630            |
| Unemployment                              | 71             | 100              | 35                | 100              | 100              |
| Postemployment Benefits                   | 404            | 2,000            | —                 | 20               | 20               |



## All Funds

### Expenditures by Fund

|                                                    | 2021/22 Actual | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | 2024/25 Proposed |
|----------------------------------------------------|----------------|------------------|-------------------|------------------|------------------|
|                                                    | (In Thousands) |                  |                   |                  |                  |
| Equipment Replacement                              | 1              | 51               | 51                | 371              | 1                |
| <b>Internal Service Total</b>                      | <b>12,950</b>  | <b>47,865</b>    | <b>28,588</b>     | <b>17,010</b>    | <b>19,080</b>    |
| <b>All City of Napa Funds Total</b>                | <b>230,962</b> | <b>481,743</b>   | <b>299,983</b>    | <b>304,491</b>   | <b>288,634</b>   |
| <b>Housing Authority of the City of Napa Funds</b> |                |                  |                   |                  |                  |
| Laurel Manor                                       | 392            | 427              | 434               | 373              | 380              |
| Seminary Street                                    | 228            | 257              | 255               | 340              | 349              |
| Section 8                                          | 15,034         | 16,812           | 16,426            | 18,765           | 19,201           |
| 20% Low/Mod Income                                 | 136            | 198              | 197               | 208              | 211              |
| Local Housing                                      | 444            | 651              | 428               | 612              | 637              |
| Continuum of Care Program                          | 123            | 157              | 147               | 168              | 176              |
| Housing 5% RDA Supplemental                        | —              | 1                | 1                 | 1                | 1                |
| <b>All Authority Funds Total</b>                   | <b>16,357</b>  | <b>18,504</b>    | <b>17,889</b>     | <b>20,467</b>    | <b>20,955</b>    |
| <b>All Funds Summary</b>                           | <b>247,319</b> | <b>500,247</b>   | <b>317,872</b>    | <b>324,958</b>   | <b>309,589</b>   |

The Actual amounts for Proprietary Enterprise Funds and Proprietary Internal Service Funds include year-end capital journal entries, including the posting of depreciation expense and the reduction to capital expenditures (expenditures are reduced and balance sheet assets are increased).

# All Funds

## Budget Summary

|                                   |                       | 22/23<br>Projected<br>Available<br>Fund<br>Balance | 23/24<br>Proposed<br>Revenues | 23/24<br>Proposed<br>Expenditu<br>res | 23/24<br>Projected<br>Ending<br>Available<br>Fund<br>Balance | 24/25<br>Proposed<br>Revenues | 24/25<br>Proposed<br>Expenditu<br>res | 24/25<br>Projected<br>Ending<br>Available<br>Fund<br>Balance |
|-----------------------------------|-----------------------|----------------------------------------------------|-------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------------------|---------------------------------------|--------------------------------------------------------------|
| Department                        |                       | (In Thousands)                                     |                               |                                       |                                                              |                               |                                       |                                                              |
| <b>General Fund</b>               |                       |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| General                           | General Services      | (2,378)                                            | 122,319                       | 122,131                               | (2,190)                                                      | 126,436                       | 125,524                               | (1,277)                                                      |
| General Non-Recurring             | General Services      | 2,508                                              | 1,250                         | 3,448                                 | 310                                                          | 1,652                         | 2,017                                 | (55)                                                         |
| American Rescue Plan Act          | General Services      | 80                                                 | —                             | —                                     | 80                                                           | —                             | —                                     | 80                                                           |
| <b>General Fund Total</b>         |                       | <b>210</b>                                         | <b>123,569</b>                | <b>125,579</b>                        | <b>(1,799)</b>                                               | <b>128,088</b>                | <b>127,540</b>                        | <b>(1,252)</b>                                               |
| <b>Special Revenue Funds</b>      |                       |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| Gas Tax                           | Public Works          | (1,240)                                            | 2,137                         | 1,458                                 | (560)                                                        | 2,308                         | 1,330                                 | 418                                                          |
| RMRA                              | Public Works          | (565)                                              | 1,927                         | 1,717                                 | (355)                                                        | 2,080                         | 1,718                                 | 7                                                            |
| Traffic Safety                    | Police                | 120                                                | 160                           | 60                                    | 220                                                          | 160                           | 60                                    | 320                                                          |
| Red Light Camera                  | Police                | 497                                                | 11                            | 39                                    | 468                                                          | 11                            | 39                                    | 440                                                          |
| Measure T Road Maint              | Public Works          | (9,714)                                            | 10,482                        | 11,905                                | (11,137)                                                     | 10,905                        | 9,255                                 | (9,486)                                                      |
| Golf Course                       | Parks and Recreation  | (1,514)                                            | 41                            | 27                                    | (1,500)                                                      | 41                            | 27                                    | (1,486)                                                      |
| Enhanced Infra Financing District | Community Development | —                                                  | 385                           | 74                                    | 311                                                          | 788                           | 76                                    | 1,024                                                        |
| DIF Big Ranch                     | Public Works          | (3,074)                                            | 20                            | 1                                     | (3,055)                                                      | 20                            | 1                                     | (3,037)                                                      |
| DIF Fire/Paramedic                | Fire                  | (3,255)                                            | 203                           | 58                                    | (3,109)                                                      | 203                           | 58                                    | (2,964)                                                      |
| DIF Affordable Housing            | City Manager          | 6,327                                              | 1,356                         | 291                                   | 7,391                                                        | 1,356                         | 306                                   | 8,442                                                        |
| DIF Las Flores Rec Center         | Parks and Recreation  | 4                                                  | —                             | —                                     | 4                                                            | —                             | —                                     | 4                                                            |
| DIF Linda Vista                   | Public Works          | (2,614)                                            | 12                            | 2                                     | (2,604)                                                      | 12                            | 2                                     | (2,595)                                                      |
| DIF Lone Oak Drainage             | Public Works          | 2                                                  | —                             | 1                                     | 2                                                            | —                             | 1                                     | 1                                                            |
| DIF N Jefferson Parks             | Parks and Recreation  | 2                                                  | —                             | —                                     | 2                                                            | —                             | —                                     | 2                                                            |
| DIF N Jefferson Traffic           | Public Works          | (1,120)                                            | 25                            | 925                                   | (2,020)                                                      | 25                            | 3                                     | (1,998)                                                      |
| DIF Orchard Parks                 | Parks and Recreation  | (42)                                               | 1                             | —                                     | (41)                                                         | 1                             | —                                     | (40)                                                         |
| DIF Orchard Traffic               | Public Works          | 48                                                 | 1                             | 1                                     | 48                                                           | 1                             | 1                                     | 48                                                           |
| DIF Park Acq & Dev                | Parks and Recreation  | 18,816                                             | 597                           | 16                                    | 19,397                                                       | 609                           | 16                                    | 19,990                                                       |
| DIF Parking                       | Community Development | 3,288                                              | 31                            | 2                                     | 3,317                                                        | 31                            | 2                                     | 3,346                                                        |
| DIF Redwood Rd                    | Public Works          | 269                                                | 2                             | 1                                     | 270                                                          | 2                             | 1                                     | 272                                                          |
| DIF Street Improvement            | Public Works          | 1,027                                              | 526                           | 1,351                                 | 202                                                          | 526                           | 501                                   | 227                                                          |
| DIF Underground Utility           | Public Works          | (1,480)                                            | 120                           | 4                                     | (1,364)                                                      | 120                           | 4                                     | (1,247)                                                      |
| Fair Share Contrib/Mitigat        | Public Works          | 155                                                | 35                            | 1                                     | 189                                                          | 35                            | 1                                     | 223                                                          |
| Public Art                        | Parks and Recreation  | (458)                                              | 112                           | 283                                   | (629)                                                        | 114                           | 8                                     | (522)                                                        |
| Property Development Tax          | Public Works          | 343                                                | 23                            | 1                                     | 366                                                          | 23                            | 1                                     | 388                                                          |
| Public Infrastructure In Lieu     | Public Works          | 235                                                | 1                             | —                                     | 235                                                          | 1                             | —                                     | 236                                                          |
| Parking                           | Community Development | 3,492                                              | 717                           | 799                                   | 3,410                                                        | 731                           | 808                                   | 3,333                                                        |
| Alston Park Trust                 | Parks and Recreation  | 154                                                | 25                            | 22                                    | 157                                                          | 26                            | 23                                    | 160                                                          |
| Youth Services Diversion Prog     | Police                | 44                                                 | 1                             | 5                                     | 40                                                           | 1                             | 5                                     | 36                                                           |
| Fire Education Programs           | Fire                  | —                                                  | —                             | —                                     | —                                                            | —                             | —                                     | —                                                            |
| Measure F 1% TOT Aff Hsg          | City Manager          | 5,553                                              | 2,764                         | 581                                   | 7,736                                                        | 2,898                         | 85                                    | 10,548                                                       |
| CDBG                              | City Manager          | (1,058)                                            | 759                           | 792                                   | (1,091)                                                      | 786                           | 823                                   | (1,128)                                                      |
| HOME Program                      | City Manager          | 1,173                                              | 1,804                         | 2,470                                 | 507                                                          | 804                           | 848                                   | 462                                                          |
| CalHome Program                   | City Manager          | 159                                                | 106                           | 106                                   | 159                                                          | 106                           | 107                                   | 158                                                          |
| SA Lo/Mod Set Aside               | City Manager          | —                                                  | —                             | —                                     | —                                                            | —                             | —                                     | —                                                            |
| Perm Local Housing Allocation     | City Manager          | (347)                                              | 795                           | 530                                   | (83)                                                         | 495                           | 496                                   | (84)                                                         |
| Damage Reimbursement              | City Manager          | 218                                                | 102                           | —                                     | 320                                                          | 102                           | —                                     | 421                                                          |
| AD Altavina Maint Dist            | Parks and Recreation  | 6                                                  | 11                            | 9                                     | 9                                                            | 11                            | 9                                     | 10                                                           |
| AD Chaudhary Estates              | Parks and Recreation  | 2                                                  | 1                             | 2                                     | 1                                                            | 1                             | 2                                     | 1                                                            |

# All Funds

## Budget Summary

|                                           |                       | 22/23<br>Projected<br>Available<br>Fund<br>Balance | 23/24<br>Proposed<br>Revenues | 23/24<br>Proposed<br>Expenditu<br>res | 23/24<br>Projected<br>Ending<br>Available<br>Fund<br>Balance | 24/25<br>Proposed<br>Revenues | 24/25<br>Proposed<br>Expenditu<br>res | 24/25<br>Projected<br>Ending<br>Available<br>Fund<br>Balance |
|-------------------------------------------|-----------------------|----------------------------------------------------|-------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------------------|---------------------------------------|--------------------------------------------------------------|
| Department                                |                       | (In Thousands)                                     |                               |                                       |                                                              |                               |                                       |                                                              |
| AD Dry Creek Village                      | Parks and Recreation  | —                                                  | 2                             | 1                                     | 1                                                            | 2                             | 1                                     | 2                                                            |
| AD Fox Ridge                              | Parks and Recreation  | 6                                                  | 3                             | 9                                     | —                                                            | 3                             | 9                                     | (6)                                                          |
| AD Glencar Estates                        | Parks and Recreation  | 1                                                  | 2                             | 2                                     | 2                                                            | 2                             | 2                                     | 2                                                            |
| AD Hill View Park                         | Parks and Recreation  | 3                                                  | 2                             | 2                                     | 3                                                            | 2                             | 2                                     | 3                                                            |
| AD Hyde Park I                            | Parks and Recreation  | 2                                                  | 2                             | 2                                     | 2                                                            | 2                             | 2                                     | 3                                                            |
| AD Lake Park                              | Public Works          | 2,839                                              | 123                           | 14                                    | 2,948                                                        | 123                           | 14                                    | 3,056                                                        |
| AD Linda Vista                            | Parks and Recreation  | (283)                                              | 11                            | 1                                     | (272)                                                        | 11                            | 1                                     | (262)                                                        |
| AD Mills                                  | Parks and Recreation  | 2                                                  | 2                             | 2                                     | 2                                                            | 2                             | 2                                     | 2                                                            |
| AD Napa Valley Corp Park                  | Parks and Recreation  | 39                                                 | 32                            | 11                                    | 60                                                           | 32                            | 11                                    | 81                                                           |
| AD Oak Ridge                              | Parks and Recreation  | 5                                                  | 3                             | 7                                     | 1                                                            | 3                             | 8                                     | (3)                                                          |
| AD Orchard Estates                        | Parks and Recreation  | 2                                                  | 3                             | 2                                     | 3                                                            | 3                             | 2                                     | 4                                                            |
| AD Oxford Garden                          | Parks and Recreation  | —                                                  | 1                             | 2                                     | (2)                                                          | 1                             | 2                                     | (3)                                                          |
| AD Rancho Las Flores                      | Parks and Recreation  | 5                                                  | 4                             | 9                                     | —                                                            | 4                             | 10                                    | (6)                                                          |
| AD River Park Maintenance                 | Public Works          | 2,444                                              | 275                           | 9                                     | 2,710                                                        | 275                           | 9                                     | 2,975                                                        |
| AD Silverado Creek                        | Parks and Recreation  | 30                                                 | 32                            | 22                                    | 39                                                           | 32                            | 23                                    | 49                                                           |
| AD Sunrise Meadows                        | Parks and Recreation  | 1                                                  | 2                             | 3                                     | 1                                                            | 2                             | 3                                     | 1                                                            |
| AD Tierra Grove                           | Parks and Recreation  | 8                                                  | 5                             | 1                                     | 11                                                           | 5                             | 1                                     | 15                                                           |
| AD Trancas                                | Parks and Recreation  | 1                                                  | 2                             | 3                                     | (1)                                                          | 2                             | 3                                     | (3)                                                          |
| AD Vineyard Vista                         | Parks and Recreation  | —                                                  | 2                             | 4                                     | (2)                                                          | 2                             | 4                                     | (4)                                                          |
| AD Walnut Grove                           | Parks and Recreation  | 2                                                  | 1                             | —                                     | 3                                                            | 1                             | —                                     | 3                                                            |
| AD Woodside                               | Parks and Recreation  | —                                                  | 2                             | 3                                     | (1)                                                          | 2                             | 3                                     | (3)                                                          |
| Storm Drain Fees                          | Public Works          | (131)                                              | —                             | 1                                     | (132)                                                        | —                             | 1                                     | (133)                                                        |
| Tourism Improvement District              | Community Development | 945                                                | 1,305                         | 1,711                                 | 539                                                          | 1,371                         | 1,659                                 | 251                                                          |
| Business Dist Downtown                    | Community Development | (3)                                                | 127                           | 127                                   | (3)                                                          | 130                           | 130                                   | (3)                                                          |
| Business Dist Oxbow                       | Community Development | 6                                                  | 35                            | 35                                    | 6                                                            | 36                            | 36                                    | 6                                                            |
| Prop & Business Impr District             | Community Development | (4)                                                | 497                           | 497                                   | (3)                                                          | 507                           | 507                                   | (3)                                                          |
| <b>Special Revenue Total</b>              |                       | <b>21,373</b>                                      | <b>27,761</b>                 | <b>26,008</b>                         | <b>23,127</b>                                                | <b>27,880</b>                 | <b>19,054</b>                         | <b>31,954</b>                                                |
| <b>Capital Project Fund</b>               |                       |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| City Capital Projects                     | Public Works          | 11,001                                             | 24,698                        | 26,474                                | 9,225                                                        | 16,446                        | 16,175                                | 9,496                                                        |
| Streets and Sidewalks Programs            | Public Works          | 2,260                                              | 5,297                         | 6,031                                 |                                                              | 5,600                         | 6,159                                 | (559)                                                        |
| <b>Capital Project Total</b>              |                       | <b>11,001</b>                                      | <b>24,698</b>                 | <b>26,474</b>                         | <b>9,225</b>                                                 | <b>16,446</b>                 | <b>16,175</b>                         | <b>9,496</b>                                                 |
| <b>Proprietary Enterprise Funds</b>       |                       |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| Materials Diversion-Operating             | Utilities             | 11,941                                             | 42,952                        | 45,924                                | 8,969                                                        | 43,212                        | 47,854                                | 4,327                                                        |
| Materials Diversion-CIP                   | Utilities             | 1,102                                              | 733                           | 1,156                                 | 679                                                          | 733                           | 751                                   | 661                                                          |
| Materials Diversion-NR                    | Utilities             | (1,402)                                            | 450                           | 710                                   | (1,661)                                                      | 500                           | 510                                   | (1,671)                                                      |
| Water Utility-Operating                   | Utilities             | 25,221                                             | 36,878                        | 43,711                                | 18,388                                                       | 37,553                        | 43,776                                | 12,165                                                       |
| Water Utility-CIP                         | Utilities             | 16,129                                             | 7,980                         | 10,313                                | 13,796                                                       | 6,260                         | 7,503                                 | 12,553                                                       |
| Water Utility-NR                          | Utilities             | 7,287                                              | 240                           | 1,575                                 | 5,952                                                        | —                             | 231                                   | 5,720                                                        |
| <b>Enterprise Total</b>                   |                       | <b>60,279</b>                                      | <b>89,233</b>                 | <b>103,390</b>                        | <b>46,122</b>                                                | <b>88,257</b>                 | <b>100,626</b>                        | <b>33,754</b>                                                |
| <b>Proprietary Internal Service Funds</b> |                       |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| Fleet                                     | Public Works          | (5,806)                                            | 4,769                         | 5,514                                 | (6,551)                                                      | 4,834                         | 5,774                                 | (7,491)                                                      |
| Fleet Fire Apparatus                      | Public Works          | 4,115                                              | 707                           | 1,195                                 | 3,627                                                        | 889                           | 582                                   | 3,934                                                        |

# All Funds

## Budget Summary

|                                                        |                 | 22/23<br>Projected<br>Available<br>Fund<br>Balance | 23/24<br>Proposed<br>Revenues | 23/24<br>Proposed<br>Expenditu<br>res | 23/24<br>Projected<br>Ending<br>Available<br>Fund<br>Balance | 24/25<br>Proposed<br>Revenues | 24/25<br>Proposed<br>Expenditu<br>res | 24/25<br>Projected<br>Ending<br>Available<br>Fund<br>Balance |
|--------------------------------------------------------|-----------------|----------------------------------------------------|-------------------------------|---------------------------------------|--------------------------------------------------------------|-------------------------------|---------------------------------------|--------------------------------------------------------------|
| Department                                             |                 |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| (In Thousands)                                         |                 |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| Information Technology                                 | City Manager    | 4,690                                              | 452                           | 309                                   | 4,833                                                        | 813                           | 352                                   | 5,294                                                        |
| General Liability                                      | City Manager    | 775                                                | 8,622                         | 8,067                                 | 1,331                                                        | 9,283                         | 10,621                                | (7)                                                          |
| Workers Compensation                                   | City Manager    | 8,203                                              | 5,324                         | 1,435                                 | 12,092                                                       | 5,746                         | 1,630                                 | 16,208                                                       |
| Unemployment                                           | Human Resources | 488                                                | 98                            | 100                                   | 486                                                          | 99                            | 100                                   | 486                                                          |
| Postemployment Benefits                                | Finance         | 7,960                                              | 1,293                         | 20                                    | 9,233                                                        | 1,353                         | 20                                    | 10,567                                                       |
| Equipment Replacement                                  | Finance         | 855                                                | 157                           | 371                                   | 641                                                          | 157                           | 1                                     | 798                                                          |
| <b>Internal Service Total</b>                          |                 | <b>21,280</b>                                      | <b>21,423</b>                 | <b>17,010</b>                         | <b>25,693</b>                                                | <b>23,175</b>                 | <b>19,080</b>                         | <b>29,788</b>                                                |
| <b>All City of Napa Funds Total</b>                    |                 | <b>114,144</b>                                     | <b>286,684</b>                | <b>298,460</b>                        | <b>102,367</b>                                               | <b>283,848</b>                | <b>282,475</b>                        | <b>103,739</b>                                               |
| <b>Housing Authority<br/>of the City of Napa Funds</b> |                 |                                                    |                               |                                       |                                                              |                               |                                       |                                                              |
| Laurel Manor                                           | City Manager    | 2,006                                              | 440                           | 373                                   | 2,073                                                        | 440                           | 380                                   | 2,132                                                        |
| Seminary Street                                        | City Manager    | 862                                                | 235                           | 340                                   | 757                                                          | 243                           | 349                                   | 652                                                          |
| Section 8                                              | City Manager    | 372                                                | 18,524                        | 18,765                                | 131                                                          | 18,446                        | 19,201                                | (624)                                                        |
| 20% Low/Mod Income                                     | City Manager    | 1,449                                              | 176                           | 208                                   | 1,417                                                        | 176                           | 211                                   | 1,381                                                        |
| Local Housing                                          | City Manager    | 553                                                | 391                           | 612                                   | 332                                                          | 391                           | 637                                   | 86                                                           |
| Continuum of Care Program                              | City Manager    | —                                                  | 167                           | 168                                   | —                                                            | 176                           | 176                                   | —                                                            |
| Housing 5% RDA Supplemental                            | City Manager    | 106                                                | 2                             | 1                                     | 107                                                          | 2                             | 1                                     | 108                                                          |
| <b>All Authority Funds Total</b>                       |                 | <b>5,348</b>                                       | <b>19,935</b>                 | <b>20,467</b>                         | <b>4,816</b>                                                 | <b>19,873</b>                 | <b>20,955</b>                         | <b>3,734</b>                                                 |
| <b>All Funds Summary</b>                               |                 | <b>119,492</b>                                     | <b>306,619</b>                | <b>318,927</b>                        | <b>107,183</b>                                               | <b>303,721</b>                | <b>303,430</b>                        | <b>107,474</b>                                               |

## All Funds

### 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 \$2,327,852,774, the City is not at risk of exceeding its legal debt limit.

Computation of Legal Debt Margin as of June 30, 2023. Assessed Valuation from Napa County Assessor 2022-2023 Secured and Unsecured Tax Rolls

|                                                              |                      |
|--------------------------------------------------------------|----------------------|
| Assessed Valuation (Net)                                     | 15,519,018,496       |
| Debt Limit: 15% of assessed value                            | 2,327,852,774        |
| Less: Outstanding Debt<br>(Subject to Legal Debt Limitation) | —                    |
| <b>Legal Debt Margin</b>                                     | <b>2,327,852,774</b> |

*Assessed Valuation Source: Napa County Assessor 2022-2023 Secured and Unsecured Tax Rolls*

The following table summarizes the City's long-term debt:

| Type of Debt / Issue                                    | Original Issue<br>(in \$000's) | Payment Totals | Due Date  | FY 2023/24<br>Payment<br>(in \$000's) | FY 2024/25<br>Payment<br>(in \$000's) |
|---------------------------------------------------------|--------------------------------|----------------|-----------|---------------------------------------|---------------------------------------|
| <b>Governmental Activity Other Debt</b>                 |                                |                |           |                                       |                                       |
| California Energy Commission Loan                       | 1,443                          |                | 6/22/2027 |                                       |                                       |
| Principal                                               |                                | 1,443          |           | 124                                   | 125                                   |
| Interest                                                |                                | 99             |           | 5                                     | 3                                     |
| <b>TOTAL Governmental Activity Other Debt</b>           |                                |                |           |                                       | <b>128</b>                            |
| <b>Business-type Activity Debt - Revenue Bonds</b>      |                                |                |           |                                       |                                       |
| 2016 Water Revenue Bonds, AA-                           | 43,505                         |                | 5/1/2035  |                                       |                                       |
| Principal                                               |                                | 43,505         |           | 2,180                                 | 2,285                                 |
| Interest                                                |                                | 17,191         |           | 1,057                                 | 948                                   |
| 2016 Solid Waste Revenue Bonds, AA                      | 12,500                         |                | 8/1/2036  |                                       |                                       |
| Principal                                               |                                | 12,500         |           | 585                                   | 595                                   |
| Interest                                                |                                | 4,259          |           | 280                                   | 267                                   |
| <b>TOTAL Business-type Activity Revenue Bonds</b>       |                                |                |           |                                       | <b>4,095</b>                          |
| <b>Other Notes Payable</b>                              |                                |                |           |                                       |                                       |
| Street                                                  | 808                            |                | 7/30/2027 |                                       |                                       |
| Principal                                               |                                | 808            |           | 75                                    | 80                                    |
| Interest                                                |                                | 325            |           | 18                                    | 13                                    |
| Housing Fund Note Payable - Laurel Manor                | 700                            |                | 1/1/2034  |                                       |                                       |
| Principal                                               |                                | 700            |           | 35                                    | 35                                    |
| Interest                                                |                                | 153            |           | 8                                     | 7                                     |
| <b>TOTAL Business-type Activity Other Notes Payable</b> |                                |                |           |                                       | <b>135</b>                            |
| <b>TOTAL Debt Issued</b>                                | <b>58,956</b>                  |                |           |                                       |                                       |



# General Fund

*Fiscal Years  
2023/24 and 2024/25*

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## General Fund

### Revenue Comparison

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#### General Fund Revenues and Year-to-Year Comparison

*\$122.3 million in total revenues projected for FY 2023/24*

*\$126.4 million in total revenues projected for FY 2024/25*

General Fund Revenues for FY 2023/24 are projected to be \$122.3 million (including one-time revenues), representing a 5.5% increase compared to FY 2022/23 budgeted revenues of \$115.9 million. Revenues for FY 2024/25 are expected to increase another 3.4%.

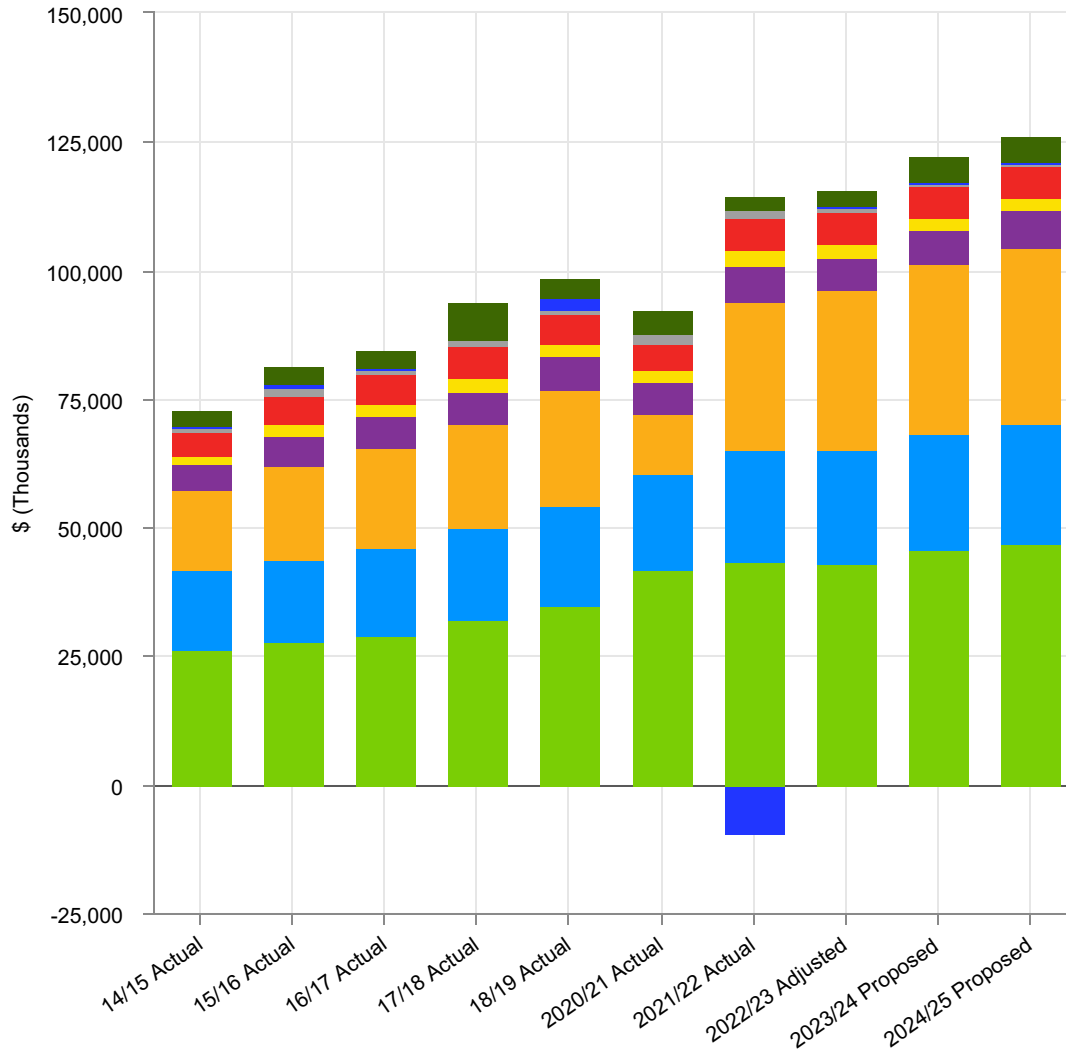
Within Napa County, property values continue to increase. The 2022-23 Assessment Roll for the City of Napa showed a year-over-year increase of 7.45%, the largest in the last five years. Base revenue from property tax is projected to increase by 7% in FY 2023/24 and 3% in FY 2024/25 based on market activity. The increases shown for FY 2023/24 and FY 2024/25 in the following tables includes \$2.5 million of Excess ERAF reimbursement expected from the County in each fiscal year. This funding is typically used in the Non-Recurring General Fund to cover large dollar projects, but with expenditure growth outpacing revenue growth, it is needed to balance the General Fund.

Continued Sales Tax growth is anticipated moving forward with an increase of 1.6% in FY 2023/24 and an increase of 2.9% in FY 2024/25.

The City of Napa is highly dependent on tourism to generate revenue to the General Fund. The FY 2023/24 budget increases by 5.7% over the FY 2022/23 budget, with the increase due to higher room rates, rising tourism levels, and anticipated new hotel development. Additional increases of 4.8% are expected in FY 2024/25.

Non-Operating Revenues for FY 2023/24 and FY 2024/25 include \$2.5 of Excess ERAF, budgeted in the General Fund in order to balance the fund.

## General Fund Revenue History

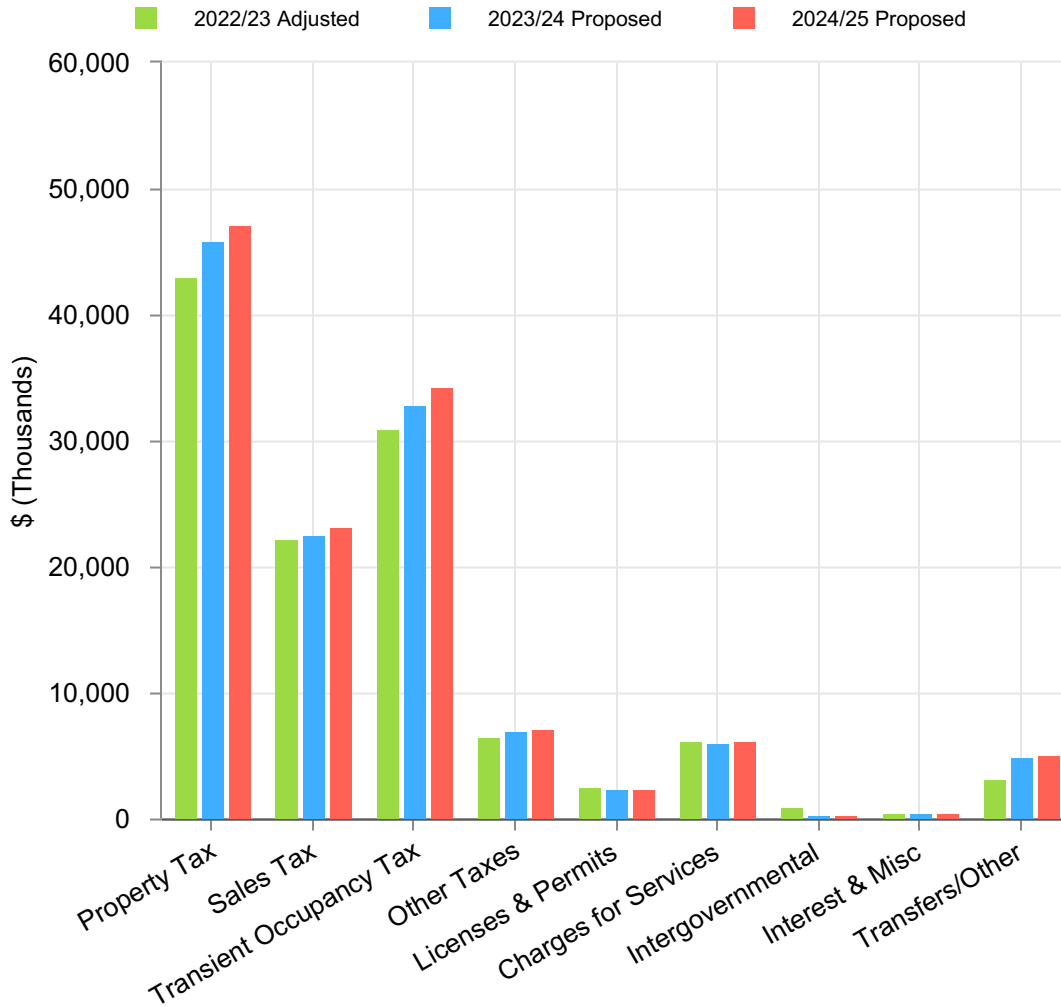


|  | Revenue Category               | 14/15 Actual  | 15/16 Actual  | 16/17 Actual  | 17/18 Actual  | 18/19 Actual  | 2020/21 Actual | 2021/22 Actual | 2022/23 Adjusted | 2023/24 Proposed | 2024/25 Proposed |
|--|--------------------------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|------------------|------------------|------------------|
|  | Property Tax                   | 26,190        | 27,832        | 29,107        | 32,133        | 34,974        | 41,822         | 43,633         | 42,987           | 45,870           | 47,111           |
|  | Sales Tax                      | 15,760        | 16,132        | 17,159        | 17,941        | 19,387        | 18,812         | 21,747         | 22,211           | 22,558           | 23,206           |
|  | Transient Occupancy Tax        | 15,550        | 18,256        | 19,469        | 20,085        | 22,657        | 11,717         | 28,734         | 31,026           | 32,779           | 34,349           |
|  | Other Taxes, Business Licenses | 5,030         | 5,791         | 5,984         | 6,406         | 6,435         | 5,953          | 6,878          | 6,432            | 6,938            | 7,167            |
|  | Licenses & Permits             | 1,350         | 2,455         | 2,531         | 2,594         | 2,330         | 2,492          | 3,020          | 2,491            | 2,356            | 2,423            |
|  | Charges for Services           | 4,776         | 5,390         | 5,714         | 6,205         | 5,936         | 4,855          | 6,155          | 6,196            | 6,043            | 6,257            |
|  | Intergovernmental              | 814           | 1,247         | 757           | 1,196         | 654           | 2,131          | 1,617          | 955              | 355              | 361              |
|  | Interest & Misc                | 369           | 864           | 370           | 162           | 2,248         | 70             | (9,345)        | 475              | 521              | 468              |
|  | Transfers/Other                | 3,356         | 3,675         | 3,514         | 7,312         | 3,922         | 4,662          | 3,011          | 3,120            | 4,901            | 5,095            |
|  | <b>Total Revenues</b>          | <b>73,194</b> | <b>81,641</b> | <b>84,604</b> | <b>94,034</b> | <b>98,543</b> | <b>92,514</b>  | <b>105,449</b> | <b>115,893</b>   | <b>122,319</b>   | <b>126,436</b>   |



# General Fund

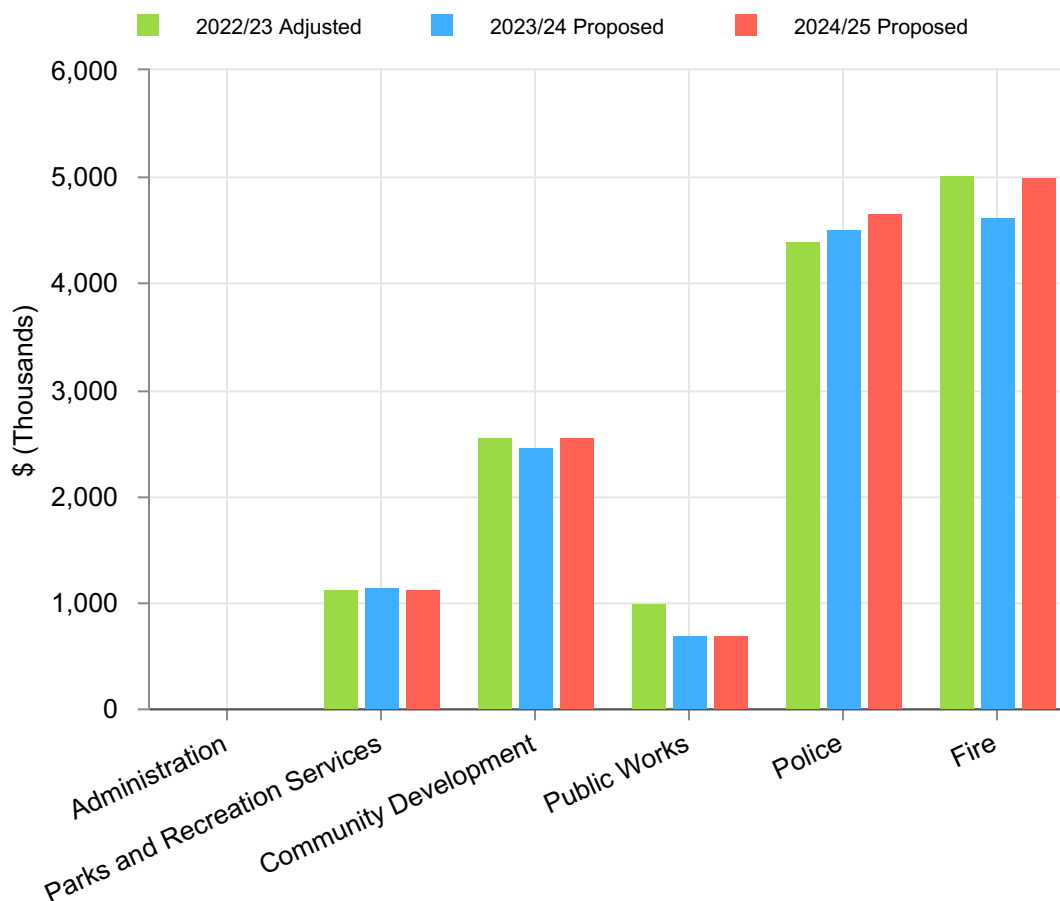
## Revenue by Category



| Category                | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | Dollar Change | % Change  | 2024/25 Proposed | Dollar Change | % Change  |
|-------------------------|------------------|-------------------|------------------|---------------|-----------|------------------|---------------|-----------|
| Property Tax            | 42,987           | 43,756            | 45,870           | 2,883         | 7%        | 47,111           | 1,241         | 3%        |
| Sales Tax               | 22,211           | 22,211            | 22,558           | 347           | 2%        | 23,206           | 647           | 3%        |
| Transient Occupancy Tax | 31,026           | 31,026            | 32,779           | 1,753         | 6%        | 34,349           | 1,570         | 5%        |
| Other Taxes             | 6,432            | 6,555             | 6,938            | 506           | 8%        | 7,167            | 230           | 3%        |
| Licenses & Permits      | 2,491            | 2,500             | 2,356            | (135)         | (5)%      | 2,423            | 67            | 3%        |
| Charges for Services    | 6,196            | 5,399             | 6,043            | (154)         | (2)%      | 6,257            | 215           | 4%        |
| Intergovernmental       | 955              | 857               | 355              | (600)         | (63)%     | 361              | 7             | 2%        |
| Interest & Misc         | 475              | 516               | 521              | 46            | 10%       | 468              | (54)          | (10)%     |
| Transfers/Other         | 3,120            | 3,120             | 4,901            | 1,780         | 57%       | 5,095            | 194           | 4%        |
| <b>Total Revenues</b>   | <b>115,893</b>   | <b>115,939</b>    | <b>122,319</b>   | <b>6,426</b>  | <b>6%</b> | <b>126,436</b>   | <b>4,117</b>  | <b>3%</b> |

# General Fund

## Operating Revenue by Department



| Departments                   | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | Dollar Change | % Change    | 2024/25 Proposed | Dollar Change | % Change  |
|-------------------------------|------------------|-------------------|------------------|---------------|-------------|------------------|---------------|-----------|
| Administration                | 1                | —                 | 1                | —             | 5%          | 1                | —             | —%        |
| Parks and Recreation Services | 1,134            | 980               | 1,141            | 7             | 1%          | 1,136            | (5)           | —%        |
| Community Development         | 2,553            | 2,465             | 2,469            | (84)          | (3)%        | 2,551            | 82            | 3%        |
| Public Works                  | 988              | 724               | 705              | (283)         | (29)%       | 705              | —             | —%        |
| Police                        | 4,400            | 4,233             | 4,511            | 111           | 3%          | 4,669            | 158           | 3%        |
| Fire                          | 5,027            | 5,134             | 4,632            | (394)         | (8)%        | 5,012            | 380           | 8%        |
| Utilities                     | —                | —                 | —                | —             | —%          | —                | —             | —%        |
| <b>Department Revenues</b>    | <b>14,101</b>    | <b>13,536</b>     | <b>13,458</b>    | <b>(644)</b>  | <b>(5)%</b> | <b>14,072</b>    | <b>614</b>    | <b>5%</b> |

\*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    | 101,792          | 102,403          | 108,861          | 7,070        | 7%        | 112,364          | 3,503        | 3%        |
| <b>Total Revenues</b> | <b>\$115,893</b> | <b>\$115,939</b> | <b>\$122,319</b> | <b>6,426</b> | <b>6%</b> | <b>\$126,436</b> | <b>4,117</b> | <b>3%</b> |

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## General Fund

### Operating Expenditure Comparison

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#### General Fund Operating Expenditures and Year-to-Year Comparison

*\$122.1 million in expenditures projected for Fiscal Year 2023/24*

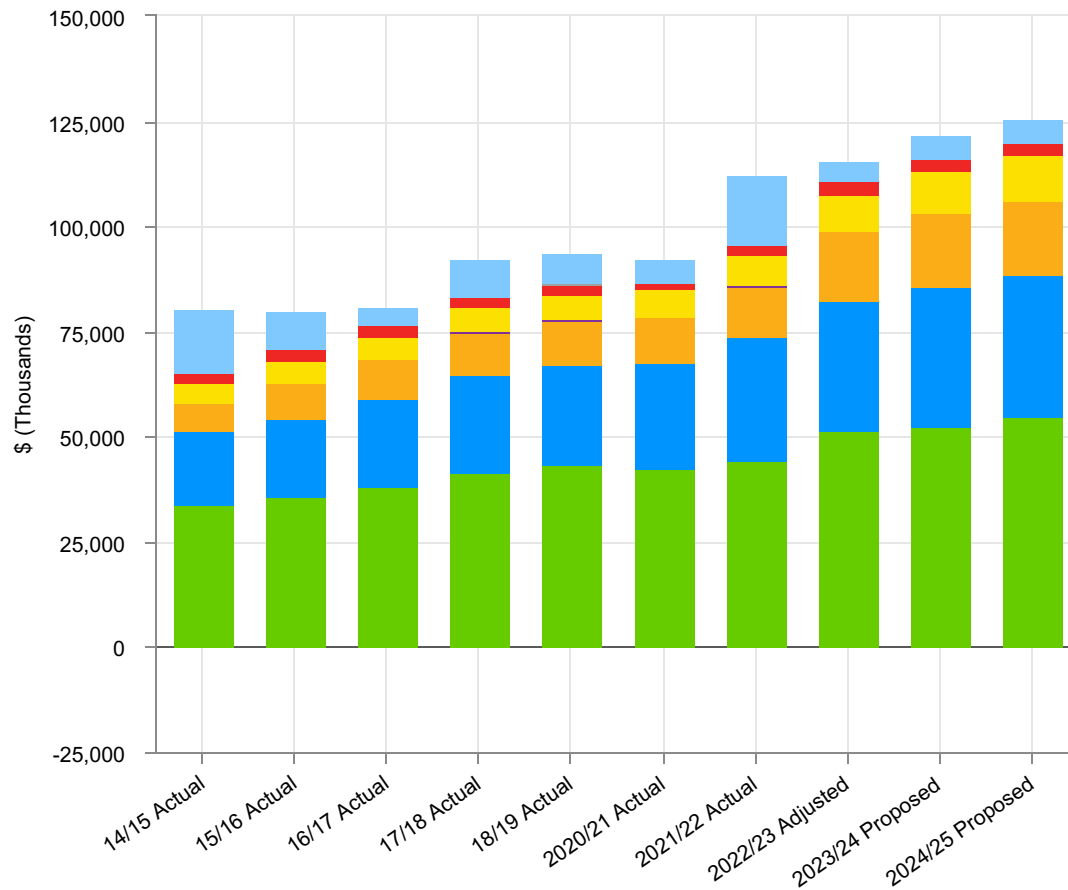
*\$125.5 million in expenditures projected for Fiscal Year 2024/25*

The total General Fund Operating Budget of \$122.1 million (including transfers to reserves) for FY 2023/24 represents a 5.3% increase in expenditures (\$6.2 million) compared to FY 2022/23 budgeted expenditures. The FY 2024/25 increases by 2.8% (\$3.4 million) as compared to FY 2023/24.

- **Salaries & Wages**, which make up the largest single component of General Fund expenditures, are projected to increase as follows:
  - 2.2% in FY 2023/24 due to anticipated cost of living adjustments, merit increases, and adding new positions. The size of the increase appears disproportionately small as the FY 2022/23 salaries & wages amount has been inflated by \$0.84 million in one-time payments to employees stemming from MOU changes. Adjusting for those one-time items would result in a true increase of 3.8% from FY 2022/23 to FY 2023/24.
  - 4% in FY 2024/25.
- The cost of **Employee Benefits** is projected to increase by 6.4% in FY 2023/24 and 0.8% in FY 2024/25 due to anticipated increases in healthcare, pension and other benefit costs, as well as the increased number of full and part-time employees.
- Expenditures for **Services - External** are projected to increase by 6.3% in FY 2023/24 and 1.9% in FY 2024/25, due to increasing contract costs and other City needs.
- Expenditures for **Services - Internal** are projected to increase by 17.9% in FY 2023/24 and 7.6% in FY 2024/25. These increases are primarily driven by increases in the City's self-funded insurance costs and the increased cost of replacement Fleet vehicles.
- Expenditures for **Materials and Supplies** are projected to decrease by -15% in FY 2023/24 and then grow by 3% in FY 2024/25. The FY 2022/23 adjusted budget includes \$0.46 million of budget carried forward from FY 2021/22, which makes the budget appear to decrease in FY 2023/24.

# General Fund

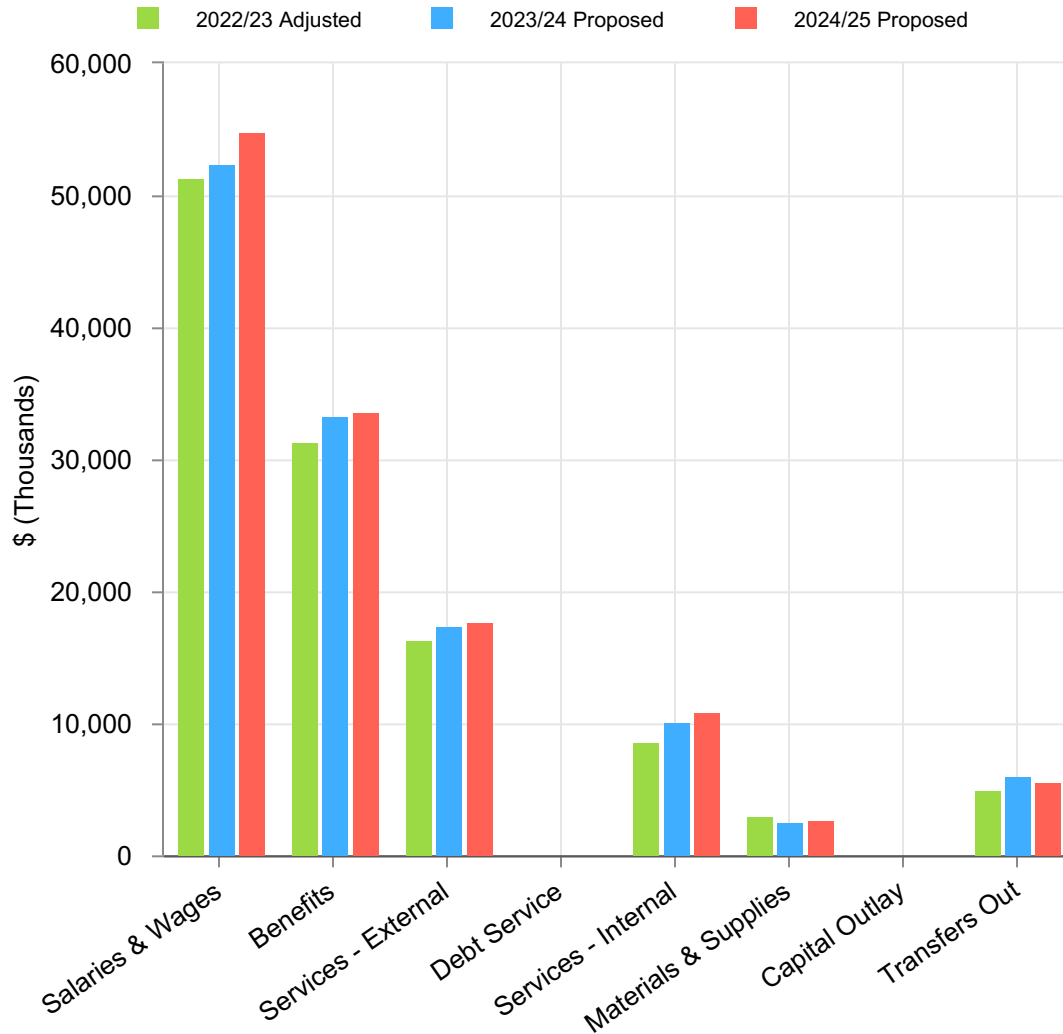
## Operating Expenditure History



|  | Expenditure Categories    | 14/15 Actual     | 15/16 Actual     | 16/17 Actual     | 17/18 Actual     | 18/19 Actual     | 2020/21 Actual   | 2021/22 Actual    | 2022/23 Adjusted  | 2023/24 Proposed  | 2024/25 Proposed  |
|--|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
|  | Salaries & Wages          | \$ 33,781        | \$ 35,671        | \$ 38,436        | \$ 41,448        | \$ 43,372        | \$ 42,685        | \$ 44,366         | \$ 51,365         | \$ 52,480         | \$ 54,840         |
|  | Benefits                  | 17,580           | 18,735           | 20,714           | 23,202           | 24,045           | 25,094           | 29,343            | 31,312            | 33,322            | 33,578            |
|  | Services - External       | 7,036            | 8,482            | 9,366            | 10,411           | 10,496           | 10,831           | 12,231            | 16,322            | 17,358            | 17,696            |
|  | Debt Service              | —                | 21               | 128              | 128              | 128              | 128              | 128               | 129               | 129               | 129               |
|  | Services - Internal       | 4,678            | 5,327            | 5,499            | 5,665            | 5,629            | 6,800            | 7,534             | 8,615             | 10,155            | 10,922            |
|  | Materials & Supplies      | 2,336            | 2,649            | 2,501            | 2,717            | 2,791            | 1,274            | 2,202             | 3,102             | 2,630             | 2,700             |
|  | Capital Outlay            | 3                | 112              | 80               | 68               | 117              | 109              | (5)               | 53                | 51                | 51                |
|  | Transfers Out             | 15,132           | 9,008            | 4,196            | 8,992            | 7,191            | 5,628            | 16,707            | 5,033             | 6,007             | 5,609             |
|  | <b>Total Expenditures</b> | <b>\$ 80,546</b> | <b>\$ 80,007</b> | <b>\$ 80,921</b> | <b>\$ 92,631</b> | <b>\$ 93,770</b> | <b>\$ 92,548</b> | <b>\$ 112,507</b> | <b>\$ 115,931</b> | <b>\$ 122,131</b> | <b>\$ 125,524</b> |

# General Fund

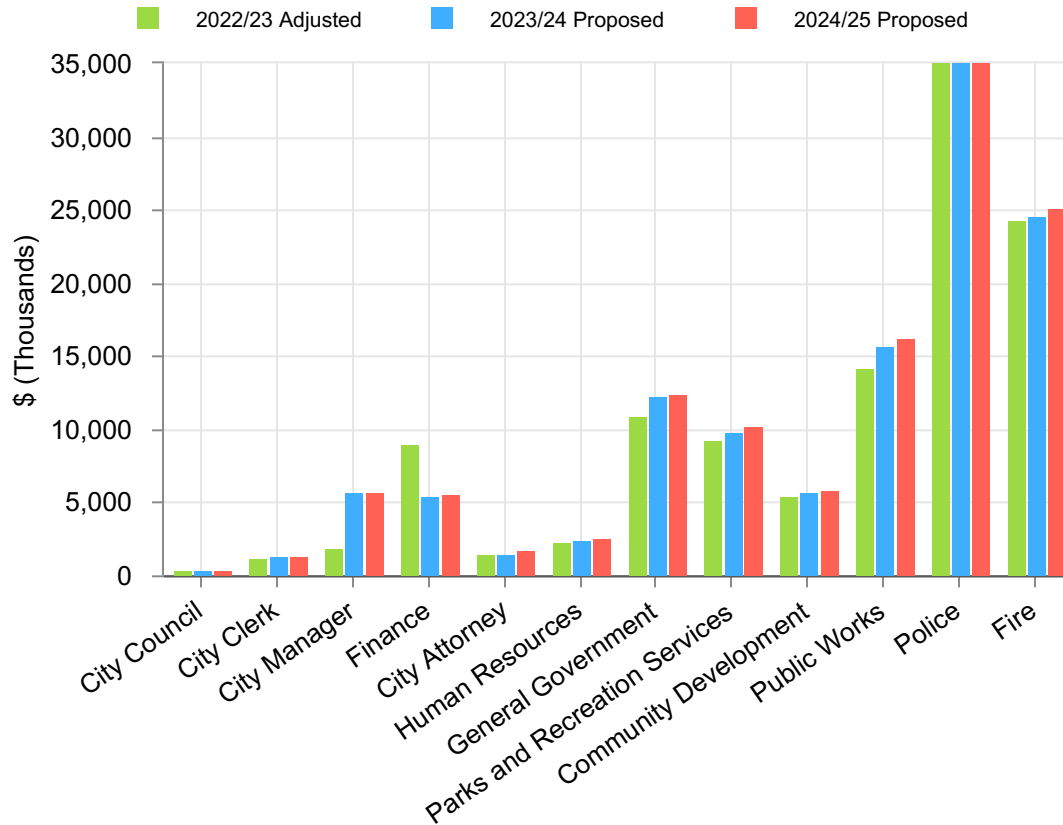
## Operating Expenditures by Category



| Expenditure Category  | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | Dollar Change | % Change  | 2024/25 Proposed | Dollar Change | % Change  |
|-----------------------|------------------|-------------------|------------------|---------------|-----------|------------------|---------------|-----------|
| Salaries & Wages      | 51,365           | 49,562            | 52,480           | 1,115         | 2%        | 54,840           | 2,360         | 4%        |
| Benefits              | 31,312           | 29,467            | 33,322           | 2,010         | 6%        | 33,578           | 256           | 1%        |
| Services - External   | 16,322           | 15,613            | 17,358           | 1,035         | 6%        | 17,696           | 338           | 2%        |
| Debt Service          | 129              | 129               | 129              | —             | —%        | 129              | —             | —%        |
| Services - Internal   | 8,615            | 8,412             | 10,155           | 1,539         | 18%       | 10,922           | 767           | 8%        |
| Materials & Supplies  | 3,102            | 2,843             | 2,630            | (472)         | (15)%     | 2,700            | 70            | 3%        |
| Capital Outlay        | 53               | 47                | 51               | (2)           | (4)%      | 51               | —             | —%        |
| Transfers Out         | 5,033            | 4,854             | 6,007            | 974           | 19%       | 5,609            | (398)         | (7)%      |
| <b>Total Revenues</b> | <b>115,931</b>   | <b>110,928</b>    | <b>122,131</b>   | <b>6,200</b>  | <b>5%</b> | <b>125,524</b>   | <b>3,393</b>  | <b>3%</b> |

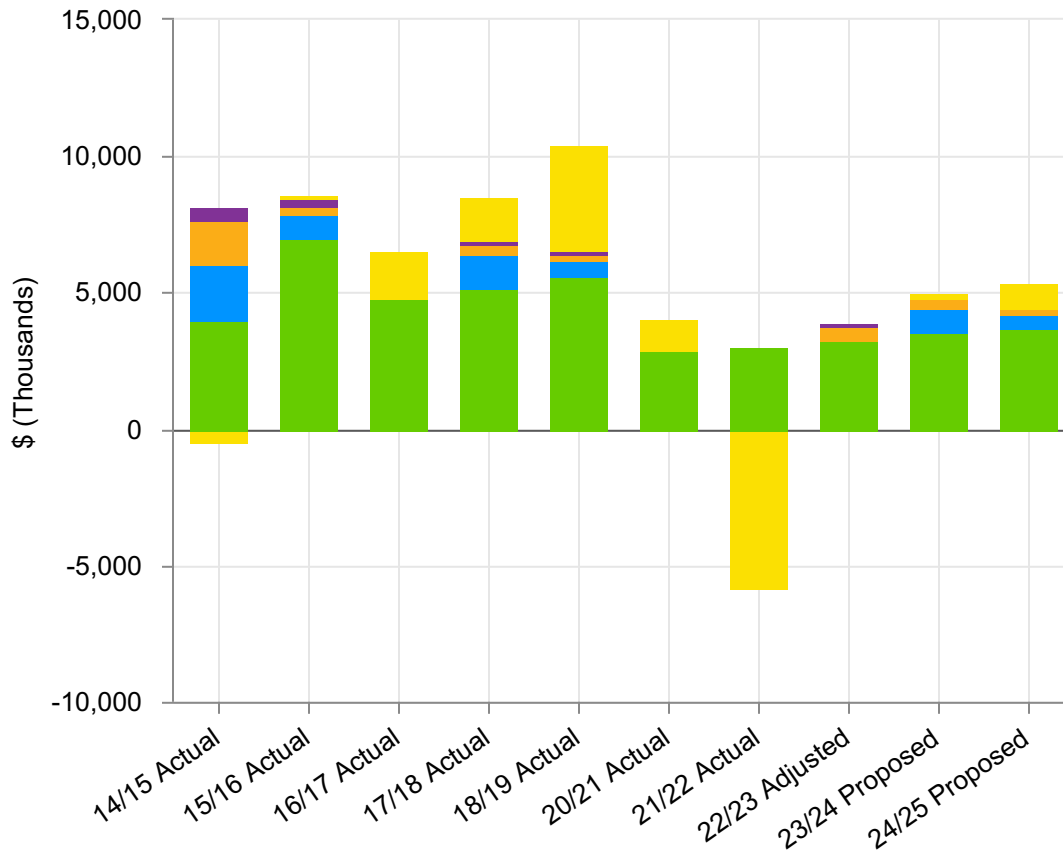
# General Fund

## Operating Expenditures by Department



| Departments                   | 2022/23 Adjusted | 2022/23 Projected | 2023/24 Proposed | Dollar Change | % Change   | 2024/25 Proposed | Dollar Change | % Change   |
|-------------------------------|------------------|-------------------|------------------|---------------|------------|------------------|---------------|------------|
| City Council                  | \$ 349           | \$ 324            | \$ 351           | 3             | 1 %        | \$ 357           | 6             | 2 %        |
| City Clerk                    | 1,273            | 1,216             | 1,326            | 54            | 4 %        | 1,376            | 50            | 4 %        |
| City Manager                  | 1,864            | 1,748             | 5,768            | 3,904         | 209 %      | 5,678            | (90)          | (2)%       |
| Finance                       | 9,006            | 8,231             | 5,458            | (3,548)       | (39)%      | 5,635            | 177           | 3 %        |
| City Attorney                 | 1,568            | 1,525             | 1,535            | (33)          | (2)%       | 1,821            | 286           | 19 %       |
| Human Resources               | 2,376            | 2,274             | 2,488            | 112           | 5 %        | 2,550            | 62            | 2 %        |
| General Government            | 10,884           | 10,635            | 12,295           | 1,411         | 13 %       | 12,445           | 150           | 1 %        |
| Parks and Recreation Services | 9,293            | 8,725             | 9,906            | 613           | 7 %        | 10,222           | 316           | 3 %        |
| Community Development         | 5,526            | 5,427             | 5,681            | 156           | 3 %        | 5,869            | 187           | 3 %        |
| Public Works                  | 14,214           | 13,797            | 15,744           | 1,530         | 11 %       | 16,300           | 556           | 4 %        |
| Police                        | 35,223           | 33,420            | 37,034           | 1,811         | 5 %        | 38,102           | 1,068         | 3 %        |
| Fire                          | 24,356           | 23,606            | 24,544           | 188           | 1 %        | 25,169           | 625           | 3 %        |
| <b>Department Revenues</b>    | <b>115,931</b>   | <b>110,928</b>    | <b>122,131</b>   | <b>6,200</b>  | <b>5 %</b> | <b>125,524</b>   | <b>3,393</b>  | <b>3 %</b> |

## General Fund Operating Position

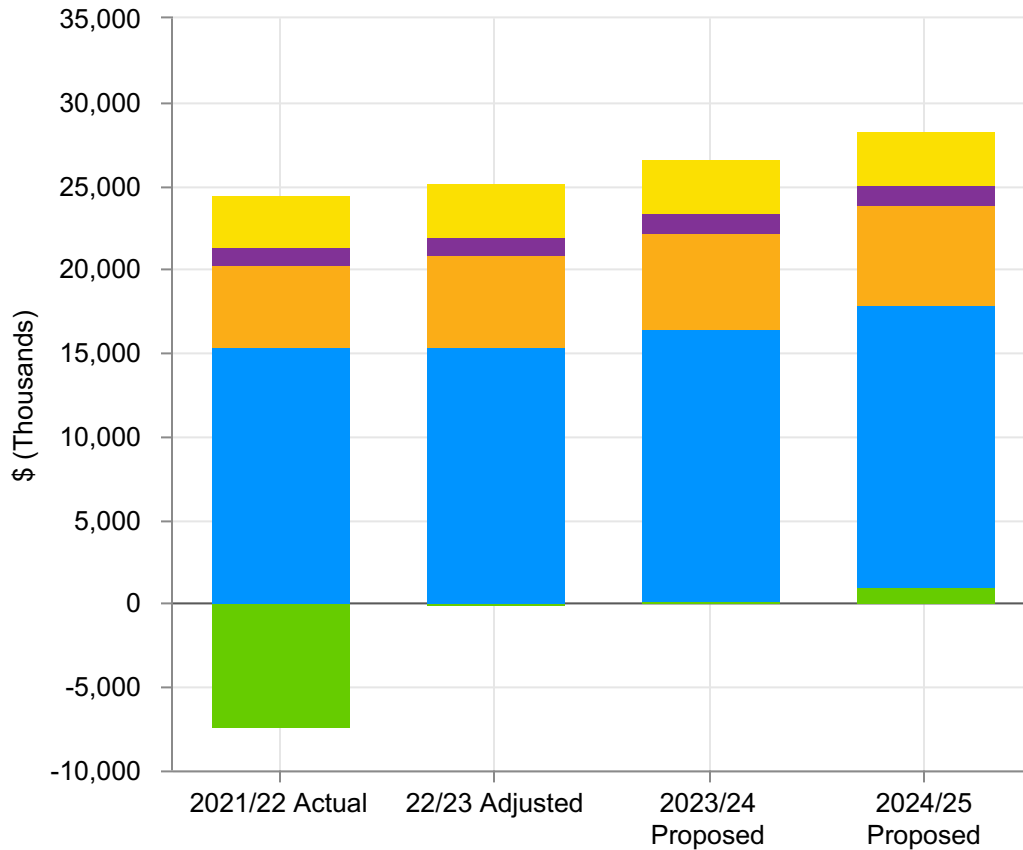


|                        | 14/15 Actual | 15/16 Actual | 16/17 Actual | 17/18 Actual | 18/19 Actual | 20/21 Actual | 21/22 Actual | 22/23 Adjusted | 23/24 Proposed | 24/25 Proposed |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|----------------|----------------|
| To CIP Reserve         | 4,023        | 6,991        | 4,818        | 5,194        | 5,648        | 2,897        | 3,037        | 3,276          | 3,584          | 3,696          |
| To Emergency Reserve   | 2,012        | 873          | —            | 1,212        | 550          | —            | —            | —              | 861            | 531            |
| To Operating Reserve   | 1,619        | 312          | —            | 410          | 219          | —            | —            | 535            | 334            | 190            |
| To Contingency Reserve | 500          | 307          | (13)         | 95           | 124          | —            | —            | 107            | 67             | 38             |
| Surplus/(Deficit)      | (505)        | 142          | 1,774        | 1,606        | 3,881        | 1,166        | (5,855)      | (38)           | 188            | 912            |

**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.

## General Fund

### Fund Balance / Use of Reserves



|  |                         | 2021/22<br>Actual | 22/23<br>Adjusted | 2023/24<br>Proposed | 2024/25<br>Proposed |
|--|-------------------------|-------------------|-------------------|---------------------|---------------------|
|  | Unassigned Fund Balance | (7,389)           | (38)              | 150                 | 1,063               |
|  | Emergency Reserve       | 15,396            | 15,396            | 16,257              | 16,788              |
|  | Operating Reserve       | 4,938             | 5,473             | 5,806               | 5,996               |
|  | Contingency Reserve     | 988               | 1,095             | 1,161               | 1,199               |
|  | Legally Restricted      | 3,195             | 3,195             | 3,195               | 3,195               |

The judicious set aside and use of reserve funds is vitally important for consistency in providing local government services. It is anticipated that the fiscal policy funding levels for the operating, emergency and contingency reserves will continue to be funded in this budget cycle. The large negative unassigned fund balance in FY 2021/22 was due to the market adjustment for investment earnings; the FY 2022/23 amount assumes that this adjustment will be fully reversed.



# General Fund

## Operating Budget Overview

| General Fund: Operations                                | 2021/22<br>Actual  | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | 2024/25<br>Proposed |
|---------------------------------------------------------|--------------------|---------------------|----------------------|---------------------|---------------------|
| <b>Operating Revenues</b>                               |                    |                     |                      |                     |                     |
| Property Tax                                            | 30,107,317         | 30,506,800          | 31,085,900           | 32,161,420          | 33,038,990          |
| VLF                                                     | 10,025,958         | 10,480,000          | 10,669,700           | 11,208,500          | 11,571,700          |
| Sales Tax                                               | 21,746,665         | 22,211,000          | 22,211,000           | 22,558,100          | 23,205,500          |
| Transient Occup Tax                                     | 28,733,810         | 31,026,000          | 31,026,000           | 32,779,000          | 34,349,000          |
| Business License Tax                                    | 4,084,196          | 3,731,200           | 3,843,500            | 4,179,770           | 4,350,390           |
| Other Taxes                                             | 2,793,606          | 2,701,000           | 2,711,000            | 2,758,000           | 2,817,000           |
| Licenses and Permits                                    | 3,020,127          | 2,491,000           | 2,500,378            | 2,355,580           | 2,422,620           |
| Charges for Services                                    | 6,154,899          | 6,196,200           | 5,398,855            | 6,042,510           | 6,257,320           |
| Intergovernmental                                       | 1,617,100          | 954,589             | 857,200              | 354,500             | 361,450             |
| Investment Earnings                                     | (9,667,217)        | 220,000             | 220,000              | 224,000             | 228,000             |
| Financing Revenues                                      | 52,571             | 57,000              | 57,000               | 57,000              | 57,000              |
| Misc Revenues                                           | 269,189            | 198,000             | 238,530              | 240,000             | 182,500             |
| Transfers In                                            | 3,011,200          | 3,120,200           | 3,120,200            | 4,900,540           | 5,094,560           |
| Operating Revenues                                      | <b>101,949,420</b> | <b>113,892,989</b>  | <b>113,939,263</b>   | <b>119,818,920</b>  | <b>123,936,030</b>  |
| <b>Non-Operating Revenues</b>                           |                    |                     |                      |                     |                     |
| Excess ERAF                                             | 3,500,000          | 2,000,000           | 2,000,000            | 2,500,000           | 2,500,000           |
| Non-Operating Revenues                                  | <b>3,500,000</b>   | <b>2,000,000</b>    | <b>2,000,000</b>     | <b>2,500,000</b>    | <b>2,500,000</b>    |
|                                                         | <b>105,449,420</b> | <b>115,892,989</b>  | <b>115,939,263</b>   | <b>122,318,920</b>  | <b>126,436,030</b>  |
| <b>Expenditures</b>                                     |                    |                     |                      |                     |                     |
| Salaries & Wages                                        | 44,365,852         | 51,364,942          | 49,562,146           | 52,479,840          | 54,840,250          |
| Benefits                                                | 29,343,497         | 31,311,980          | 29,467,152           | 33,322,140          | 33,578,050          |
| Services - External                                     | 12,230,826         | 16,322,446          | 15,612,869           | 17,357,770          | 17,695,620          |
| Debt Service                                            | 128,499            | 128,510             | 128,510              | 128,560             | 128,560             |
| Services - Internal                                     | 7,533,593          | 8,615,470           | 8,411,980            | 10,154,920          | 10,922,210          |
| Materials & Supplies                                    | 2,202,330          | 3,101,933           | 2,843,164            | 2,629,980           | 2,699,580           |
| Capital Outlay                                          | (4,613)            | 52,700              | 47,480               | 50,500              | 50,500              |
| Operating Transfers Out                                 | 12,467,762         | 1,362,363           | 1,578,590            | 1,162,000           | 1,162,000           |
| Transfer to CIP Facilities Reserve                      | 2,049,432          | 2,117,200           | 2,117,200            | 2,322,470           | 2,397,530           |
| Transfer to CIP General Reserve                         | 887,432            | 1,058,600           | 1,058,600            | 1,161,240           | 1,198,770           |
| Additional Transfers to CIP Reserves                    | 100,000            | 100,000             | 100,000              | 100,000             | 100,000             |
| Budgeted Transfers to General Fund Reserves             | —                  | 394,600             | 641,609              | 1,261,420           | 750,600             |
| Total Expenditures                                      | <b>111,304,610</b> | <b>115,930,744</b>  | <b>111,569,301</b>   | <b>122,130,840</b>  | <b>125,523,670</b>  |
| <b>Year-End Transfers and Contributions to Reserves</b> |                    |                     |                      |                     |                     |
| Transfers to Other Funds                                | 1,202,038          | —                   | —                    | —                   | —                   |
| Transfers to CIP Reserves                               | —                  | —                   | —                    | —                   | —                   |
| Year-End Transfers and Contributions                    | <b>1,202,038</b>   | <b>—</b>            | <b>—</b>             | <b>—</b>            | <b>—</b>            |
| <b>Net Surplus / (Deficit)</b>                          | <b>(7,057,228)</b> | <b>(37,755)</b>     | <b>4,369,963</b>     | <b>188,080</b>      | <b>912,360</b>      |

Transfer to CIP Facilities Reserve and Transfer to CIP General Reserve show the Fiscal Policy transfer amount. Additional Transfers to CIP Reserves includes the annual transfer for the General Plan and any Council approved transfers during the fiscal year.

# General Fund

## Non-Recurring Budget Overview

| General Fund: Non-Recurring    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | 2024/25<br>Proposed |
|--------------------------------|-------------------|---------------------|----------------------|---------------------|---------------------|
| <b>Revenues</b>                |                   |                     |                      |                     |                     |
| Property Tax                   | 771,283           | 2,500,000           | 2,092,940            | 250,000             | 250,000             |
| Sales Tax                      | 34,374            | —                   | 15,410               | —                   | —                   |
| Licenses and Permits           | 159,293           | 400,000             | 400,000              | 400,000             | 400,000             |
| Charges for Services           | 1,129,076         | 809,341             | 564,773              | 600,000             | 1,002,000           |
| Intergovernmental              | 910,665           | 4,572,502           | 1,370,831            | —                   | —                   |
| Investment Earnings            | 12,378            | 105,000             | 122,000              | —                   | —                   |
| Financing Revenues             | 84,457            | —                   | —                    | —                   | —                   |
| Misc Revenues                  | 167,027           | 282,050             | 361,300              | —                   | —                   |
| Transfers In                   | 1,285,731         | 21,983              | 21,990               | —                   | —                   |
| Non-Recurring Revenues         | <b>4,554,285</b>  | <b>8,690,876</b>    | <b>4,949,244</b>     | <b>1,250,000</b>    | <b>1,652,000</b>    |
| <b>Expenditures</b>            |                   |                     |                      |                     |                     |
| Salaries & Wages               | 574,672           | 343,851             | 237,610              | —                   | —                   |
| Benefits                       | 128,816           | 72,363              | 95,210               | —                   | —                   |
| Services - External            | 1,975,989         | 7,015,427           | 4,272,187            | 2,864,000           | 2,014,000           |
| Services - Internal            | 12,622            | 13,019              | 1,000                | 2,730               | 2,770               |
| Materials & Supplies           | 92,104            | 749,270             | 658,400              | —                   | —                   |
| Capital Outlay                 | —                 | 1,800,000           | 1,800,000            | 38,000              | —                   |
| Transfers Out                  | 1,366,772         | 550,324             | 565,124              | 543,000             | —                   |
| Non-Recurring Expenditures     | <b>4,150,975</b>  | <b>10,544,255</b>   | <b>7,629,531</b>     | <b>3,447,730</b>    | <b>2,016,770</b>    |
| <b>Net Surplus / (Deficit)</b> | <b>403,310</b>    | <b>(1,853,379)</b>  | <b>(2,680,286)</b>   | <b>(2,197,730)</b>  | <b>(364,770)</b>    |

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

Examples of one-time revenues are Grants or other one-time reimbursements.

Examples of one-time expenditures are Projects, Studies or Grant related expenditures.

In accordance with City Council approved fiscal policies, non-recurring revenues will be used for non-recurring expenditures only (including capital and reserves).

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## General Fund

### American Rescue Plan Act Budget Overview

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| General Fund: ARPA             | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | 2024/25<br>Proposed |
|--------------------------------|-------------------|---------------------|----------------------|---------------------|---------------------|
| <b>Revenues</b>                |                   |                     |                      |                     |                     |
| Intergovernmental              | 100,000           | 15,016,240          | —                    | —                   | —                   |
| Non-Recurring Revenues         | <b>100,507</b>    | <b>15,016,240</b>   | —                    | —                   | —                   |
| <b>Expenditures</b>            |                   |                     |                      |                     |                     |
| Salaries & Wages               | —                 | 379,620             | —                    | —                   | —                   |
| Benefits                       | —                 | 39,910              | —                    | —                   | —                   |
| Services - External            | 100,035           | 5,366,710           | —                    | —                   | —                   |
| Transfers Out                  | —                 | 8,730,000           | —                    | —                   | —                   |
| Non-Recurring Expenditures     | <b>100,035</b>    | <b>14,516,240</b>   | —                    | —                   | —                   |
| <b>Net Surplus / (Deficit)</b> | <b>472</b>        | <b>500,000</b>      | —                    | —                   | —                   |

**American Rescue Plan Act or ARPA** Revenues are Federal dollars awarded to the City of Napa. These revenues and the related projects are tracked in this separate fund for ease of reporting. All available budgets will be carried forward into FY 2023/24 at the end of FY 2022/23.

# Staffing Summary

## Changes to FTE

### Staffing Plan

Staffing is measured in full-time equivalent (FTE) positions. An overall increase of nine full-time FTE is included in FY 2023/24 and FY 2024/25. The updated staffing plan includes five limited-term positions, with 3 set to expire by June 30th, 2024.

The graph below provides a summary of full-time and limited-term positions from FY 2020/21 through FY 2023/24 and FY 2024/25, and includes proposed positions from decision packages. Totals shown below are for both full-time and limited-term positions.



|                             | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|-----------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| General Fund Positions      | 417                | 418                | 422                | 425                 | 424                 |
| Housing Authority Positions | 14                 | 15                 | 18                 | 18                  | 17                  |
| Enterprise Fund Positions   | 75                 | 73                 | 74                 | 77                  | 77                  |
| <b>Total FTE</b>            | <b>506</b>         | <b>506</b>         | <b>514</b>         | <b>520</b>          | <b>518</b>          |

General Fund positions may be partially or fully allocated to other funds, such as Special Revenue Funds or Internal Services Funds, or to capital projects. Housing Authority positions are positions assigned by contract from the City to the Housing Authority.

# Staffing Summary

## Changes to FTE

### Position Deletions/Additions

In each budget there may be existing positions within the city that are being deleted in order to add new positions which better reflect the job skills and responsibilities needed to address ongoing departmental needs. The following table provides a listing of position deletions/additions included in the proposed budget cycle. There is no net increase from these actions.

| FY 23/24 | FY 24/25 | Position Deletions/Additions |                                |                          |
|----------|----------|------------------------------|--------------------------------|--------------------------|
| # of FTE |          | Department                   | Current Position to be Deleted | New Position to be Added |
| 1        | 0        | FIRE                         | Firefighter                    | Firefighter Paramedic    |
| 1        | 0        | Planned Deletions/Additions  |                                |                          |

### Changes to Staffing Levels

There are a number of new position requests in the FY 2023/24 and FY 2024/25 proposed budget, adding 8 FTE in FY 2023/24 and 1 FTE in FY 2024/25.

| FY 23/24 | FY 24/25 | New Positions         |                                 |
|----------|----------|-----------------------|---------------------------------|
| # of FTE |          | Department            | Position                        |
| 1        |          | CITY MANAGER          | Management Analyst I/II         |
| 1        |          | CITY MANAGER          | System Analyst                  |
|          | 1        | CITY ATTORNEY         | Deputy City Attorney            |
| 1        |          | POLICE                | Community Service Officer       |
| 1        |          | PUBLIC WORKS          | Senior Traffic Engineer         |
| 1        |          | UTILITIES             | Management Analyst I/II         |
| 1        |          | COMMUNITY DEVELOPMENT | Management Analyst I/II         |
| 1        |          | UTILITIES             | Office Assistant I/II           |
| 1        |          | UTILITIES             | Plant Maintenance Mechanic I/II |
| 8        | 1        | New FTE               |                                 |



# Budget by Department and Division

*Fiscal Years  
2023/24 & 2024/25*



# Administrative Support Program

*Fiscal Years  
2023/24 & 2024/25*

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# Administrative Support

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**Program Overview:**

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

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

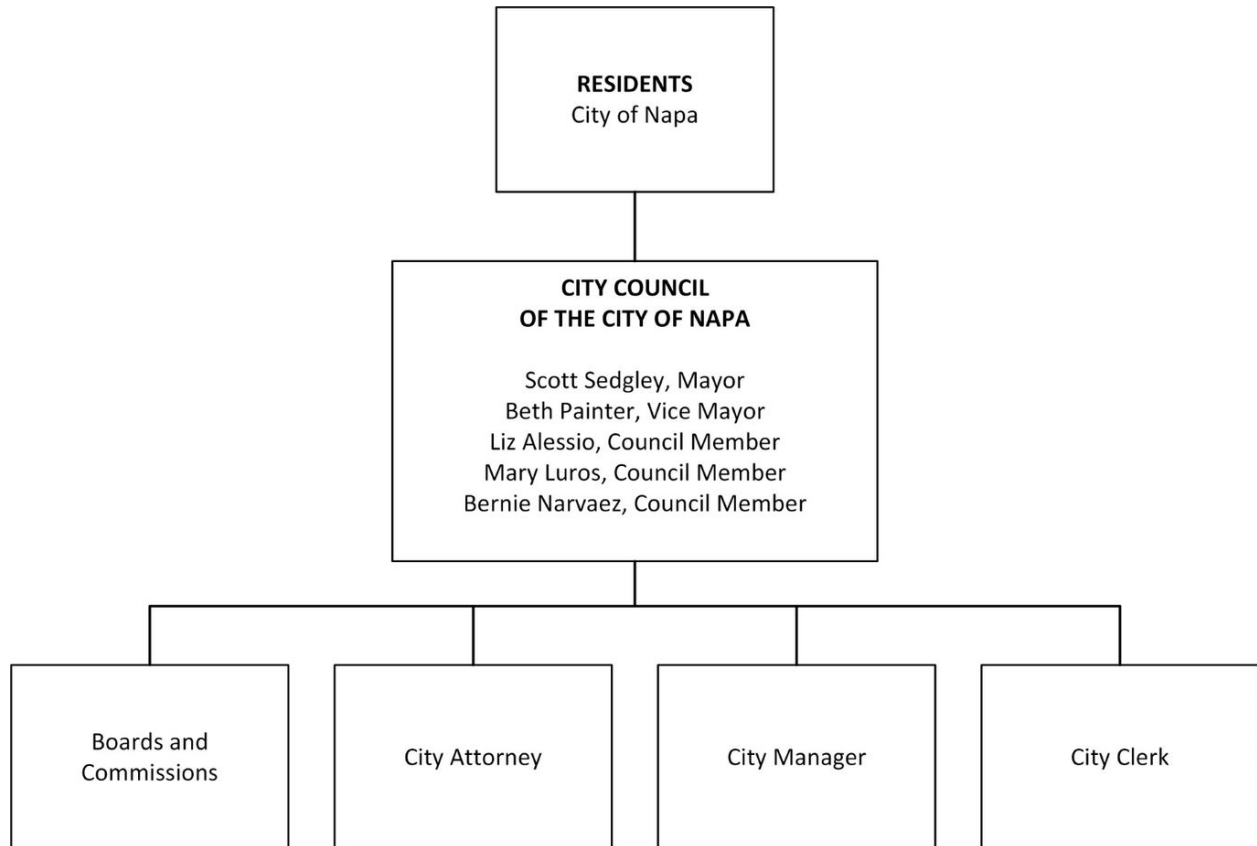
Administrative Support is provided to all Departments and Programs to support the carrying out of policy directives of the City Council and delivering excellent public services to the City of Napa. Due to the nature of the Administrative Support function, specific departmental information (including 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
- Four-Year Staffing Trend
- Departmental Overview (Description of services provided)
- Major Accomplishments in Fiscal Year 2022/23
- Key Initiatives for Fiscal Years 2023/24 and 2024/25
- Program Metrics
- Five-Year Revenue and Expenditure Detail
- Major Budget Changes



# City Council



| City Council                   | Actual      |             | Adj         | Proposed    |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                | 2020/2      | 2021/2      | 2022/23     | 2023/2      | 2024/2      |
| Mayor                          | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Council Members                | 4.00        | 4.00        | 4.00        | 4.00        | 4.00        |
| <b>Total Elected Officials</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> |
| Part-Time Salaries / Temp Help | \$0         | \$0         | \$0         | \$0         | \$0         |

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# City Council

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## **Department Overview:**

The City Council is the five-member governing body of the City of Napa and consists of a Mayor, elected at-large, and four Council members, elected district-based, who serve staggered four-year terms. The City Council serves as the governing body for the Parking Authority of the City of Napa, and, along with two appointed tenant members, also serves as the governing body of the Housing Authority of the City of Napa. The City Council adopts the City budget, legislation and policies to ensure the health, safety and welfare of the residents and the efficient delivery of municipal services. The City Council establishes goals, objectives and performance measures for the City and appoints citizen/resident 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 Year 2022/23:**

- Established a Citywide Governance Policy for elected officials, formalizing Council's commitment to citywide governance.
- Adopted the City's General Plan and oversaw development of the Housing Element for the State's Housing and Community Development Department's (HCD) consideration.
- Provided policy direction on near, and long-term, climate action initiatives.
- Approved \$1.15 million of Community Recovery Bank Grants to assist with community recovery from the COVID-19 pandemic using ARPA funds.
- Continued to lead through the COVID-19 Pandemic and adopted resolution terminating the local emergency.

## **Council Priorities for Fiscal Years 2023/24 and 2024/25:**

- Implementation of General Plan
- Housing and Homelessness
- Climate Action
- Traffic Safety
- Public Infrastructure

# City Council

## Revenue / Expenditure Detail:

|                                 | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| Property Tax                    | —                 | —                 | —                   | —                    | —                   | — %         | —                   | — %         |
| Sales Tax                       | —                 | —                 | —                   | —                    | —                   | — %         | —                   | — %         |
| Transient Occupancy Tax         | —                 | —                 | —                   | —                    | —                   | — %         | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ —</b>         | <b>\$ —</b>          | <b>\$ —</b>         | <b>— %</b>  | <b>\$ —</b>         | <b>— %</b>  |
| Salaries & Wages                | 134,187           | 134,446           | 131,800             | 132,930              | 134,820             | 2 %         | 134,820             | — %         |
| Benefits                        | 119,661           | 123,754           | 132,650             | 116,400              | 135,560             | 2 %         | 138,340             | 2 %         |
| Services - External             | 19,865            | 35,467            | 70,500              | 64,300               | 53,500              | (24)%       | 54,500              | 2 %         |
| Services - Internal             | 11,400            | 15,000            | 5,400               | 5,400                | 21,050              | 290 %       | 23,160              | 10 %        |
| Materials and Supplies          | 8,098             | 4,231             | 8,500               | 4,600                | 6,500               | (24)%       | 6,500               | — %         |
| <b>Total Expenditures</b>       | <b>\$ 293,210</b> | <b>\$ 312,898</b> | <b>\$ 348,850</b>   | <b>\$ 323,630</b>    | <b>\$ 351,430</b>   | <b>1 %</b>  | <b>\$ 357,320</b>   | <b>2 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(293,210)</b>  | <b>(312,898)</b>  | <b>(348,850)</b>    | <b>(323,630)</b>     | <b>(351,430)</b>    | <b>1 %</b>  | <b>(357,320)</b>    | <b>2 %</b>  |
| <b>Source of Funds</b>          |                   |                   |                     |                      |                     |             |                     |             |
| General Fund                    | 293,210           | 312,898           | 348,850             | 323,630              | 351,430             | 1 %         | 357,320             | 2 %         |
| Non-Recurring General Fund      | —                 | —                 | —                   | —                    | —                   | — %         | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 293,210</b> | <b>\$ 312,898</b> | <b>\$ 348,850</b>   | <b>\$ 323,630</b>    | <b>\$ 351,430</b>   | <b>1 %</b>  | <b>\$ 357,320</b>   | <b>2 %</b>  |

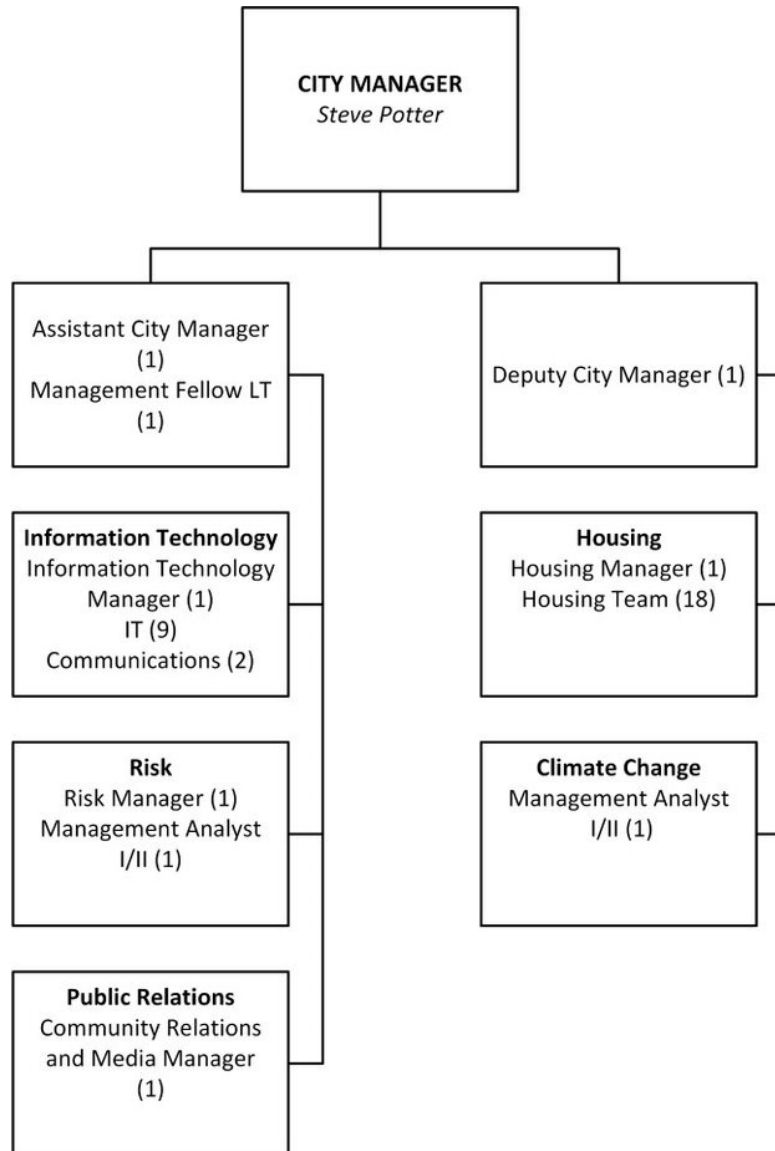
## Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- None

# 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      |             | Adj         | Proposed     |              |
|--------------------------------|-------------|-------------|-------------|--------------|--------------|
|                                | 2020/2      | 2021/2      | 2022/2      | 2023/2       | 2024/2       |
| Full-Time                      | 5.00        | 5.00        | 6.00        | 36.00        | 36.00        |
| Limited-Term                   | —           | —           | 1.00        | 2.00         | 1.00         |
| <b>Total FTE</b>               | <b>5.00</b> | <b>5.00</b> | <b>7.00</b> | <b>38.00</b> | <b>37.00</b> |
| Part-Time Salaries / Temp Help | 25,161      | 14,743      | 35,000      | 37,000       | 37,000       |

# 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 residents 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.

## Revenues / Expenditures Detail:

### Department Revenues and Expenditures by Division

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change   |
|---------------------------------|---------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|---------------|
| <b>Revenues</b>                 |                     |                   |                     |                      |                     |              |                     |               |
| City Manager Admin              | 7,709,887           | 9,651,751         | 28,512,696          | 28,613,440           | 14,048,500          | (51)%        | 15,130,900          | 8 %           |
| CM Information Technology       | —                   | —                 | —                   | —                    | 451,730             | 100 %        | 1,213,110           | 169 %         |
| CM Housing                      | —                   | —                 | —                   | —                    | 27,125,390          | 100 %        | 26,315,680          | (3)%          |
| <b>Total Revenues</b>           | <b>\$ 7,709,887</b> | <b>9,651,751</b>  | <b>28,512,696</b>   | <b>28,613,440</b>    | <b>41,625,620</b>   | <b>46 %</b>  | <b>42,659,690</b>   | <b>2 %</b>    |
| <b>Expenditures</b>             |                     |                   |                     |                      |                     |              |                     |               |
| City Manager Admin              | 8,406,814           | 8,954,487         | 33,211,834          | 27,885,190           | 11,747,240          | (65)%        | 14,322,710          | 22 %          |
| CM Information Technology       | —                   | —                 | —                   | —                    | 3,831,650           | 100 %        | 4,798,980           | 25 %          |
| CM Housing                      | —                   | —                 | —                   | —                    | 25,296,610          | 100 %        | 23,678,880          | (6)%          |
| <b>Total Expenditures</b>       | <b>\$ 8,406,814</b> | <b>8,954,487</b>  | <b>33,211,834</b>   | <b>27,885,190</b>    | <b>40,875,500</b>   | <b>23 %</b>  | <b>42,800,570</b>   | <b>5 %</b>    |
| <b>Net Contribution / (Use)</b> | <b>\$ (696,927)</b> | <b>697,264</b>    | <b>(4,699,138)</b>  | <b>728,250</b>       | <b>750,120</b>      | <b>100 %</b> | <b>(140,880)</b>    | <b>(119)%</b> |

# City Manager Department

## Department Expenditures by Fund

|                               | 2020/21<br>Actual   | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|-------------------------------|---------------------|-------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| General Fund                  | 1,252,939           | 1,538,427         | 1,864,018           | 1,748,300            | 5,768,190           | 209 %       | 5,677,810           | (2)%        |
| Non-Recurring General Fund    | —                   | 11,040            | 488,960             | 489,110              | 60,000              | (88)%       | 900,000             | 1,400 %     |
| DIF Affordable Housing        | —                   | —                 | —                   | —                    | 291,140             | 100 %       | 305,540             | 5 %         |
| Measure F 1% TOT Aff Hsg      | —                   | —                 | —                   | —                    | 580,700             | 100 %       | 84,700              | (85)%       |
| CDBG                          | —                   | —                 | —                   | —                    | 792,200             | 100 %       | 822,790             | 4 %         |
| HOME Program                  | —                   | —                 | —                   | —                    | 2,469,720           | 100 %       | 848,470             | (66)%       |
| CalHome Program               | —                   | —                 | —                   | —                    | 105,500             | 100 %       | 106,790             | 1 %         |
| SA Lo/Mod Set Aside           | —                   | —                 | —                   | —                    | —                   | — %         | —                   | — %         |
| Perm Local Housing Allocation | —                   | —                 | —                   | —                    | 530,250             | 100 %       | 495,920             | (6)%        |
| Damage Reimbursement          | 45,593              | 147,460           | 100,500             | 100,500              | 400                 | (100)%      | 400                 | — %         |
| Information Technology        | —                   | —                 | —                   | —                    | 308,780             | 100 %       | 351,900             | 14 %        |
| General Liability             | 3,559,600           | 3,853,596         | 25,887,306          | 23,160,820           | 8,066,720           | (69)%       | 10,621,430          | 32 %        |
| Workers Compensation          | 3,548,682           | 3,403,965         | 4,871,050           | 2,386,460            | 1,434,800           | (71)%       | 1,630,150           | 14 %        |
| Laurel Manor                  | —                   | —                 | —                   | —                    | 373,280             | 100 %       | 380,320             | 2 %         |
| Seminary Street               | —                   | —                 | —                   | —                    | 340,430             | 100 %       | 348,530             | 2 %         |
| Section 8                     | —                   | —                 | —                   | —                    | 18,765,030          | 100 %       | 19,201,410          | 2 %         |
| 20% Low/Mod Income            | —                   | —                 | —                   | —                    | 207,910             | 100 %       | 210,690             | 1 %         |
| Local Housing                 | —                   | —                 | —                   | —                    | 611,840             | 100 %       | 636,930             | 4 %         |
| Continuum of Care Program     | —                   | —                 | —                   | —                    | 167,610             | 100 %       | 175,790             | 5 %         |
| Housing 5% RDA Supplemental   | —                   | —                 | —                   | —                    | 1,000               | 100 %       | 1,000               | — %         |
| <b>Total Expenditures</b>     | <b>\$ 8,406,814</b> | <b>8,954,487</b>  | <b>33,211,834</b>   | <b>27,885,190</b>    | <b>40,875,500</b>   | <b>23 %</b> | <b>42,800,570</b>   | <b>5 %</b>  |

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change   |
|---------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------|----------------------|---------------|
| Transient Occupancy Tax         | —                   | —                   | —                    | —                    | 2,681,000            | 100 %        | 2,815,000            | 5 %           |
| Charges for Services            | 7,485,569           | 9,534,623           | 28,449,696           | 28,532,440           | 15,817,580           | (44)%        | 17,660,350           | 12 %          |
| Intergovernmental               | —                   | —                   | —                    | —                    | 20,683,460           | 100 %        | 19,732,030           | (5)%          |
| Investment Earnings             | 74,318              | (32,871)            | 63,000               | 81,000               | 434,300              | 589 %        | 435,310              | — %           |
| Financing Revenues              | —                   | —                   | —                    | —                    | 1,266,500            | 100 %        | 1,266,500            | — %           |
| Miscellaneous Revenues          | —                   | —                   | —                    | —                    | 642,780              | 100 %        | 650,500              | 1 %           |
| Transfers In                    | 150,000             | 150,000             | —                    | —                    | 100,000              | 100 %        | 100,000              | — %           |
| <b>Total Revenues</b>           | <b>\$ 7,709,887</b> | <b>\$ 9,651,751</b> | <b>\$ 28,512,696</b> | <b>\$ 28,613,440</b> | <b>\$ 41,625,620</b> | <b>46 %</b>  | <b>\$ 42,659,690</b> | <b>2 %</b>    |
| Salaries & Wages                | 730,575             | 989,347             | 1,254,851            | 1,189,080            | 4,888,370            | 290 %        | 5,133,180            | 5 %           |
| Benefits                        | 440,169             | 460,073             | 557,699              | 496,460              | 2,216,790            | 297 %        | 2,345,440            | 6 %           |
| Services - External             | 6,759,648           | 7,393,560           | 31,043,684           | 26,154,920           | 31,630,170           | 2 %          | 33,613,060           | 6 %           |
| Debt Service                    | —                   | —                   | —                    | —                    | 148,000              | 100 %        | 149,000              | 1 %           |
| Services - Internal             | 15,400              | 22,900              | 32,900               | 32,900               | 190,710              | 480 %        | 207,460              | 9 %           |
| Materials and Supplies          | 35,522              | 33,731              | 22,700               | 11,830               | 624,120              | 2,649 %      | 649,990              | 4 %           |
| Transfers Out                   | 425,500             | 54,876              | 300,000              | —                    | 1,177,340            | 292 %        | 702,440              | (40)%         |
| <b>Total Expenditures</b>       | <b>\$ 8,406,814</b> | <b>\$ 8,954,487</b> | <b>\$ 33,211,834</b> | <b>\$ 27,885,190</b> | <b>\$ 40,875,500</b> | <b>23 %</b>  | <b>\$ 42,800,570</b> | <b>5 %</b>    |
| <b>Net Contribution / (Use)</b> | <b>(696,927)</b>    | <b>697,264</b>      | <b>(4,699,138)</b>   | <b>728,250</b>       | <b>750,120</b>       | <b>100 %</b> | <b>(140,880)</b>     | <b>(119)%</b> |

# City Manager Department

## Department General Fund Revenues and Expenditures

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | 394                 | —                   | —                   | —                    | —                   | — %          | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ 394</b>       | <b>\$ —</b>         | <b>\$ —</b>         | <b>\$ —</b>          | <b>\$ —</b>         | <b>— %</b>   | <b>\$ —</b>         | <b>— %</b>  |
| Salaries & Wages                | 624,015             | 809,545             | 1,028,911           | 964,120              | 2,693,310           | 162 %        | 2,798,030           | 4 %         |
| Benefits                        | 307,491             | 408,244             | 467,579             | 412,120              | 1,220,710           | 161 %        | 1,242,260           | 2 %         |
| Services - External             | 306,832             | 296,458             | 324,328             | 328,860              | 1,499,500           | 362 %        | 1,277,500           | (15)%       |
| Services - Internal             | 13,700              | 22,000              | 31,700              | 31,700               | 98,200              | 210 %        | 106,050             | 8 %         |
| Materials and Supplies          | 901                 | 2,179               | 11,500              | 11,500               | 256,470             | 2,130 %      | 253,970             | (1)%        |
| <b>Total Expenditures</b>       | <b>\$ 1,252,939</b> | <b>\$ 1,538,427</b> | <b>\$ 1,864,018</b> | <b>\$ 1,748,300</b>  | <b>\$ 5,768,190</b> | <b>209 %</b> | <b>\$ 5,677,810</b> | <b>(2)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,252,545)</b>  | <b>(1,538,427)</b>  | <b>(1,864,018)</b>  | <b>(1,748,300)</b>   | <b>(5,768,190)</b>  | <b>— %</b>   | <b>(5,677,810)</b>  | <b>— %</b>  |

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# City Manager Division Summary

## City Manager Administration

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### 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 residents 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.

As of FY 2023/24, the Housing and Information Technology divisions are part of the City Manager's Department. These divisions were moved Community Development and Finance respectively, and this movement reflects the City's priorities around these areas.

### Major Accomplishments in Fiscal Year 2022/23:

- Led efforts to meet goals for Council priorities in the areas of General Plan completion and implementation plan development, workforce stability and hiring, economic development and recovery, climate change, and housing.
- Completed a review of organizational structure and implemented changes as needed to support Council priorities and create a stable organization into the future. These included transitioning the IT Division to the City Manager's Office, consolidating leadership of homeless initiatives and housing programs under a Deputy City Manager, Bringing focus to Risk Management , and hiring key personnel at mid-management and senior management levels to integrate and improve core administrative processes and internal services.
- Implemented a revised Cooperative Agreement with the County of Napa to define roles and responsibilities pertaining to Homeless Services and implemented an Administrative Regulation on Encampment Management and Removal of Safety Hazards on public property and right-of-way in the City of Napa.
- Advocated at the State and Federal level based on goals outlined in the Legislative Platform and in support of Council priorities and were successful in achieving grants, including \$400,000 of Department of Transportation's Safe Streets and Roads for All funding and \$1.2 Million in Congressionally Directed Spending appropriations to expand supportive services to address co-occurring mental health and substance abuse needs in the chronic homeless population.
- Established short and long-term climate actions.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Reinstate a Citizens Academy to engage and educate the community on a wide range of City-related topics. This interactive program will include weekly presentations focused on general City government subjects, finance and budget, as well as overviews of each department and the work performed to support the Napa community.
- Complete and implement ordinance to prohibit the abandonment of shopping carts on public right of ways.
- Continue to invest resources in mitigating the impacts of homelessness on the community, including hazard removal.



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# City Manager Division Summary

## City Manager Administration

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- Implement near term climate actions including holding climate focused workshops and increasing stakeholder engagement.
- Complete priority recommendations included in the Risk Program assessment for long term stability, improved employee safety and liability reduction.

### Performance Metrics:

| Performance Metric       | Indicator                       | Target | FY 2020/21 Actual       | FY 2021/22 Actual |
|--------------------------|---------------------------------|--------|-------------------------|-------------------|
| Fiscal Health            | % fiscal policies in compliance | 100%   | 97%                     |                   |
| Website and Social Media | Website hits                    | Trend  | 676,700                 | 913,819           |
|                          | Facebook Page Likes             | Trend  | 370/1,211 New Followers | N/A               |
|                          | Average Reach-Facebook          | Trend  | Not Available           | N/A               |
|                          | Instagram                       | Total  | 2,139                   | 2,473             |
|                          | Twitter Impressions             | Trend  | 784,100                 | 386,600           |
|                          | New Twitter Followers           | Trend  | 555                     | -8                |
|                          | Total Facebook Followers        | Trend  |                         | 12,963            |
|                          | Total Facebook Reach            | Trend  |                         | 236,261           |

# City Manager Division Summary

## City Manager Administration

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed   | %<br>Change   | 2024/25<br>Proposed  | %<br>Change  |
|---------------------------------|---------------------|---------------------|----------------------|----------------------|-----------------------|---------------|----------------------|--------------|
| Charges for Services            | 7,485,569           | 9,534,623           | 28,449,696           | 28,532,440           | 13,966,500            | (51)%         | 15,048,900           | 8 %          |
| Investment Earnings             | 74,318              | (32,871)            | 63,000               | 81,000               | 82,000                | 30 %          | 82,000               | — %          |
| Transfers In                    | 150,000             | 150,000             | —                    | —                    | —                     | — %           | —                    | — %          |
| <b>Total Revenues</b>           | <b>\$ 7,709,887</b> | <b>\$ 9,651,751</b> | <b>\$ 28,512,696</b> | <b>\$ 28,613,440</b> | <b>\$ 14,048,500</b>  | <b>(51)%</b>  | <b>\$ 15,130,900</b> | <b>8 %</b>   |
| Salaries & Wages                | 730,575             | 989,347             | 1,254,851            | 1,189,080            | 1,524,730             | 22 %          | 1,627,080            | 7 %          |
| Benefits                        | 440,169             | 460,073             | 557,699              | 496,460              | 668,020               | 20 %          | 678,740              | 2 %          |
| Services - External             | 6,759,648           | 7,393,560           | 31,043,684           | 26,154,920           | 9,464,300             | (70)%         | 11,924,110           | 26 %         |
| Services - Internal             | 15,400              | 22,900              | 32,900               | 32,900               | 66,990                | 104 %         | 73,580               | 10 %         |
| Materials and Supplies          | 35,522              | 33,731              | 22,700               | 11,830               | 23,200                | 2 %           | 19,200               | (17)%        |
| Transfers Out                   | 425,500             | 54,876              | 300,000              | —                    | —                     | (100)%        | —                    | — %          |
| <b>Total Expenditures</b>       | <b>\$ 8,406,814</b> | <b>\$ 8,954,487</b> | <b>\$ 33,211,834</b> | <b>\$ 27,885,190</b> | <b>\$ 11,747,240</b>  | <b>(65)%</b>  | <b>\$ 14,322,710</b> | <b>22 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(696,927)</b>    | <b>697,264</b>      | <b>(4,699,138)</b>   | <b>728,250</b>       | <b>2,301,260</b>      | <b>100 %</b>  | <b>808,190</b>       | <b>(65)%</b> |
| <b>Source of Funds</b>          |                     |                     |                      |                      |                       |               |                      |              |
| General Fund                    | 1,252,545           | 1,538,427           | 1,864,018            | 1,748,300            | 2,245,320             | 20 %          | 2,070,730            | (8)%         |
| Non-Recurring General Fund      | (150,000)           | (138,960)           | 488,960              | 489,110              | —                     | (100)%        | —                    | — %          |
| Damage Reimbursement            | (8,588)             | 29,501              | (2,500)              | (25,520)             | (101,600)             | — %           | (101,600)            | — %          |
| General Liability               | (827,171)           | (1,350,631)         | 2,231,510            | (494,980)            | (555,760)             | (125)%        | 1,338,340            | 100 %        |
| Workers Compensation            | 430,141             | (775,601)           | 117,150              | (2,445,160)          | (3,889,220)           | (3,420)%      | (4,115,660)          | — %          |
| <b>Source of Funds Total</b>    | <b>\$ 696,927</b>   | <b>\$ (697,264)</b> | <b>\$ 4,699,138</b>  | <b>\$ (728,250)</b>  | <b>\$ (2,301,260)</b> | <b>(149)%</b> | <b>\$ (808,190)</b>  | <b>— %</b>   |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None.

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# City Manager Division Summary

## Affordable Housing

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### Division Overview:

The Affordable Housing Program includes 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 for 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 federally funded Section 8 Housing Vouchers, Mainstream Vouchers, Emergency Housing Vouchers and Continuum of Care Funds as well as the ownership and operation of Laurel Manor, a 50-unit senior apartment complex.

### Major Accomplishments in Fiscal Year 2022/23:

- Rehabilitation began on 54 units of rental housing, 27 of which were completed. Construction continued on additional 88 units of rental housing.
- Awarded 11 additional Emergency Housing vouchers for chronically homeless persons. Continued to maintain 100% leased.
- Continue to manage over \$2.8M in State CDBG Disaster Recovery funding. Funding is being used to create new affordable rental housing.
- Acquisition of new property consisting of approximately three acres of land for future development of affordable housing.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Continue to allocate project-based vouchers to affordable housing developments.
- Continue to apply for new federal voucher allocations as the U.S. Department of HUD makes them available and continue to assist with other jurisdictions in Napa County to apply for additional State housing grants when funding is available.
- Continue Junior Unit Initiative Program to create affordable rental ADUs.
- Provide housing funding to affordable housing developments to increase affordable housing units in Napa.

### Performance Metrics:

| Performance Metric      | Indicator                                            | Target                 | FY 2020/21 Actual | FY 2021/22 Actual |
|-------------------------|------------------------------------------------------|------------------------|-------------------|-------------------|
| Affordable Housing      | # of affordable housing unit building permits issued | Trend                  | 26                | 71                |
| Housing Rehab Program   | # households assisted annually                       | 40 households per year | 31                | 14                |
| Family Self Sufficiency | # FSS graduates                                      | 4 per year             | 4                 | 6                 |

# City Manager Division Summary

## Affordable Housing

### Division Detail:

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual     | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed   | %<br>Change   | 2024/25<br>Proposed   | %<br>Change |
|---------------------------------|----------------------|-----------------------|----------------------|----------------------|-----------------------|---------------|-----------------------|-------------|
| Transient Occupancy Tax         | 958,660              | 2,367,372             | 2,558,000            | 2,373,243            | 2,681,000             | 5 %           | 2,815,000             | 5 %         |
| Charges for Services            | 1,279,239            | 3,410,221             | 1,392,450            | 1,580,734            | 1,550,150             | 11 %          | 1,550,150             | — %         |
| Intergovernmental               | 15,966,798           | 16,374,176            | 24,338,681           | 20,598,432           | 20,683,460            | (15)%         | 19,732,030            | (5)%        |
| Investment Earnings             | 70,448               | 60,771                | 301,500              | 301,500              | 301,500               | — %           | 301,500               | — %         |
| Financing Revenues              | 1,488,556            | 1,759,633             | 931,000              | 356,085              | 1,266,500             | 36 %          | 1,266,500             | — %         |
| Miscellaneous Revenues          | 668,752              | 675,585               | 664,300              | 662,662              | 642,780               | (3)%          | 650,500               | 1 %         |
| Transfers In                    | 51,150               | 47,310                | 39,050               | 6,945                | —                     | (100)%        | —                     | — %         |
| <b>Total Revenues</b>           | <b>\$ 20,483,604</b> | <b>\$ 24,695,068</b>  | <b>\$ 30,224,981</b> | <b>\$ 25,879,600</b> | <b>\$ 27,125,390</b>  | <b>(10)%</b>  | <b>\$ 26,315,680</b>  | <b>(3)%</b> |
| Salaries & Wages                | 1,440,544            | 1,342,265             | 1,708,940            | 1,407,522            | 1,781,870             | 4 %           | 1,866,450             | 5 %         |
| Benefits                        | 717,610              | 753,362               | 785,220              | 720,860              | 830,070               | 6 %           | 934,510               | 13 %        |
| Services - External             | 17,522,885           | 16,866,762            | 37,074,756           | 25,745,354           | 21,219,320            | (43)%         | 19,888,400            | (6)%        |
| Debt Service                    | 136,172              | 136,172               | 138,500              | 147,862              | 148,000               | 7 %           | 149,000               | 1 %         |
| Services - Internal             | 36,000               | 51,500                | 60,000               | 60,000               | 91,290                | 52 %          | 100,110               | 10 %        |
| Materials and Supplies          | 16,584               | 25,871                | 24,800               | 26,963               | 48,720                | 96 %          | 37,970                | (22)%       |
| Capital Outlay                  | —                    | —                     | 2,500,000            | 2,373,500            | —                     | (100)%        | —                     | — %         |
| Transfers Out                   | 417,850              | 450,475               | 477,750              | 438,700              | 1,177,340             | 146 %         | 702,440               | (40)%       |
| <b>Total Expenditures</b>       | <b>\$ 20,287,646</b> | <b>\$ 19,626,406</b>  | <b>\$ 42,769,966</b> | <b>\$ 30,920,762</b> | <b>\$ 25,296,610</b>  | <b>(41)%</b>  | <b>\$ 23,678,880</b>  | <b>(6)%</b> |
| <b>Net Contribution / (Use)</b> | <b>195,958</b>       | <b>5,068,662</b>      | <b>(12,544,986)</b>  | <b>(5,041,161)</b>   | <b>1,828,780</b>      | <b>100 %</b>  | <b>2,636,800</b>      | <b>44 %</b> |
| <b>Source of Funds</b>          |                      |                       |                      |                      |                       |               |                       |             |
| General Fund                    | 749,991              | 606,726               | 60,000               | 60,000               | 60,000                | — %           | 60,000                | — %         |
| Non-Recurring General Fund      | 333,751              | 11,285                | 697,486              | —                    | —                     | (100)%        | —                     | — %         |
| DIF Affordable Housing          | (596,385)            | (2,722,498)           | 6,863,080            | —                    | (1,064,860)           | (116)%        | (1,050,460)           | — %         |
| Measure F 1% TOT Aff Hsg        | (948,197)            | (2,366,409)           | 3,878,154            | —                    | (2,182,800)           | (156)%        | (2,812,800)           | — %         |
| CDBG                            | (3,142)              | 163,175               | 294,775              | —                    | 33,330                | (89)%         | 37,180                | 12 %        |
| HOME Program                    | 697,038              | (655,633)             | (72,636)             | —                    | 666,220               | 100 %         | 44,970                | (93)%       |
| CalHome Program                 | 121,656              | (147,234)             | 279,119              | —                    | —                     | (100)%        | 1,290                 | 100 %       |
| SA Lo/Mod Set Aside             | —                    | —                     | —                    | —                    | —                     | — %           | —                     | — %         |
| Perm Local Housing Allocation   | —                    | 98,398                | 189,106              | —                    | (264,540)             | (240)%        | 1,320                 | 100 %       |
| Laurel Manor                    | 4,130                | (41,477)              | (14,190)             | —                    | (66,720)              | — %           | (59,680)              | — %         |
| Seminary Street                 | (16,621)             | (16,257)              | 580                  | —                    | 105,150               | 18,029 %      | 105,530               | — %         |
| Section 8                       | (529,699)            | 169,762               | 51,222               | —                    | 632,510               | 1,135 %       | 755,240               | 19 %        |
| 20% Low/Mod Income              | (23,969)             | (55,961)              | 172,080              | —                    | 32,410                | (81)%         | 35,190                | 9 %         |
| Local Housing                   | 15,717               | (112,593)             | 146,960              | —                    | 221,190               | 51 %          | 246,280               | 11 %        |
| Continuum of Care Program       | 2                    | 1                     | 250                  | —                    | 330                   | 32 %          | 140                   | (58)%       |
| Housing 5% RDA Supplemental     | (228)                | 54                    | (1,000)              | —                    | (1,000)               | — %           | (1,000)               | — %         |
| <b>Source of Funds Total</b>    | <b>\$ (195,958)</b>  | <b>\$ (5,068,662)</b> | <b>\$ 12,544,986</b> | <b>\$ 60,000</b>     | <b>\$ (1,828,780)</b> | <b>(115)%</b> | <b>\$ (2,636,800)</b> | <b>— %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Decrease of \$20,000 in CDBG Entitlement award.
- Increase in HOME budget for new funding award of \$1 million.
- Increased overhead in CalHome budget due to a significant increase in owner occupied rehabilitation loans funded by CalHome funding source.

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# City Manager Division Summary

## Information Technology

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### Division Overview:

The Information Technology division provides efficient, reliable, and secure technology services to all City departments.

### Major Accomplishments in Fiscal Year 2022/23:

- Deployed enterprise applications for police records management, general ledger, payroll, and medical priority dispatch.
- Migrated to cloud-hosted graphical information systems (GIS) servers for disaster resiliency and improved citizen access.
- Replaced council chambers video and audio broadcast equipment, greatly enhancing sound and video quality.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Police dispatch computer-aided dispatch system.
- Community development planning and permitting systems.
- City-wide telephone and auto attendant systems, and in building wireless access points and network infrastructure due to obsolescence.

### Performance Metrics:

| Performance Metric            | Indicator                                 | Target | FY 2020/21 Actual | FY 2021/22 Actual |
|-------------------------------|-------------------------------------------|--------|-------------------|-------------------|
| IT Responsiveness/Performance | % helpdesk tickets closed within 24 hours | 70%    | 63%               | 62%               |

# City Manager Division Summary

## Information Technology

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|---------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|--------------|---------------------|--------------|
| Charges for Services            | 205,600             | 288,349             | 294,500              | 49,400               | 300,930             | 2 %          | 1,061,300           | 253 %        |
| Intergovernmental               | —                   | —                   | 2,170,000            | —                    | —                   | (100)%       | —                   | — %          |
| Investment Earnings             | 42,400              | (15,808)            | 49,800               | 16,920               | 50,800              | 2 %          | 51,810              | 2 %          |
| Transfers In                    | 1,764,000           | 1,945,312           | 100,000              | 100,000              | 100,000             | — %          | 100,000             | — %          |
| <b>Total Revenues</b>           | <b>\$ 2,012,000</b> | <b>\$ 2,217,853</b> | <b>\$ 2,614,300</b>  | <b>\$ 166,320</b>    | <b>\$ 451,730</b>   | <b>(83)%</b> | <b>\$ 1,213,110</b> | <b>169 %</b> |
| Salaries & Wages                | 1,517,837           | 1,630,325           | 1,477,160            | 1,451,990            | 1,581,770           | 7 %          | 1,639,650           | 4 %          |
| Benefits                        | 703,573             | 821,659             | 682,095              | 640,310              | 718,700             | 5 %          | 732,190             | 2 %          |
| Services - External             | 1,973,506           | 2,735,385           | 5,408,823            | 1,500,530            | 946,550             | (82)%        | 1,800,550           | 90 %         |
| Services - Internal             | 69,640              | 93,006              | 59,880               | 59,880               | 32,430              | (46)%        | 33,770              | 4 %          |
| Materials and Supplies          | 183,602             | 184,024             | 714,230              | 298,940              | 552,200             | (23)%        | 592,820             | 7 %          |
| Capital Outlay                  | 31,140              | —                   | 1,800,000            | 1,800,000            | —                   | (100)%       | —                   | — %          |
| Transfers Out                   | 889,800             | 20,000              | —                    | —                    | —                   | — %          | —                   | — %          |
| <b>Total Expenditures</b>       | <b>\$ 5,369,097</b> | <b>\$ 5,484,399</b> | <b>\$ 10,142,187</b> | <b>\$ 5,751,650</b>  | <b>\$ 3,831,650</b> | <b>(62)%</b> | <b>\$ 4,798,980</b> | <b>25 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(3,357,098)</b>  | <b>(3,266,546)</b>  | <b>(7,527,887)</b>   | <b>(5,585,330)</b>   | <b>(3,379,920)</b>  | <b>— %</b>   | <b>(3,585,870)</b>  | <b>— %</b>   |
| <b>Source of Funds</b>          |                     |                     |                      |                      |                     |              |                     |              |
| General Fund                    | 3,049,474           | 3,244,661           | 3,496,258            | 3,431,230            | 3,462,870           | (1)%         | 3,547,080           | 2 %          |
| Non-Recurring General Fund      | (695,526)           | 49,845              | 133,336              | 2,320,420            | 60,000              | (55)%        | 500,000             | 733 %        |
| Information Technology          | 1,003,150           | (27,961)            | 3,898,294            | (166,320)            | (142,950)           | (104)%       | (461,210)           | — %          |
| <b>Source of Funds Total</b>    | <b>\$ 3,357,098</b> | <b>\$ 3,266,546</b> | <b>\$ 7,527,887</b>  | <b>\$ 5,585,330</b>  | <b>\$ 3,379,920</b> | <b>(55)%</b> | <b>\$ 3,585,870</b> | <b>6 %</b>   |

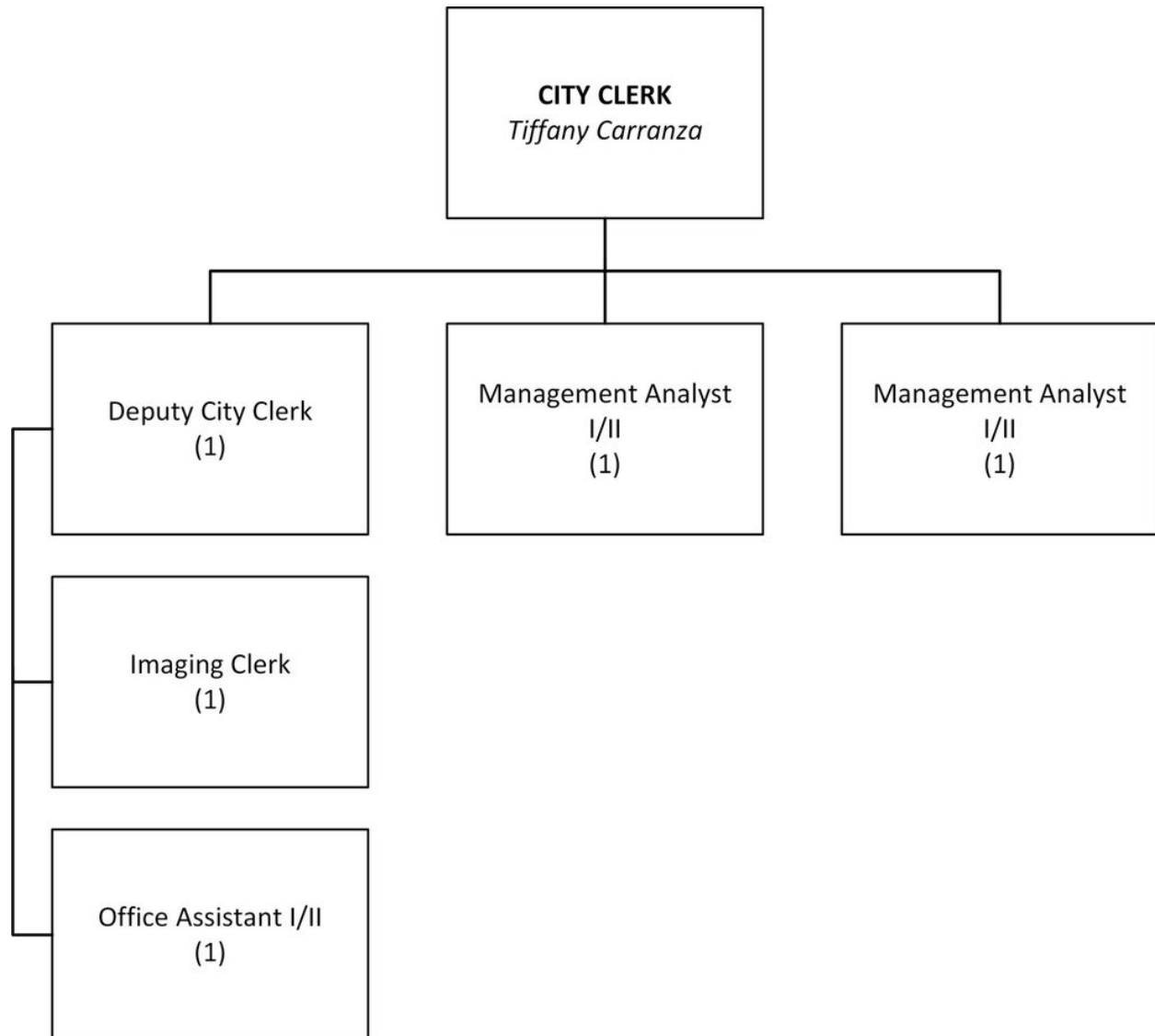
### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None.

# 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      |             | Adj         | Proposed    |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                | 2020/2      | 2021/2      | 2022/2      | 2023/2      | 2024/2      |
| Full-Time                      | 5.00        | 5.00        | 6.00        | 6.00        | 6.00        |
| Limited-Term                   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| <b>Total FTE</b>               | <b>5.00</b> | <b>5.00</b> | <b>6.00</b> | <b>6.00</b> | <b>6.00</b> |
| Part-Time Salaries / Temp Help | \$28,695    | \$23,949    | \$46,350    | \$0         | \$0         |

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# City Clerk Department

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## Department Overview:

The City Clerk Department is the primary link between City Council, City staff, and the public, and 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 City Clerk indexes the Minutes, Resolutions, and Ordinances adopted by the legislative body, and preserves the record to ensure accuracy and accessibility. City 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 Year 2022/23:

- Coordinated Citywide Contract Training.
- Reinstated annual Board, Commission and Committee Member event to recognize the accomplishments of all members spanning from 2019 to present.
- In coordination with Board, Commission, and Committee Member recognition event, planned celebration event to unveil the City's first ever Time Capsule which was buried by members serving in 2000.
- Responded to and closed 328 Public Records Act Requests in the Calendar year 2022 which represented an increase of 18.84% from the year prior.
- Deployed Contract Lifecycle Management (CLM) System to successfully aide in streamlining the electronic review and signature of City agreements.

## Key Initiatives in Fiscal Years 2023/24 and 2024/25:

- Increase public meeting participation by implementing an online public comment tool to improve efficiencies of collecting, sharing, and managing comments from the public.
- Update Administrative Regulations and procedures for Records Managers and coordinate Citywide department staff training for records management and agenda management.
- Continue Phase 2 of Citywide Records Inventory Project with a goal of revising the citywide Records Retention Schedule.
- Increase use of electronic processes and e-signed documents.
- Conduct the 2024 General Municipal Election.

## Performance Metrics:

| Performance Metric      | Indicator                                                                                                 | Target                                   | FY 2020/21 Actual | FY 2021/22 Actual |
|-------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------|-------------------|
| Public Records Requests | % of PRAs acknowledged and statused within target                                                         | 100% within 10 business days             | 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 | 34%               | 82%               |



# City Clerk Department

## Revenue / Expenditure Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| Charges for Services            | 597                 | 697                 | 1,000               | —                    | 1,050               | 5 %         | 1,050               | — %         |
| <b>Total Revenues</b>           | <b>\$ 597</b>       | <b>\$ 697</b>       | <b>\$ 1,000</b>     | <b>\$ —</b>          | <b>\$ 1,050</b>     | <b>5 %</b>  | <b>\$ 1,050</b>     | <b>— %</b>  |
| Salaries & Wages                | 495,513             | 501,030             | 606,550             | 527,256              | 650,930             | 7 %         | 686,490             | 5 %         |
| Benefits                        | 226,399             | 282,716             | 293,628             | 239,260              | 319,140             | 9 %         | 326,300             | 2 %         |
| Services - External             | 178,745             | 279,021             | 321,645             | 312,380              | 313,400             | (3)%        | 316,900             | 1 %         |
| Services - Internal             | 17,290              | 21,000              | 21,500              | 112,520              | 27,650              | 29 %        | 30,520              | 10 %        |
| Materials and Supplies          | 10,765              | 10,516              | 29,200              | 24,600               | 15,200              | (48)%       | 15,700              | 3 %         |
| <b>Total Expenditures</b>       | <b>\$ 928,712</b>   | <b>\$ 1,094,284</b> | <b>\$ 1,272,523</b> | <b>\$ 1,216,016</b>  | <b>\$ 1,326,320</b> | <b>4 %</b>  | <b>\$ 1,375,910</b> | <b>4 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(928,115)</b>    | <b>(1,093,587)</b>  | <b>(1,271,523)</b>  | <b>(1,216,016)</b>   | <b>(1,325,270)</b>  | <b>4 %</b>  | <b>(1,374,860)</b>  | <b>4 %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |             |                     |             |
| General Fund                    | 928,115             | 1,093,587           | 1,271,523           | 1,216,016            | 1,325,270           | 4 %         | 1,374,860           | 4 %         |
| Non-Recurring General Fund      | 98,144              | 61,207              | 89,000              | 73,240               | —                   | (100)%      | 93,000              | 100 %       |
| <b>Source of Funds Total</b>    | <b>\$ 1,026,259</b> | <b>\$ 1,154,794</b> | <b>\$ 1,360,523</b> | <b>\$ 1,289,256</b>  | <b>\$ 1,325,270</b> | <b>(3)%</b> | <b>\$ 1,467,860</b> | <b>11 %</b> |

## Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- None

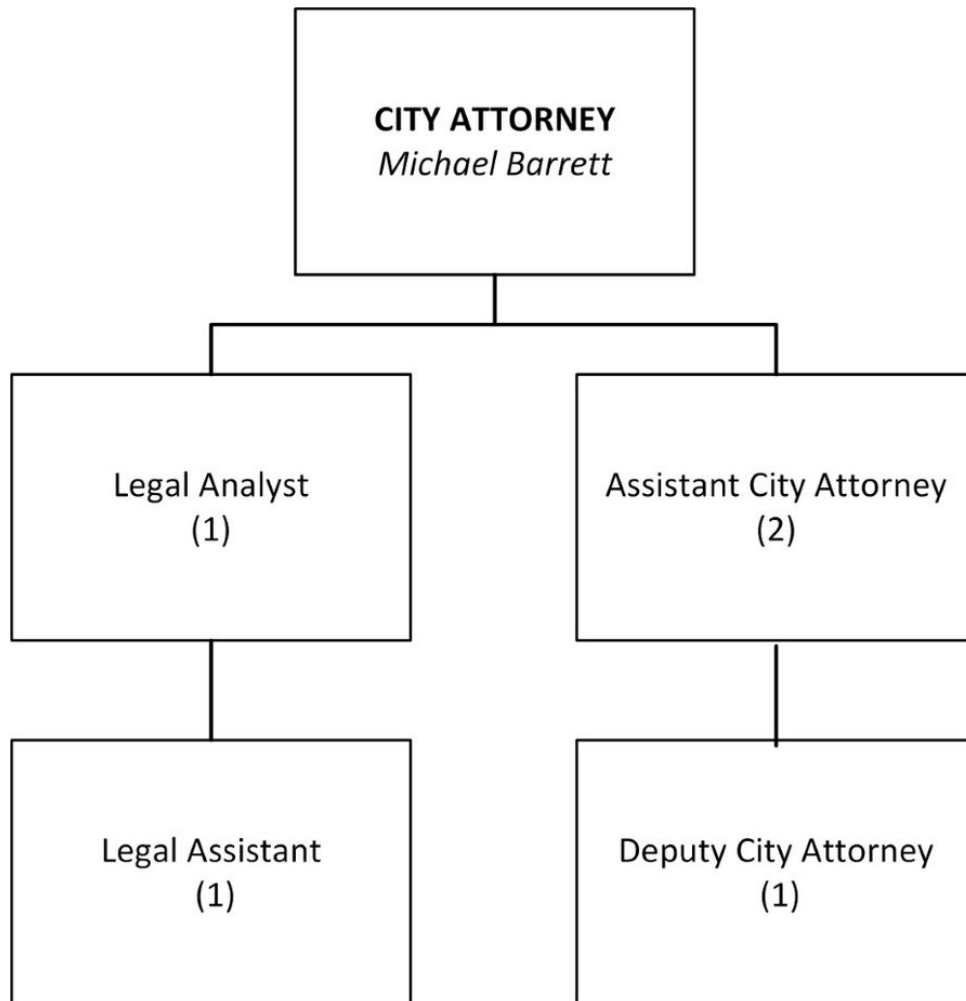
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# City Attorney Department

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**Mission Statement:**

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

**Full-Time Equivalent (FTE) Employees:**

| City Attorney                  | Actual      |             | Adj         | Proposed    |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                | 2020/2      | 2021/2      | 2022/2      | 2023/2      | 2024/2      |
| Full-Time                      | 4.00        | 4.00        | 5.00        | 5.00        | 6.00        |
| Limited-Term                   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| <b>Total FTE</b>               | <b>4.00</b> | <b>4.00</b> | <b>5.00</b> | <b>5.00</b> | <b>6.00</b> |
| Part-Time Salaries / Temp Help | \$0         | \$4,127     | \$20,000    | \$10,000    | \$0         |

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# City Attorney Department

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## **Department Overview:**

The City Attorney's Office advises the City Council, the boards of related City entities, appointed commissions, and City staff in the conduct of City business and the preparation of legal documents, and represents the City's interests in civil litigation and administrative proceedings.

## **Major Accomplishments in Fiscal Year 2022/23:**

Drafted legal documents, provided legal advice, and worked closely with City Manager and staff to implement the following City actions:

- Adopted the 2040 General Plan, and prepared the 2023-2031 Housing Element.
- Entitled and obtained funding and property for private residential development projects such as Valley Lodge, Napa Pipe, Monarch Landing, and 3875 Jefferson; and for public construction projects including the Highway 29 pedestrian and bicycle undercrossing project, and the public art for the First Street Roundabouts.
- Updated City regulations and contracts to implement mandatory organic waste disposal and collection requirements.
- Adopted updated ordinances for code enforcement, and abated dangerous nuisance property with the City's first use of a receivership process for code enforcement.

## **Key Initiatives in Fiscal Years 2023/24 and 2024/25:**

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

- Prepare updated ordinances and regulations for private development projects, to implement substantial changes in State law as well as the City's recently updated Housing Element and General Plan, including updated climate action policies.
- Prepare regulations and procedures to implement updates to the City's code enforcement program.
- Implement new traffic safety measures including redlight camera program, and right of way improvement projects.
- Prepare regulations and procedures to implement updates to the City's administrative processes for topics including risk management and public contracting.

# City Attorney Department

## Revenue / Expenditure Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| Charges for Services            | 157                 | 5,539               | —                   | —                    | —                   | — %         | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ 157</b>       | <b>\$ 5,539</b>     | <b>\$ —</b>         | <b>\$ —</b>          | <b>\$ —</b>         | <b>— %</b>  | <b>\$ —</b>         | <b>— %</b>  |
| Salaries & Wages                | 637,908             | 730,583             | 896,553             | 857,083              | 931,830             | 4 %         | 1,152,850           | 24 %        |
| Benefits                        | 305,085             | 362,743             | 388,597             | 385,087              | 384,240             | (1)%        | 429,680             | 12 %        |
| Services - External             | 17,578              | 133,096             | 215,629             | 215,629              | 165,300             | (23)%       | 179,600             | 9 %         |
| Services - Internal             | 11,700              | 13,700              | 27,700              | 27,700               | 25,060              | (10)%       | 28,380              | 13 %        |
| Materials and Supplies          | 28,141              | 29,456              | 39,540              | 39,500               | 28,700              | (27)%       | 30,300              | 6 %         |
| <b>Total Expenditures</b>       | <b>\$ 1,000,413</b> | <b>\$ 1,269,578</b> | <b>\$ 1,568,019</b> | <b>\$ 1,524,999</b>  | <b>\$ 1,535,130</b> | <b>(2)%</b> | <b>\$ 1,820,810</b> | <b>19 %</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,000,256)</b>  | <b>(1,264,039)</b>  | <b>(1,568,019)</b>  | <b>(1,524,999)</b>   | <b>(1,535,130)</b>  | <b>(2)%</b> | <b>(1,820,810)</b>  | <b>19 %</b> |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |             |                     |             |
| General Fund                    | 1,000,255           | 1,264,039           | 1,568,019           | 1,524,999            | 1,535,130           | (2)%        | 1,820,810           | 19 %        |
| Non-Recurring General Fund      | —                   | —                   | —                   | —                    | —                   | — %         | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 1,000,255</b> | <b>\$ 1,264,039</b> | <b>\$ 1,568,019</b> | <b>\$ 1,524,999</b>  | <b>\$ 1,535,130</b> | <b>(2)%</b> | <b>\$ 1,820,810</b> | <b>19 %</b> |

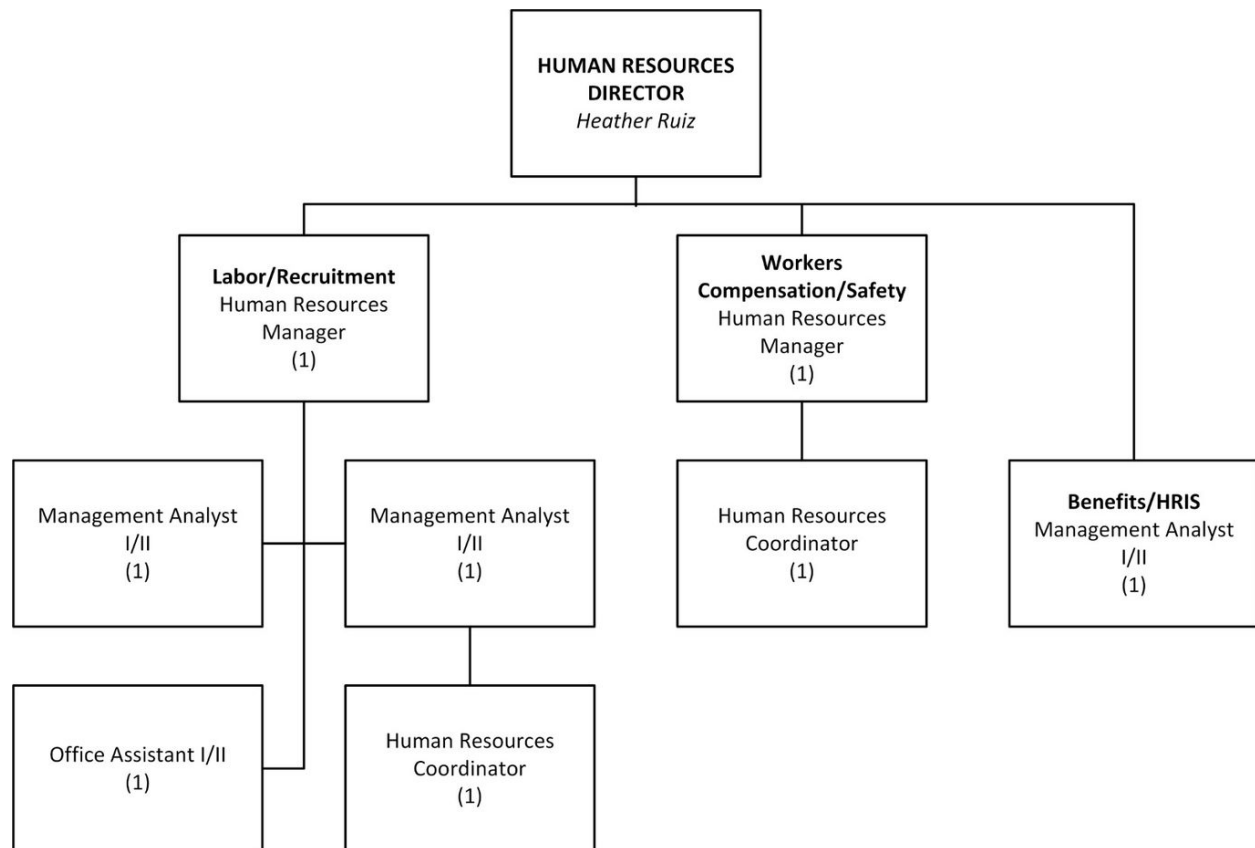
## Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- Add 1 new FTE (Deputy City Attorney) in FY 2024/25.

# Human Resources Department

## Mission Statement:

The mission of the Human Resources Department is to provide experienced leadership in the attraction, development, and retention of a diverse, well-qualified and professional workforce, which reflects the high standards of the community we serve, through the development and implementation of sound workforce systems by ensuring human resources services, policies, and systems align with the City's values.



## Full Time Equivalent (FTE) Employees:

| Human Resources                | Actual      |             | Adj         | Proposed    |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
|                                | 2020/21     | 2021/22     | 2022/23     | 2023/24     | 2024/25     |
| Full-Time                      | 7.00        | 9.00        | 9.00        | 9.00        | 9.00        |
| Limited-Term                   | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| <b>Total FTE</b>               | <b>7.00</b> | <b>9.00</b> | <b>9.00</b> | <b>9.00</b> | <b>9.00</b> |
| Part-Time Salaries / Temp Help | \$75        | \$12,480    | \$20,000    | \$0         | \$0         |

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# Human Resources Department

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## **Department Overview:**

The Human Resources Department includes six professional staff members and three administrative support staff members. The Department is continuously researching, learning, developing, and delivering innovative results-oriented service, policies, and systems for and with employees, administrators, staff, applicants, and external stakeholders. Human Resources is responsible for all aspects of City employment from attracting and hiring a highly qualified and diverse workforce, to providing employee benefits, training opportunities for continuous improvement, and managing safety program and employee performance. Human Resources is also responsible for labor relations and supporting positive and productive relationships with the City's six bargaining units. The Human Resources Department is tasked with ensuring the City is compliant with all Federal, State and local laws and rules, while providing high quality and responsive service to our Department customers.

## **Major Accomplishments in Fiscal Year 2022/23:**

- Streamlined and Enhanced employee Benefits - moved open enrollment to paperless online process, created electronic Benefits guide, added additional health plan offerings, added Vision plan, improved FSA, EAP, and more.
- Increased employee training and development, including: implementation of year two of Diversity, Equity and Inclusion program, supervisor and manager training on performance management and disciplinary process, reinvigorating citywide culture team, issued RFP for training and development services, extended Buddy program, and conducted employee engagement survey.
- Continued implementation of Wellness Program to include, flu and COVID booster shot clinics, two wellness challenges and farmer's market offering.
- Updated various leave and safety policies including: Injury and Illness Prevention Program (IIPP), COVID-19 Prevention Program, Drug and Alcohol Policy and Family and Medical Care Act Policy.
- Completed negotiations with Napa City Employees Association, Napa Police Officers' Association, Administrative, Managerial and Professionals Association and Police Management Unit.
- Improved recruitment and hiring through: attendance at multiple job fairs, improving advertising and outreach, increased training for HR staff. Culminating in hiring 48 full-time and 64 part-time hires through Quarter three of FY.

## **Key Initiatives in Fiscal Years 2023/24 and 2024/25:**

- Continue streamlining and enhancing employee Benefits with changes such as: move to calendar year cycle, revamp funding mechanisms for Dental for cost savings, add additional programs/offerings.
- Expand Employee Training and Development program to add more training offerings, and continue progress on Diversity, Equity and Inclusion Program.
- Performance Development implementation of web-based evaluations.
- Continue expanding and enhancing recruitment activities, and improve use of NEOGOV technology for efficiency.
- Complete negotiations with five of the six bargaining units with open contracts.
- Modernize classification specifications, and clean up out of date classifications

# Human Resources Department

## Performance Metrics:

| Performance Metric           | Indicator                                         | Target                               | FY 2020/21 Actual | FY 2021/22 Actual |
|------------------------------|---------------------------------------------------|--------------------------------------|-------------------|-------------------|
| Worker's Compensation Claims | # claims filed                                    | Trend                                | 73                | 120               |
|                              | # lost days due to on the job injuries            | Trend                                | 1,088             | 1,754             |
| Safety Inspections           | # inspections per year                            | 24 Project Site inspections per year | 10                | 7                 |
|                              | # Hazard Level 1 issues                           | Trend                                | 3                 | 0                 |
|                              | # Hazard Level 2-3 issues                         | Trend                                | 116               | 129               |
|                              | Average # days to correct Level 2-3 safety issues | 30 days                              | Not Available     | Not Available     |
| New/Changed Class Specs      | # new/changed class specs                         | Trend                                | 40                | 37                |
| New Hires                    | # new hires (regular)                             | Trend                                | 34                | 45                |
|                              | # new hires (part time)                           | Trend                                | 23                | 64                |
|                              | % new hires completing probation                  | Trend                                | 100%              | 98%               |
| Recruitments                 | % completed within agreed upon timeframe          | 80%                                  | 91%               | 80%               |

| Performance Metric         | Indicator    | Target | CY 2021 Actual | CY 2022 Actual |
|----------------------------|--------------|--------|----------------|----------------|
| Employee ICS/NIMS Training | % compliance | 100%   | 53%            | 79%            |

## Revenue / Expenditure Detail:

|                                 | 2020/21 Actual      | 2021/22 Actual      | 2022/23 Adjusted    | 2022/23 Projected   | 2023/24 Proposed    | % Change     | 2024/25 Proposed    | % Change    |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | 110,373             | 123,848             | 149,659             | 131,100             | 96,260              | (36)%        | 97,470              | 1 %         |
| Investment Earnings             | —                   | —                   | 2,000               | 2,000               | 2,000               | — %          | 2,000               | — %         |
| <b>Total Revenues</b>           | <b>\$ 110,373</b>   | <b>\$ 123,848</b>   | <b>\$ 151,659</b>   | <b>\$ 133,100</b>   | <b>\$ 98,260</b>    | <b>(35)%</b> | <b>\$ 99,470</b>    | <b>1 %</b>  |
| Salaries & Wages                | 482,212             | 746,185             | 1,041,130           | 985,000             | 1,075,100           | 3 %          | 1,106,480           | 3 %         |
| Benefits                        | 263,432             | 400,795             | 480,881             | 472,920             | 493,900             | 3 %          | 500,330             | 1 %         |
| Services - External             | 558,160             | 472,967             | 917,984             | 802,985             | 1,071,000           | 17 %         | 935,000             | (13)%       |
| Services - Internal             | 20,600              | 20,200              | 36,300              | 36,300              | 81,700              | 125 %        | 91,810              | 12 %        |
| Materials and Supplies          | 12,579              | 16,316              | 18,500              | 11,810              | 16,000              | (14)%        | 16,000              | — %         |
| Transfers Out                   | 1,600               | —                   | —                   | —                   | —                   | — %          | —                   | — %         |
| <b>Total Expenditures</b>       | <b>\$ 1,338,583</b> | <b>\$ 1,656,463</b> | <b>\$ 2,494,795</b> | <b>\$ 2,309,015</b> | <b>\$ 2,737,700</b> | <b>10 %</b>  | <b>\$ 2,649,620</b> | <b>(3)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,228,210)</b>  | <b>(1,532,615)</b>  | <b>(2,343,136)</b>  | <b>(2,175,915)</b>  | <b>(2,639,440)</b>  | <b>13 %</b>  | <b>(2,550,150)</b>  | <b>(3)%</b> |
| <b>Source of Funds</b>          |                     |                     |                     |                     |                     |              |                     |             |
| General Fund                    | 1,173,131           | 1,585,405           | 2,376,036           | 2,274,015           | 2,487,700           | 5 %          | 2,549,620           | 2 %         |
| Non-Recurring General Fund      | —                   | —                   | —                   | —                   | 150,000             | 100 %        | —                   | (100)%      |
| Unemployment                    | 55,079              | (52,791)            | (32,900)            | (98,100)            | 1,740               | 100 %        | 530                 | (70)%       |
| <b>Source of Funds Total</b>    | <b>\$ 1,228,210</b> | <b>\$ 1,532,615</b> | <b>\$ 2,343,136</b> | <b>\$ 2,175,915</b> | <b>\$ 2,639,440</b> | <b>13 %</b>  | <b>\$ 2,550,150</b> | <b>(3)%</b> |

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# Human Resources Department

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## **Major Budget Changes for Fiscal Years 2023/24 and 2024/25:**

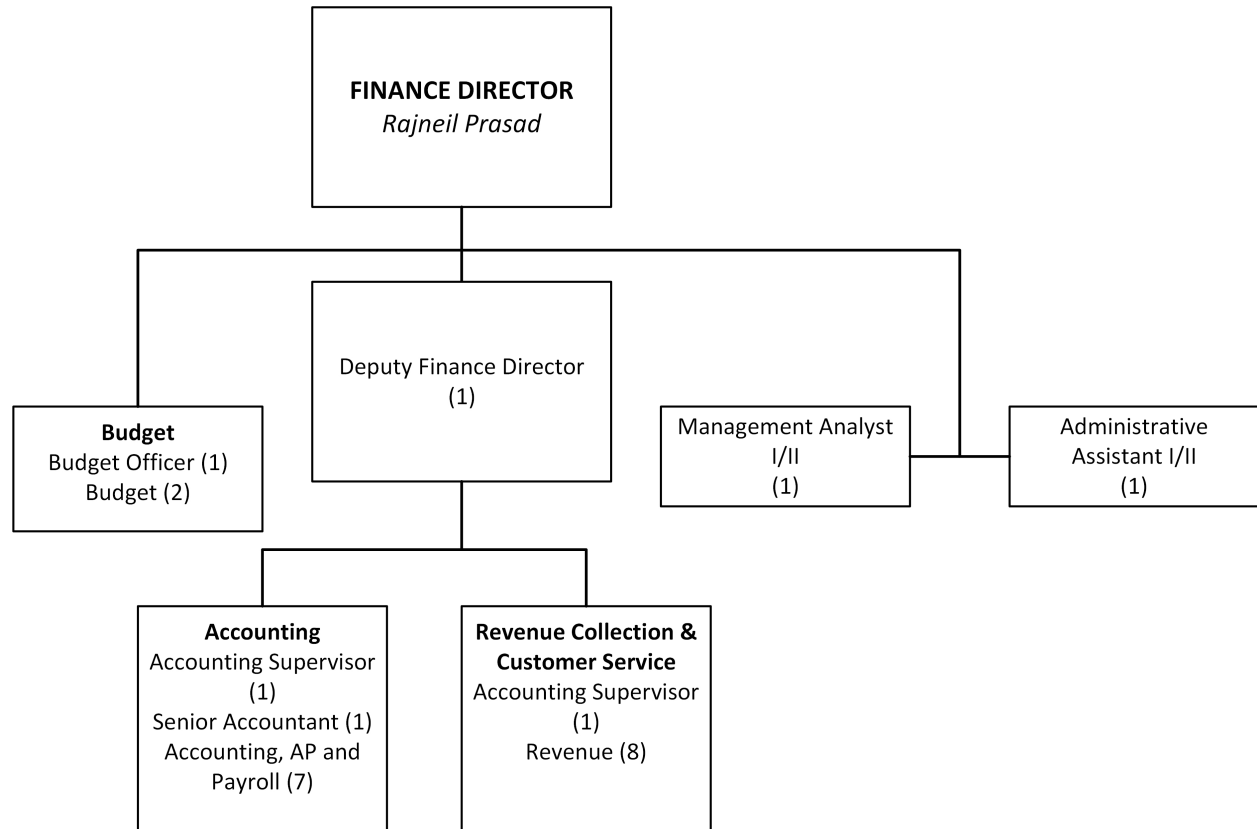
- Additional Funding for Diversity, Equity & Inclusion Training to continue the program citywide.
- Addition of a Training and Development Manager to implement a robust training and development program for the City.
- Increase in Professional and Legal Services for investigations, classification and compensation projects and negotiations. 2024 will be a busy year for negotiations, and recruitment challenges remain, so HR anticipates needing to additional funding to outsource some work to manage workload.
- Part time staff funding to augment full time HR staff for special projects, or during peak workload times, such as Open Enrollment.
- Additional funding for technology, to be able to move interviews to paperless with tablets for raters instead of printed interview guides and applications.



# 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       |              | Adj Budget   | Proposed     |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                | 2020/21      | 2021/22      | 2022/23      | 2023/24      | 2024/25      |
| Full-Time                      | 36.00        | 36.00        | 37.00        | 25.00        | 25.00        |
| Limited-Term                   | 3.00         | 3.00         | 2.00         | 0.00         | 0.00         |
| <b>Total FTE</b>               | <b>39.00</b> | <b>39.00</b> | <b>39.00</b> | <b>25.00</b> | <b>25.00</b> |
| Part-Time Salaries / Temp Help | \$40,963     | \$34,849     | \$155,000    | \$30,000     | \$30,000     |

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# Finance Department

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## **Department Overview:**

The Finance Department consists of the Administration, Accounting & Auditing, and Revenue divisions. The department is responsible for overseeing the Purchasing function, safeguarding public financial resources, providing prompt and courteous service to residents 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 Year 2022/23:**

- Worked with other City departments to implement Tyler Munis ERP, specifically the Financials module. Continued working with other City departments on post go-live of the Human Capital Management (HCM) module, which includes payroll and HR functions, as well as the Utility Billing and Cashiering module.
- Successfully prepared the Annual Comprehensive Financial Report and Popular Annual Financial Report for the fiscal year ended June 30, 2022.
- Continued working on the development of a plan for expenditure of \$15.12 in American Rescue Act Plan (ARPA) fund in coordination with other City departments, to be incorporated in the FY 2023-25 budget, including a \$1.15M Community Recovery Bank. Monitored the ARPA expenditures and reported back to the US Treasury.
- Successfully implemented new GASB Statement No. 87 - Leases.
- Conducted citywide trainings on procurement-to-pay and contracts in conjunction with other city departments.

## **Key Initiatives in Fiscal Years 2023/24 and 2024/25:**

- Continue to address post go-live needs related to the Tyler Munis ERP implementation.
- Update of cost allocation plan for the City.
- Ensure the required reporting for ARPA fund expenditures in accordance with U.S. Treasury requirements.
- Implement new GASB pronouncements, specifically GASB No. 96 - Subscription-Based Information Technology Arrangements (SBITAs).
- Review and update finance policies and admin regulations.

# Finance Department

## Performance Metrics

| Performance Metric                        | Indicator                                                | Target | FY 2020/21 Actual | FY 2021/22 Actual |
|-------------------------------------------|----------------------------------------------------------|--------|-------------------|-------------------|
| Monthly Close Timeliness                  | % of months closed within 20 days of month end           | 80%    | 92%               | 50%               |
| Accounts Payable Timeliness               | # invoices processed                                     | Trend  | Not Available     | 29,874            |
|                                           | % of invoices paid within 30 days of invoice date        | 90%    | Not Available     | 78.41%            |
| General Fund Budget Accuracy/ Performance | % variance original budget to actual revenues            | <3%    | (12)%             |                   |
|                                           | % variance original budget to actual expenditures        | <3%    | (13)%             |                   |
| Business License Processing               | # of new license applications processed                  | Trend  | 1,513             | 1,931             |
|                                           | % Business license applications processed within 30 days | 85%    | 100%              | 97.08%            |

## Revenue / Expenditure Detail:

|                                 | 2020/21 Actual      | 2021/22 Actual       | 2022/23 Adjusted     | 2022/23 Projected    | 2023/24 Proposed    | % Change     | 2024/25 Proposed    | % Change    |
|---------------------------------|---------------------|----------------------|----------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | 1,487,849           | 2,915,181            | 1,538,550            | 49,400               | 1,293,070           | (16)%        | 1,353,470           | 5 %         |
| Intergovernmental               | —                   | —                    | 2,170,000            | —                    | —                   | (100)%       | —                   | — %         |
| Investment Earnings             | 569,560             | (566,111)            | 56,800               | 23,920               | 7,000               | (88)%        | 7,000               | — %         |
| Transfers In                    | 3,116,038           | 2,095,312            | 250,000              | 250,000              | 150,000             | (40)%        | 150,000             | — %         |
| <b>Total Revenues</b>           | <b>\$ 5,173,447</b> | <b>\$ 4,444,382</b>  | <b>\$ 4,015,350</b>  | <b>\$ 323,320</b>    | <b>\$ 1,450,070</b> | <b>(64)%</b> | <b>\$ 1,510,470</b> | <b>4 %</b>  |
| Salaries & Wages                | 3,308,893           | 3,579,293            | 3,947,242            | 3,613,549            | 2,738,720           | (31)%        | 2,831,990           | 3 %         |
| Benefits                        | (239,020)           | 1,225,825            | 2,930,961            | 1,746,970            | 1,271,420           | (57)%        | 1,290,670           | 2 %         |
| Services - External             | 4,160,978           | 4,691,076            | 8,028,523            | 2,860,345            | 1,335,700           | (83)%        | 1,350,700           | 1 %         |
| Services - Internal             | 162,340             | 213,706              | 210,780              | 210,780              | 111,830             | (47)%        | 161,480             | 44 %        |
| Materials and Supplies          | 205,915             | 201,090              | 735,230              | 320,140              | 341,000             | (54)%        | 21,000              | (94)%       |
| Capital Outlay                  | 67,055              | —                    | 1,850,000            | 1,850,000            | 50,000              | (97)%        | —                   | (100)%      |
| Transfers Out                   | 899,900             | 1,345,312            | —                    | —                    | —                   | — %          | —                   | — %         |
| <b>Total Expenditures</b>       | <b>\$ 8,566,061</b> | <b>\$ 11,256,303</b> | <b>\$ 17,702,736</b> | <b>\$ 10,601,784</b> | <b>\$ 5,848,670</b> | <b>(67)%</b> | <b>\$ 5,655,840</b> | <b>(3)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(3,392,614)</b>  | <b>(6,811,921)</b>   | <b>(13,687,386)</b>  | <b>(10,278,464)</b>  | <b>(4,398,600)</b>  | <b>(68)%</b> | <b>(4,145,370)</b>  | <b>(6)%</b> |
| <b>Source of Funds</b>          |                     |                      |                      |                      |                     |              |                     |             |
| General Fund                    | 6,682,234           | 7,306,618            | 9,006,106            | 8,230,664            | 5,457,970           | (39)%        | 5,635,140           | 3 %         |
| Non-Recurring General Fund      | (695,526)           | 1,355,157            | 133,336              | 2,320,420            | —                   | (100)%       | —                   | — %         |
| Information Technology          | 1,003,150           | (27,961)             | 3,898,294            | (166,320)            | —                   | (100)%       | —                   | — %         |
| Postemployment Benefits         | (3,499,026)         | (1,665,545)          | 755,950              | —                    | (1,273,070)         | (268)%       | (1,333,470)         | — %         |
| Equipment Replacement           | (98,218)            | (156,349)            | (106,300)            | (106,300)            | 213,700             | 100 %        | (156,300)           | (173)%      |
| <b>Source of Funds Total</b>    | <b>\$ 3,392,614</b> | <b>\$ 6,811,921</b>  | <b>\$ 13,687,386</b> | <b>\$ 10,278,464</b> | <b>\$ 4,398,600</b> | <b>(68)%</b> | <b>\$ 4,145,370</b> | <b>(6)%</b> |

## Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None.



# General Services

*Fiscal Years  
2023/24 and 2024/25*

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# General Services

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**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:

- 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.
- Vacancy savings for all General Fund positions.

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

# General Services

## Revenue / Expenditure Detail:

|                                    | 2020/21<br>Actual     | 2021/22<br>Actual     | 2022/23<br>Adjusted   | 2022/23<br>Projected  | 2023/24<br>Proposed   | %<br>Change   | 2024/25<br>Proposed    | %<br>Change  |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|------------------------|--------------|
| Property Tax                       | 39,078,328            | 40,648,327            | 40,023,800            | 40,790,600            | 42,788,400            | 7 %           | 43,690,200             | 2 %          |
| Sales Tax                          | 17,557,159            | 20,360,393            | 20,789,000            | 20,480,020            | 21,036,700            | 1 %           | 21,638,500             | 3 %          |
| Transient Occupancy Tax            | 11,717,480            | 28,733,810            | 31,026,000            | 31,026,000            | 32,779,000            | 6 %           | 34,349,000             | 5 %          |
| Business License Taxes             | 3,201,750             | 4,035,845             | 3,692,000             | 3,822,000             | 4,139,000             | 12 %          | 4,308,000              | 4 %          |
| Other Taxes                        | 2,708,329             | 2,793,606             | 2,701,000             | 2,711,000             | 2,758,000             | 2 %           | 2,817,000              | 2 %          |
| Charges for Services               | 109,896               | 150,078               | 149,500               | 163,500               | 165,500               | 11 %          | 168,500                | 2 %          |
| Intergovernmental                  | 26,211                | —                     | —                     | —                     | —                     | — %           | —                      | — %          |
| Investment Earnings                | (139,512)             | (9,667,217)           | 220,000               | 220,000               | 224,000               | 2 %           | 228,000                | 2 %          |
| Financing Revenues                 | 55,622                | 52,551                | 57,000                | 57,000                | 57,000                | — %           | 57,000                 | — %          |
| Miscellaneous Revenues             | 58,840                | 59,600                | 13,000                | 13,000                | 13,000                | — %           | 13,000                 | — %          |
| Transfers In                       | 4,363,600             | 3,011,200             | 3,120,200             | 3,120,200             | 4,900,540             | 57 %          | 5,094,560              | 4 %          |
| <b>Total Revenues</b>              | <b>\$ 78,737,704</b>  | <b>\$ 90,178,192</b>  | <b>\$101,791,500</b>  | <b>\$102,403,320</b>  | <b>\$108,861,140</b>  | <b>7 %</b>    | <b>\$112,363,760</b>   | <b>3 %</b>   |
| Salaries & Wages                   | —                     | —                     | (617,370)             | —                     | (2,500,000)           | — %           | (2,600,000)            | — %          |
| Benefits                           | (64,443)              | 382,301               | 470,000               | 50,000                | 700,190               | 49 %          | 850,000                | 21 %         |
| Services - External                | 3,040,056             | 3,291,485             | 4,962,180             | 4,684,838             | 5,630,920             | 13 %          | 5,899,020              | 5 %          |
| Services - Internal                | 10,600                | 852,100               | 1,150,000             | 1,150,000             | 2,553,500             | 122 %         | 2,784,100              | 9 %          |
| Materials and Supplies             | —                     | 14,807                | 20,000                | 29,400                | 15,000                | (25)%         | 15,000                 | — %          |
| Transfers Out                      | 5,452,102             | 15,970,933            | 4,898,780             | 4,720,400             | 5,895,130             | 20 %          | 5,496,900              | (7)%         |
| <b>Total Expenditures</b>          | <b>\$ 8,438,315</b>   | <b>\$ 20,511,626</b>  | <b>\$ 10,883,590</b>  | <b>\$ 10,634,638</b>  | <b>\$ 12,294,740</b>  | <b>13 %</b>   | <b>\$ 12,445,020</b>   | <b>1 %</b>   |
| Non-Recurring Revenues             | 2,556,042             | 2,257,395             | 3,496,390             | 2,615,898             | 250,000               | (93)%         | <b>250,000</b>         | — %          |
| Non-Recurring Expenditures         | 2,298,483             | 593,744               | 2,058,315             | 1,086,196             | 519,000               | (75)%         | <b>19,000</b>          | <b>(96)%</b> |
| <b>Net Impact of Non-Recurring</b> | <b>257,559</b>        | <b>1,663,651</b>      | <b>1,438,075</b>      | <b>1,529,702</b>      | <b>(269,000)</b>      | <b>(119)%</b> | <b>231,000</b>         | <b>100 %</b> |
| ARPA Revenues                      | —                     | 100,507               | 15,016,240            | —                     | —                     | (100)%        | —                      | — %          |
| ARPA Expenditures                  | —                     | 100,035               | 14,516,240            | —                     | —                     | (100)%        | —                      | — %          |
| <b>Net Impact of ARPA</b>          | <b>—</b>              | <b>472</b>            | <b>500,000</b>        | <b>—</b>              | <b>—</b>              | <b>(100)%</b> | <b>—</b>               | <b>— %</b>   |
| <b>Net Contribution / (Use)</b>    | <b>70,299,389</b>     | <b>69,666,566</b>     | <b>90,907,910</b>     | <b>91,768,682</b>     | <b>96,566,400</b>     | <b>6 %</b>    | <b>99,918,740</b>      | <b>3 %</b>   |
| <b>Source of Funds</b>             |                       |                       |                       |                       |                       |               |                        |              |
| General Fund                       | (70,299,389)          | (69,666,566)          | (90,907,910)          | (91,768,682)          | (96,566,400)          | — %           | (99,918,740)           | — %          |
| Non-Recurring General Fund         | (257,559)             | (1,663,651)           | (1,438,075)           | (1,529,702)           | 269,000               | 100 %         | (231,000)              | (186)%       |
| American Rescue Plan Act           | —                     | (472)                 | (500,000)             | —                     | —                     | — %           | —                      | — %          |
| <b>Source of Funds Total</b>       | <b>\$(70,556,947)</b> | <b>\$(71,330,689)</b> | <b>\$(92,845,985)</b> | <b>\$(93,298,384)</b> | <b>\$(96,297,400)</b> | <b>— %</b>    | <b>\$(100,149,740)</b> | <b>— %</b>   |

## Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Vacancy savings budgeted to General Services Salaries & Wages will be allocated to departments based on actual savings during fiscal year.
- Benefits budget includes full amounts for projected leave payouts for employees; these amounts are allocated to departments based on actual payouts during the fiscal year.



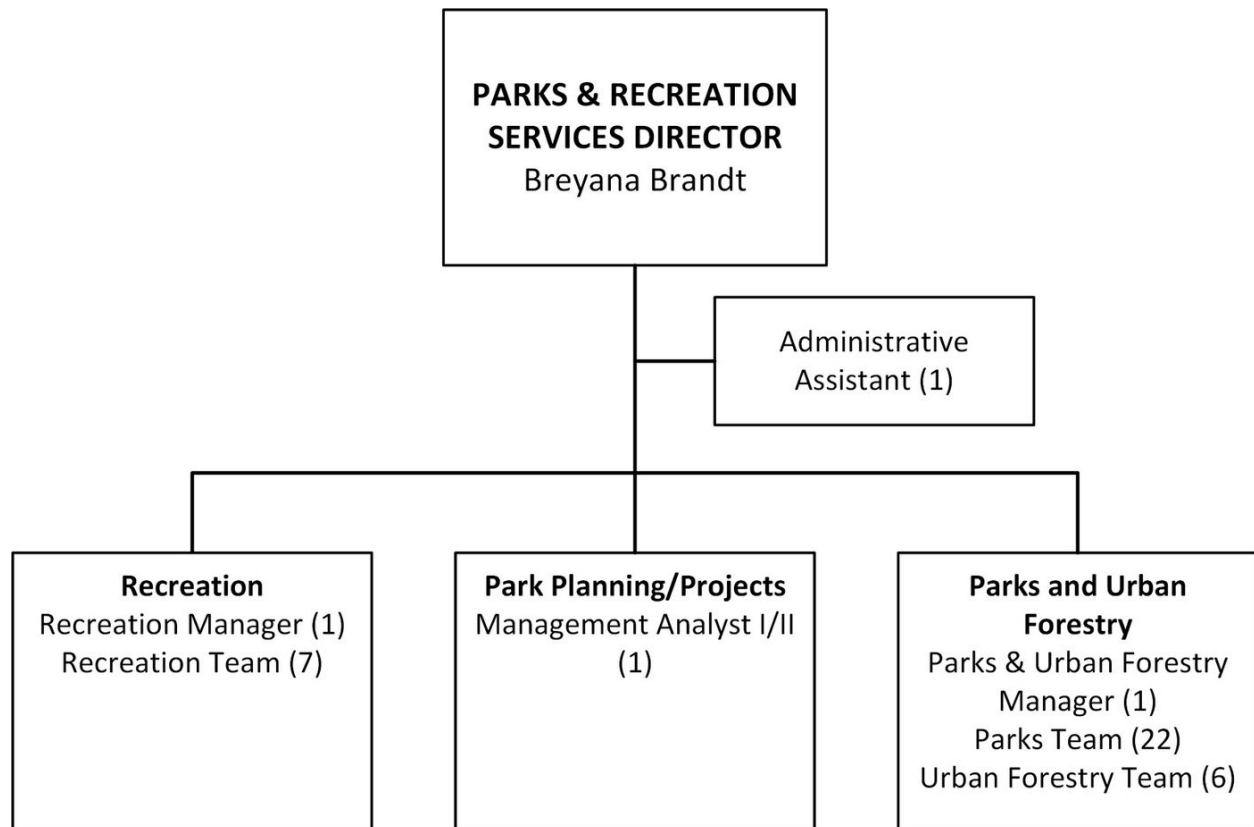
# Parks & Recreation Services

*Fiscal Years  
2023/24 and 2024/25*

# Parks & Recreation Services Department

## Mission Statement:

We inspire residents and customers to value healthy and active lifestyles by providing exceptional park and recreation experiences that meet today's ever-changing need and interests. We are committed to being responsible stewards of resources, collaborative by working with other community organizations, and accountable and transparent in our management practices.



## Full-Time Equivalent (FTE) Employees:

| <b>Parks and Rec</b>           | <b>Actual</b>  |                | <b>Adj Budget</b> | <b>Proposed</b> |                |
|--------------------------------|----------------|----------------|-------------------|-----------------|----------------|
|                                | <b>2020/21</b> | <b>2021/22</b> |                   | <b>2023/24</b>  | <b>2024/25</b> |
| Full-Time                      | 40.00          | 40.00          | 40.00             | 40.00           | 40.00          |
| Limited-Term                   | 1.00           | 1.00           | 1.00              | 0.00            | 0.00           |
| <b>Total FTE</b>               | <b>41.00</b>   | <b>41.00</b>   | <b>41.00</b>      | <b>40.00</b>    | <b>40.00</b>   |
| Part-Time Salaries / Temp Help | \$363,557      | \$624,193      | \$730,800         | \$888,200       | \$952,200      |



# 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, sports programs, free community events, and by providing free access to parks, trails, downtown plazas and open spaces. The Department is responsible for maintenance and care of all City parks, trails and open spaces as well as the Urban Forestry program that includes management of both public and private trees. The department also maintains recreational facilities in parks and landscaping in the downtown. Other responsibilities include the maintenance of public rights of way and landscaping in specific neighborhoods identified by assessment districts.

## Revenue / Expenditure Detail:

### Department Revenues and Expenditures by Division

|                                 | 2020/21<br>Actual     | 2021/22<br>Actual  | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-----------------------|--------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| <b>Revenues</b>                 |                       |                    |                     |                      |                     |              |                     |             |
| PR Admin                        | 113                   | 3,249              | 1,000               | 1,000                | 1,000               | — %          | 1,000               | — %         |
| PR Parks                        | 1,050,235             | 3,456,291          | 1,181,060           | 1,022,520            | 1,134,080           | (4)%         | 1,089,180           | (4)%        |
| PR Recreation Services          | 282,039               | 743,761            | 831,000             | 645,500              | 793,500             | (5)%         | 846,000             | 7 %         |
| PR Public Art                   | 13,335                | 209,130            | 375,550             | 506,050              | 112,200             | (70)%        | 114,440             | 2 %         |
| <b>Total Revenues</b>           | <b>\$ 1,345,722</b>   | <b>4,412,431</b>   | <b>2,388,610</b>    | <b>2,175,070</b>     | <b>2,040,780</b>    | <b>(15)%</b> | <b>2,050,620</b>    | <b>— %</b>  |
| <b>Expenditures</b>             |                       |                    |                     |                      |                     |              |                     |             |
| PR Admin                        | 694,813               | 983,708            | 1,433,005           | 1,252,030            | 1,517,540           | 6 %          | 1,602,980           | 6 %         |
| PR Parks                        | 4,343,201             | 5,447,384          | 7,667,342           | 6,854,220            | 6,597,250           | (14)%        | 6,276,180           | (5)%        |
| PR Recreation Services          | 1,402,888             | 1,850,178          | 2,072,171           | 2,046,630            | 2,281,910           | 10 %         | 2,351,180           | 3 %         |
| PR Public Art                   | 73,844                | 234,600            | 1,864,840           | 1,890,290            | 436,790             | (77)%        | 164,470             | (62)%       |
| <b>Total Expenditures</b>       | <b>\$ 6,514,745</b>   | <b>8,515,870</b>   | <b>13,037,359</b>   | <b>12,043,170</b>    | <b>10,833,490</b>   | <b>(17)%</b> | <b>10,394,810</b>   | <b>(4)%</b> |
| <b>Net Contribution / (Use)</b> | <b>\$ (5,169,023)</b> | <b>(4,103,439)</b> | <b>(10,648,749)</b> | <b>(9,868,100)</b>   | <b>(8,792,710)</b>  | <b>— %</b>   | <b>(8,344,190)</b>  | <b>— %</b>  |

# Parks & Recreation Services Department

## Department Expenditures by Fund

|                           | 2020/21<br>Actual   | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------|---------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| General                   | 6,257,215           | 7,849,358         | 9,292,875           | 8,725,370            | 9,906,070           | 7 %          | 10,222,330          | 3 %         |
| General Non-Recurring     | 119,996             | 387,747           | 713,973             | 393,480              | 483,000             | (32)%        | —                   | (100)%      |
| Golf Course               | 23,326              | 32,793            | 27,000              | 27,100               | 27,000              | — %          | 27,000              | — %         |
| DIF Las Flores Rec Center | 1                   | 3                 | 10                  | —                    | 10                  | — %          | 10                  | — %         |
| DIF N Jefferson Parks     | 1                   | 1                 | 10                  | —                    | 10                  | — %          | 10                  | — %         |
| DIF Orchard Parks         | 36                  | 37                | 48,060              | 48,060               | 100                 | (100)%       | 100                 | — %         |
| DIF Park Acq & Dev        | 15,676              | 191,124           | 36,001              | 36,040               | 15,500              | (57)%        | 15,500              | — %         |
| Public Art                | 1,652               | 923               | 1,436,700           | 1,436,700            | 282,850             | (80)%        | 8,100               | (97)%       |
| Alston Park Trust         | 72                  | 180               | 82,409              | 250                  | 22,000              | (73)%        | 22,500              | 2 %         |
| AD Altavina Maint Dist    | 8,585               | 6,324             | 10,650              | 5,210                | 8,850               | (17)%        | 9,150               | 3 %         |
| AD Chaudhary Estates      | 1,565               | 4,789             | 2,200               | 1,120                | 1,950               | (11)%        | 2,100               | 8 %         |
| AD Dry Creek Village      | 2,325               | 1,400             | 650                 | 880                  | 1,150               | 77 %         | 1,200               | 4 %         |
| AD Fox Ridge              | 8,915               | 4,615             | 11,900              | 6,280                | 8,750               | (26)%        | 8,950               | 2 %         |
| AD Glencar Estates        | 3,039               | 1,341             | 2,600               | 1,630                | 2,100               | (19)%        | 2,100               | — %         |
| AD Hill View Park         | 1,521               | 1,394             | 3,350               | 860                  | 1,650               | (51)%        | 1,650               | — %         |
| AD Hyde Park I            | 3,841               | 2,719             | 3,050               | 1,540                | 1,750               | (43)%        | 1,750               | — %         |
| AD Linda Vista            | 764                 | 782               | 1,300,800           | 1,300,800            | 820                 | (100)%       | 820                 | — %         |
| AD Mills                  | 1,629               | 520               | 2,000               | 1,240                | 1,600               | (20)%        | 1,600               | — %         |
| AD Napa Valley Corp Park  | 4,107               | 6,031             | 10,500              | 16,190               | 10,500              | — %          | 10,500              | — %         |
| AD Oak Ridge              | 6,090               | 2,557             | 7,850               | 3,260                | 7,400               | (6)%         | 7,750               | 5 %         |
| AD Orchard Estates        | 2,211               | 1,154             | 2,500               | 1,790                | 1,950               | (22)%        | 1,950               | — %         |
| AD Oxford Garden          | 1,129               | 1,122             | 850                 | 1,830                | 2,350               | 176 %        | 2,350               | — %         |
| AD Rancho Las Flores      | 8,069               | 3,984             | 8,550               | 4,440                | 9,450               | 11 %         | 9,700               | 3 %         |
| AD Silverado Creek        | 29,016              | 8,108             | 21,700              | 16,880               | 22,260              | 3 %          | 22,770              | 2 %         |
| AD Sunrise Meadows        | 4,706               | 2,828             | 2,160               | 2,260                | 2,610               | 21 %         | 2,660               | 2 %         |
| AD Tierra Grove           | 1,077               | 1,124             | 750                 | 1,030                | 1,100               | 47 %         | 1,150               | 5 %         |
| AD Trancas                | 2,808               | 1,342             | 3,050               | 2,780                | 3,300               | 8 %          | 3,400               | 3 %         |
| AD Vineyard Vista         | 1,795               | 377               | 2,350               | 3,080                | 4,000               | 70 %         | 4,200               | 5 %         |
| AD Walnut Grove           | 296                 | 195               | 160                 | 270                  | 210                 | 31 %         | 210                 | — %         |
| AD Woodside               | 3,281               | 997               | 2,700               | 2,800                | 3,200               | 19 %         | 3,300               | 3 %         |
| <b>Total Expenditures</b> | <b>\$ 6,514,745</b> | <b>8,515,870</b>  | <b>13,037,359</b>   | <b>12,043,170</b>    | <b>10,833,490</b>   | <b>(17)%</b> | <b>10,394,810</b>   | <b>(4)%</b> |

# Parks & Recreation Services Department

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|--------------|----------------------|-------------|
| Charges for Services            | 1,069,488           | 3,425,537           | 1,456,000            | 1,317,680            | 1,446,460            | (1)%         | 1,506,920            | 4 %         |
| Intergovernmental               | 126,943             | 189,779             | 204,500              | 91,200               | 92,500               | (55)%        | 94,550               | 2 %         |
| Investment Earnings             | 31,806              | 61,426              | 213,060              | 203,860              | 219,320              | 3 %          | 223,650              | 2 %         |
| Financing Revenues              | 9,589               | 176,379             | —                    | —                    | —                    | — %          | —                    | — %         |
| Miscellaneous Revenues          | 107,897             | 469,310             | 515,050              | 562,330              | 282,500              | (45)%        | 225,500              | (20)%       |
| <b>Total Revenues</b>           | <b>\$ 1,345,722</b> | <b>\$ 4,412,431</b> | <b>\$ 2,388,610</b>  | <b>\$ 2,175,070</b>  | <b>\$ 2,040,780</b>  | <b>(15)%</b> | <b>\$ 2,050,620</b>  | <b>— %</b>  |
| Salaries & Wages                | 3,077,790           | 3,525,361           | 4,513,488            | 4,077,840            | 4,839,630            | 7 %          | 5,000,930            | 3 %         |
| Benefits                        | 1,560,022           | 1,913,954           | 2,138,117            | 1,949,150            | 2,039,760            | (5)%         | 2,092,040            | 3 %         |
| Services - External             | 808,502             | 1,455,738           | 1,902,934            | 1,694,370            | 1,619,040            | (15)%        | 1,675,540            | 3 %         |
| Debt Service                    | 9,589               | 176,379             | —                    | —                    | —                    | — %          | —                    | — %         |
| Services - Internal             | 691,549             | 950,176             | 985,650              | 982,150              | 1,057,710            | 7 %          | 1,101,140            | 4 %         |
| Materials and Supplies          | 278,096             | 453,691             | 617,708              | 473,560              | 484,470              | (22)%        | 489,970              | 1 %         |
| Capital Outlay                  | 53,297              | 32,029              | 27,000               | 27,000               | 27,000               | — %          | 27,000               | — %         |
| Transfers Out                   | 35,900              | 8,542               | 2,852,461            | 2,839,100            | 765,880              | (73)%        | 8,190                | (99)%       |
| <b>Total Expenditures</b>       | <b>\$ 6,514,745</b> | <b>\$ 8,515,870</b> | <b>\$ 13,037,359</b> | <b>\$ 12,043,170</b> | <b>\$ 10,833,490</b> | <b>(17)%</b> | <b>\$ 10,394,810</b> | <b>(4)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(5,169,023)</b>  | <b>(4,103,439)</b>  | <b>(10,648,749)</b>  | <b>(9,868,100)</b>   | <b>(8,792,710)</b>   | <b>(17)%</b> | <b>(8,344,190)</b>   | <b>(5)%</b> |

## Department General Fund Revenues and Expenditures

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-------------|----------------------|-------------|
| Charges for Services            | 491,205             | 703,082             | 866,500             | 671,000              | 828,500             | (4)%        | 879,000              | 6 %         |
| Intergovernmental               | 67,210              | 90,063              | 89,500              | 91,200               | 92,500              | 3 %         | 94,550               | 2 %         |
| Miscellaneous Revenues          | 63,389              | 208,990             | 177,500             | 218,030              | 219,500             | 24 %        | 162,000              | (26)%       |
| <b>Total Revenues</b>           | <b>\$ 621,805</b>   | <b>\$ 1,002,135</b> | <b>\$ 1,133,500</b> | <b>\$ 980,230</b>    | <b>\$ 1,140,500</b> | <b>1 %</b>  | <b>\$ 1,135,550</b>  | <b>— %</b>  |
| Salaries & Wages                | 3,017,914           | 3,443,897           | 4,397,038           | 4,047,330            | 4,795,080           | 9 %         | 4,954,780            | 3 %         |
| Benefits                        | 1,538,732           | 1,886,996           | 2,101,867           | 1,937,090            | 2,027,410           | (4)%        | 2,079,040            | 3 %         |
| Services - External             | 714,111             | 1,170,294           | 1,326,900           | 1,288,710            | 1,568,500           | 18 %        | 1,625,000            | 4 %         |
| Services - Internal             | 691,549             | 940,116             | 978,520             | 981,150              | 1,057,710           | 8 %         | 1,101,140            | 4 %         |
| Materials and Supplies          | 264,342             | 408,055             | 488,550             | 471,090              | 457,370             | (6)%        | 462,370              | 1 %         |
| Capital Outlay                  | 30,567              | —                   | —                   | —                    | —                   | — %         | —                    | — %         |
| <b>Total Expenditures</b>       | <b>\$ 6,257,215</b> | <b>\$ 7,849,358</b> | <b>\$ 9,292,875</b> | <b>\$ 8,725,370</b>  | <b>\$ 9,906,070</b> | <b>7 %</b>  | <b>\$ 10,222,330</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(5,635,410)</b>  | <b>(6,847,223)</b>  | <b>(8,159,375)</b>  | <b>(7,745,140)</b>   | <b>(8,765,570)</b>  | <b>— %</b>  | <b>(9,086,780)</b>   | <b>— %</b>  |

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# PRS Division Summary

## Parks

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### Division Overview:

The Parks Program is responsible for the planning, operation and maintenance of over 950 acres of parks, trails and open space areas that contribute to an enhanced quality of life for the community. Responsibilities include:

- Maintain 55 City parks, and 32 miles of public trails inclusive of downtown area landscapes, river front promenade, 2 boat docks, and 2 boat launches.
- Maintain a wide variety of recreational amenities, including sports fields, picnic areas, play areas, a BMX track, 2 amphitheaters for special events, a skate park, and dedicated off-leash dog areas.
- Manage an inspection program for 33 playgrounds to ensure community safety.
- Maintain landscaping along 140 miles of public rights-of-ways and street medians.
- Manage the maintenance of 17 landscape assessment and 3 special tax districts including detention basins.
- Oversee integrated pest management and weed abatement programs.
- Manage the volunteer and Park Ranger programs. Maintain approximately 50,000 trees, including trees located in parks, public spaces, street medians and street trees.

### Major Accomplishments in Fiscal Year 2022/23:

- Collected and analyzed data related to subsidy of services and used that data to develop a Financial Sustainability Strategy.
- Filled the Senior Park Ranger position which will provide critical support to the Parks Division in a number of areas including volunteer programs, park user outreach, maintenance staffing and the part-time ranger program.
- Completed restoration of the Las Flores Community Center tennis courts which included converting one tennis court into four pickleball courts.
- Completed the assessment of 17 surface lots, 44,000 square yards of Park Paths and 80,000 square yards of Trails and identified preventative maintenance options to effectively manage the City's \$14.5 million dollar portfolio of parks asphalt infrastructure over the next 10 years.
- Identified and secured consultant to commence work on the Urban Forestry Master Plan funded by the CAL FIRE Community and Urban Forestry Grant.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Fully integrate Lucity Asset Management into day to day work and provide the necessary information to understand our current maintenance effort as well as maintenance deficiencies to contribute to the development of a comprehensive Maintenance Management Plan.
- Complete and / or make significant progress on identified park pathway projects including the renovation of John F. Kennedy Park and Lake Park pathways.
- Commence development of the City's first Urban Forestry Mastery Plan which includes a tree inventory, maintenance plan and the use of tracking software.
- Contract with playground fabricator and installer to replace/retrofit nine City playground sites that are reaching the end of their useful life.
- Continue to assess and implement efficiency improvements in park operations and maintenance programs including the self-compacting "Big Belly" trash receptacles and the use of additional technology improvements and efficiency enhancements.

# PRS Division Summary

## Parks

### Performance Metrics:

| Metric                               | Indicator                                                                                                                                | Target      | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------|----------------------|
| Park Maintenance                     | Cost per acre % actual to target<br>(Industry standard operating<br>expenditure per acre by National<br>Recreation and Park Association) |             | \$4,608 (61%)        | \$4,643 (62%)        |
| Tree Planting<br>(planned vs actual) | % actual to target                                                                                                                       | 500 (100%)  | 236 (47%)            | 212 (42%)            |
| Tree Pruning<br>(planned vs actual)  | % actual to target                                                                                                                       | 2000 (100%) | 1,374 (69%)          | 2,138 (107%)         |
| Tree Replacement                     | % replacement trees planted within<br>30 days                                                                                            | 100%        | 90%                  | 80%                  |

# PRS Division Summary

## Parks

### Division Detail:

|                                 | 2019/20<br>Actual   | 2020/21<br>Actual   | 2021/22<br>Adjusted | 2021/22<br>Projected | 2022/23<br>Adopted  | %<br>Change  | 2023/24<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | 814,664             | 2,768,511           | 643,000             | 577,680              | 672,460             | 5 %          | 680,880             | 1 %         |
| Intergovernmental               | 126,943             | 189,779             | 204,500             | 91,200               | 92,500              | (55)%        | 94,550              | 2 %         |
| Investment Earnings             | 21,922              | 66,413              | 203,060             | 193,860              | 209,120             | 3 %          | 213,250             | 2 %         |
| Financing Revenues              | 9,589               | 176,379             | —                   | —                    | —                   | — %          | —                   | — %         |
| Miscellaneous Revenues          | 77,117              | 165,209             | 130,500             | 159,780              | 160,000             | 23 %         | 100,500             | (37)%       |
| <b>Total Revenues</b>           | <b>\$ 1,050,235</b> | <b>\$ 3,456,291</b> | <b>\$ 1,181,060</b> | <b>\$ 1,022,520</b>  | <b>\$ 1,134,080</b> | <b>(4)%</b>  | <b>\$ 1,089,180</b> | <b>(4)%</b> |
| Salaries & Wages                | 2,030,793           | 2,257,882           | 2,793,348           | 2,521,380            | 2,809,200           | 1 %          | 2,916,900           | 4 %         |
| Benefits                        | 1,129,136           | 1,455,725           | 1,586,095           | 1,402,170            | 1,466,360           | (8)%         | 1,513,030           | 3 %         |
| Services - External             | 397,600             | 570,279             | 730,449             | 543,810              | 788,940             | 8 %          | 788,940             | — %         |
| Debt Service                    | 9,589               | 176,379             | —                   | —                    | —                   | — %          | —                   | — %         |
| Services - Internal             | 530,649             | 616,776             | 635,100             | 631,700              | 668,250             | 5 %          | 675,250             | 1 %         |
| Materials and Supplies          | 209,835             | 362,002             | 505,089             | 351,260              | 379,970             | (25)%        | 380,470             | — %         |
| Transfers Out                   | 35,600              | 8,342               | 1,417,261           | 1,403,900            | 484,530             | (66)%        | 1,590               | (100)%      |
| <b>Total Expenditures</b>       | <b>\$ 4,343,201</b> | <b>\$ 5,447,384</b> | <b>\$ 7,667,342</b> | <b>\$ 6,854,220</b>  | <b>\$ 6,597,250</b> | <b>(14)%</b> | <b>\$ 6,276,180</b> | <b>(5)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(3,292,966)</b>  | <b>(1,991,094)</b>  | <b>(6,486,282)</b>  | <b>(5,831,700)</b>   | <b>(5,463,170)</b>  | <b>— %</b>   | <b>(5,187,000)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |              |                     |             |
| General                         | 3,751,695           | 4,583,149           | 5,385,763           | 4,972,160            | 5,592,680           | 4 %          | 5,809,250           | 4 %         |
| General Non-Recurring           | 54,764              | 151,185             | 245,769             | 36,060               | 483,000             | 97 %         | —                   | (100)%      |
| DIF Las Flores Rec Center       | (4,669)             | (35)                | (40)                | (50)                 | (40)                | — %          | (40)                | — %         |
| DIF N Jefferson Parks           | 9                   | (8)                 | —                   | (10)                 | —                   | — %          | —                   | — %         |
| DIF Orchard Parks               | 312                 | (457)               | 47,060              | 47,060               | (920)               | (102)%       | (940)               | — %         |
| DIF Park Acq & Dev              | (501,388)           | (2,582,702)         | (548,999)           | (474,440)            | (581,200)           | — %          | (593,130)           | — %         |
| Alston Park Trust               | (19,478)            | (21,939)            | 59,909              | (24,250)             | (3,060)             | (105)%       | (3,120)             | — %         |
| AD Altavina Maint Dist          | (2,489)             | (9,766)             | (350)               | (5,790)              | (2,150)             | — %          | (1,850)             | — %         |
| AD Chaudhary Estates            | 149                 | 2,395               | 700                 | (280)                | 550                 | (21)%        | 700                 | 27 %        |
| AD Dry Creek Village            | 44                  | (7,875)             | (1,850)             | 880                  | (1,150)             | — %          | (1,100)             | — %         |
| AD Fox Ridge                    | 5,923               | (17,388)            | 8,900               | 3,280                | 5,750               | (35)%        | 5,950               | 3 %         |
| AD Glencar Estates              | 717                 | (2,981)             | 100                 | (690)                | (220)               | (320)%       | (220)               | — %         |
| AD Hill View Park               | (90)                | (4,148)             | 1,850               | (750)                | 40                  | (98)%        | 40                  | — %         |
| AD Hyde Park I                  | 1,697               | (2,544)             | 550                 | (660)                | (450)               | (182)%       | (450)               | — %         |
| AD Linda Vista                  | 6,692               | (9,782)             | 1,289,800           | 1,300,000            | (10,400)            | (101)%       | (10,620)            | — %         |
| AD Mills                        | 29                  | (1,085)             | 500                 | (360)                | —                   | (100)%       | —                   | — %         |
| AD Napa Valley Corp Park        | (5,346)             | (3,377)             | —                   | (4,810)              | (21,020)            | — %          | (21,040)            | — %         |
| AD Oak Ridge                    | 2,928               | (7,651)             | 4,350               | (20)                 | 4,120               | (5)%         | 4,470               | 8 %         |
| AD Orchard Estates              | (791)               | (4,850)             | (500)               | (1,210)              | (1,050)             | — %          | (1,050)             | — %         |
| AD Oxford Garden                | 169                 | (1,839)             | (150)               | 870                  | 1,390               | 100 %        | 1,390               | — %         |
| AD Rancho Las Flores            | 4,077               | (20,087)            | 4,550               | 360                  | 5,370               | 18 %         | 5,620               | 5 %         |
| AD Silverado Creek              | (3,005)             | (23,680)            | (10,300)            | (15,120)             | (9,740)             | — %          | (9,230)             | — %         |
| AD Sunrise Meadows              | 2,293               | (4,570)             | (340)               | (140)                | 210                 | 100 %        | 260                 | 24 %        |
| AD Tierra Grove                 | (3,542)             | (3,850)             | (3,750)             | (3,470)              | (3,400)             | — %          | (3,350)             | — %         |
| AD Trancas                      | 1,123               | (2,357)             | 1,550               | 1,080                | 1,600               | 3 %          | 1,900               | 19 %        |
| AD Vineyard Vista               | (288)               | (8,705)             | 350                 | 1,080                | 2,000               | 471 %        | 2,200               | 10 %        |
| AD Walnut Grove                 | (267)               | (357)               | (340)               | (280)                | (340)               | — %          | (340)               | — %         |
| AD Woodside                     | 1,697               | (3,605)             | 1,200               | 1,200                | 1,600               | 33 %         | 1,700               | 6 %         |
| <b>Source of Funds Total</b>    | <b>\$ 3,292,966</b> | <b>\$ 1,991,094</b> | <b>\$ 6,486,282</b> | <b>\$ 5,831,700</b>  | <b>\$ 5,463,170</b> | <b>(16)%</b> | <b>\$ 5,187,000</b> | <b>(5)%</b> |

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## **PRS Division Summary**

### **Parks**

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**Major Budget Changes for Fiscal Years 2023/24 and 2024/25:**

- None.

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# PRS Division Summary

## Recreation Services

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### Division Overview:

The Recreation Program enhances community vitality by providing a diverse selection of quality recreational programming for every age group. Recreation services include aquatic programs, day camps, youth and adult sports, senior services, preschool programs, enrichment classes, community facility rentals and community events. Responsibilities include: Managing twelve program areas that change seasonally depending on the needs of the community.

Managing a vital Senior Activity Center that provides social, intellectual, and recreational activities.

Coordinating with Napa Valley Unified School District on shared use of school and City facilities per the joint use agreement.

### Major Accomplishments in Fiscal Year 2022/23:

- Continued cost of service analysis and community partners inventory for Recreation Programs and Services.
- Expanded the scholarship program for both youth and seniors in partnership with the Napa Parks & Recreation Foundation, Community Projects, PG&E and Community Foundation.
- Hired new Recreation Coordinator in January with an expertise in Aquatics to restore and expand an accessible and safe Learn to Swim program at Harvest Middle School.
- Continuous and strategic recovery of recreation programs with Summer Camps, Preschool, Youth Sports and Senior programs.
- Returned July 4th celebration in 2022 and planning for continued restoration of family-friendly activities during event at Oxbow Commons in partnership with Oxbow Riverstage for 2023.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Implement the financial sustainability policy and social equity policy for the Recreation Programs and Services including identifying and defining program niche and ongoing evaluation of cost recovery and social equity targets and adjustments when necessary.
- Activating Harvest Middle School as an additional recreation site including pool and gym for city operated and partner programs.
- Continuous and strategic recovery of recreation programs with Aquatics, Adults Sports, Special Needs and Special Events programs.
- Evaluate desired community events and activation of Oxbow Commons with stakeholder groups.
- Launch revised program surveys to collect feedback on programs for continuous improvements.



# PRS Division Summary

## Recreation Services

### Performance Metrics:

| Metric                         | Indicator                                      | Target | FY 2020/21 Actual | FY 2021/22 Actual |
|--------------------------------|------------------------------------------------|--------|-------------------|-------------------|
| Recreation Program Performance | Class Participation %                          | 75%    | 75%               | 79%               |
|                                | % direct cost recovered                        | 50%    | 19%               | 31%               |
|                                | # of participant visits                        | Trend  | 24,412            | 54,216            |
| Special Event Attendance       | # of attendees (private special events)        | Trend  | N/A               | 147,500           |
|                                | # of attendees (City-sponsored special events) | Trend  | 5,500             | 37,500            |

### Division Detail:

|                                 | 2020/21 Actual      | 2021/22 Actual      | 2022/23 Adjusted    | 2022/23 Projected   | 2023/24 Proposed    | % Change    | 2024/25 Proposed    | % Change   |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|---------------------|------------|
| Charges for Services            | 251,259             | 569,160             | 712,000             | 514,000             | 671,000             | (6)%        | 721,000             | 7 %        |
| Miscellaneous Revenues          | 30,780              | 174,600             | 119,000             | 131,500             | 122,500             | 3 %         | 125,000             | 2 %        |
| <b>Total Revenues</b>           | <b>\$ 282,039</b>   | <b>\$ 743,761</b>   | <b>\$ 831,000</b>   | <b>\$ 645,500</b>   | <b>\$ 793,500</b>   | <b>(5)%</b> | <b>\$ 846,000</b>   | <b>7 %</b> |
| Salaries & Wages                | 825,530             | 1,097,909           | 1,307,795           | 1,265,350           | 1,513,720           | 16 %        | 1,548,440           | 2 %        |
| Benefits                        | 331,644             | 385,382             | 361,922             | 399,010             | 379,930             | 5 %         | 383,840             | 1 %        |
| Services - External             | 119,436             | 260,717             | 270,935             | 249,670             | 269,700             | — %         | 295,700             | 10 %       |
| Services - Internal             | 14,500              | 9,000               | 8,400               | 8,300               | 4,560               | (46)%       | 5,200               | 14 %       |
| Materials and Supplies          | 58,482              | 65,141              | 96,119              | 97,300              | 87,000              | (9)%        | 91,000              | 5 %        |
| Capital Outlay                  | 53,297              | 32,029              | 27,000              | 27,000              | 27,000              | — %         | 27,000              | — %        |
| <b>Total Expenditures</b>       | <b>\$ 1,402,888</b> | <b>\$ 1,850,178</b> | <b>\$ 2,072,171</b> | <b>\$ 2,046,630</b> | <b>\$ 2,281,910</b> | <b>10 %</b> | <b>\$ 2,351,180</b> | <b>3 %</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,120,849)</b>  | <b>(1,106,417)</b>  | <b>(1,241,171)</b>  | <b>(1,401,130)</b>  | <b>(1,488,410)</b>  | <b>— %</b>  | <b>(1,505,180)</b>  | <b>— %</b> |
| <b>Source of Funds</b>          |                     |                     |                     |                     |                     |             |                     |            |
| General                         | 1,116,824           | 1,176,937           | 1,254,017           | 1,414,410           | 1,502,410           | 20 %        | 1,519,180           | 1 %        |
| General Non-Recurring           | —                   | (1,154)             | 1,154               | 620                 | —                   | (100)%      | —                   | — %        |
| Golf Course                     | 4,025               | (69,366)            | (14,000)            | (13,900)            | (14,000)            | — %         | (14,000)            | — %        |
| <b>Source of Funds Total</b>    | <b>\$ 1,120,849</b> | <b>\$ 1,106,417</b> | <b>\$ 1,241,171</b> | <b>\$ 1,401,130</b> | <b>\$ 1,488,410</b> | <b>20 %</b> | <b>\$ 1,505,180</b> | <b>1 %</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Decrease in staff overtime expenses and revenue from Oxbow Riverstage License Agreement in FY25.

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# PRS Division Summary

## Public Art

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### Division Overview:

The Public Art program supports the placement of public art in the community through a variety of different programs and events to contribute to a more livable and visually stimulating environment. The presence of art in public places defines a community and helps to create a distinct sense of place. It encourages a community's fullest use and enjoyment of its public spaces and provides distinctive gateways and landmarks, aesthetically-enhanced gathering areas and unique cultural experiences. The City of Napa has a dedicated Public Art Fund. This fund was created in conjunction with the City's Public Art Ordinance that requires commercial developers to dedicate 1% of the project construction costs (over \$250,000) to public art on their site or to pay the 1% into the Public Art Fund. This fund is used to support permanent public art throughout the community on city property. The City created a Public Art Master Plan in 2014 to help identify goals and priorities for the Public Art Fund.

### Major Accomplishments in Fiscal Year 2022/23:

- Napa Lighted Art Festival showcased projection artwork at 3 sites, hosted the Lantern Parade and had an extended 30-day format for lighted sculptures. There was continued collaboration with the Napa TID, Napa Downtown Association, event sponsors and Visit Napa Valley to create a successful 5th festival with approximately 50K attendees.
- The Roundabout Public Art project completed the artist selection process and entered to contract with the approved finalist. The final design and fabrication process was started in FY23.
- Staff collaborated the Economic Development team and the property owner at First & Main Street to beautify downtown with a temporary mural on the fenced perimeter a highly visible vacant property.
- Launched new family-friendly event, Napa Dia de los Muertos, that celebrates, educates and creates cultural understanding through art, tradition, music, dance, and food.
- Soscol Medians Public Art project started with a Request For Qualifications to select the 3 finalists to submit conceptual proposals. There were 85 artist applications for the Art Selection Committee to review which includes 2 members of the Public Art Steering Committee.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Launch the design and community engagement process for the Fuller Park Playable Art project and complete the selection of the qualified vendor(s) to support the implementation of the project.
- Complete the installation of the Roundabout Public Art project by Spring 2024.
- Complete the Soscol Medians public art project artist selection process and final design.
- Complete the Highway 29 Undercrossing Public Art Project with a mural after the completion of the construction project.
- Continue to expand and grow the Napa Dia de los Muertos event first launched in 2022/23 and increase attendance and community engagement and local artist involved.

# PRS Division Summary

## Public Art

### Division Detail:

|                                 | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|---------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|--------------|
| Charges for Services            | 3,452             | 87,117            | 100,000             | 225,000              | 102,000             | 2 %          | 104,040             | 2 %          |
| Intergovernmental               | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %          |
| Investment Earnings             | 9,883             | (4,987)           | 10,000              | 10,000               | 10,200              | 2 %          | 10,400              | 2 %          |
| Miscellaneous Revenues          | —                 | 127,000           | 265,550             | 271,050              | —                   | (100)%       | —                   | — %          |
| <b>Total Revenues</b>           | <b>\$ 13,335</b>  | <b>\$ 209,130</b> | <b>\$ 375,550</b>   | <b>\$ 506,050</b>    | <b>\$ 112,200</b>   | <b>(70)%</b> | <b>\$ 114,440</b>   | <b>2 %</b>   |
| Salaries & Wages                | 33,046            | 38,563            | 51,740              | 62,970               | 52,020              | 1 %          | 52,740              | 1 %          |
| Benefits                        | 13,170            | 14,446            | 12,200              | 17,940               | 12,420              | 2 %          | 12,630              | 2 %          |
| Services - External             | 26,584            | 159,567           | 354,050             | 354,030              | 80,500              | (77)%        | 81,000              | 1 %          |
| Materials and Supplies          | 743               | 21,824            | 11,500              | 20,000               | 10,500              | (9)%         | 11,500              | 10 %         |
| Transfers Out                   | 300               | 200               | 1,435,200           | 1,435,200            | 281,350             | (80)%        | 6,600               | (98)%        |
| <b>Total Expenditures</b>       | <b>\$ 73,844</b>  | <b>\$ 234,600</b> | <b>\$ 1,864,840</b> | <b>\$ 1,890,290</b>  | <b>\$ 436,790</b>   | <b>(77)%</b> | <b>\$ 164,470</b>   | <b>(62)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(60,509)</b>   | <b>(25,470)</b>   | <b>(1,489,290)</b>  | <b>(1,384,240)</b>   | <b>(324,590)</b>    | <b>(78)%</b> | <b>(50,030)</b>     | <b>(85)%</b> |
| <b>Source of Funds</b>          |                   |                   |                     |                      |                     |              |                     |              |
| General                         | 72,192            | 106,677           | 162,590             | 182,540              | 153,940             | (5)%         | 156,370             | 2 %          |
| General Non-Recurring           | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %          |
| Public Art                      | (11,683)          | (81,207)          | 1,326,700           | 1,201,700            | 170,650             | (87)%        | (106,340)           | (162)%       |
| <b>Source of Funds Total</b>    | <b>\$ 60,509</b>  | <b>\$ 25,470</b>  | <b>\$ 1,489,290</b> | <b>\$ 1,384,240</b>  | <b>\$ 324,590</b>   | <b>(78)%</b> | <b>\$ 50,030</b>    | <b>(85)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Transfer of funding from the Public Art Fund to support several new permanent art projects in the CIP program.



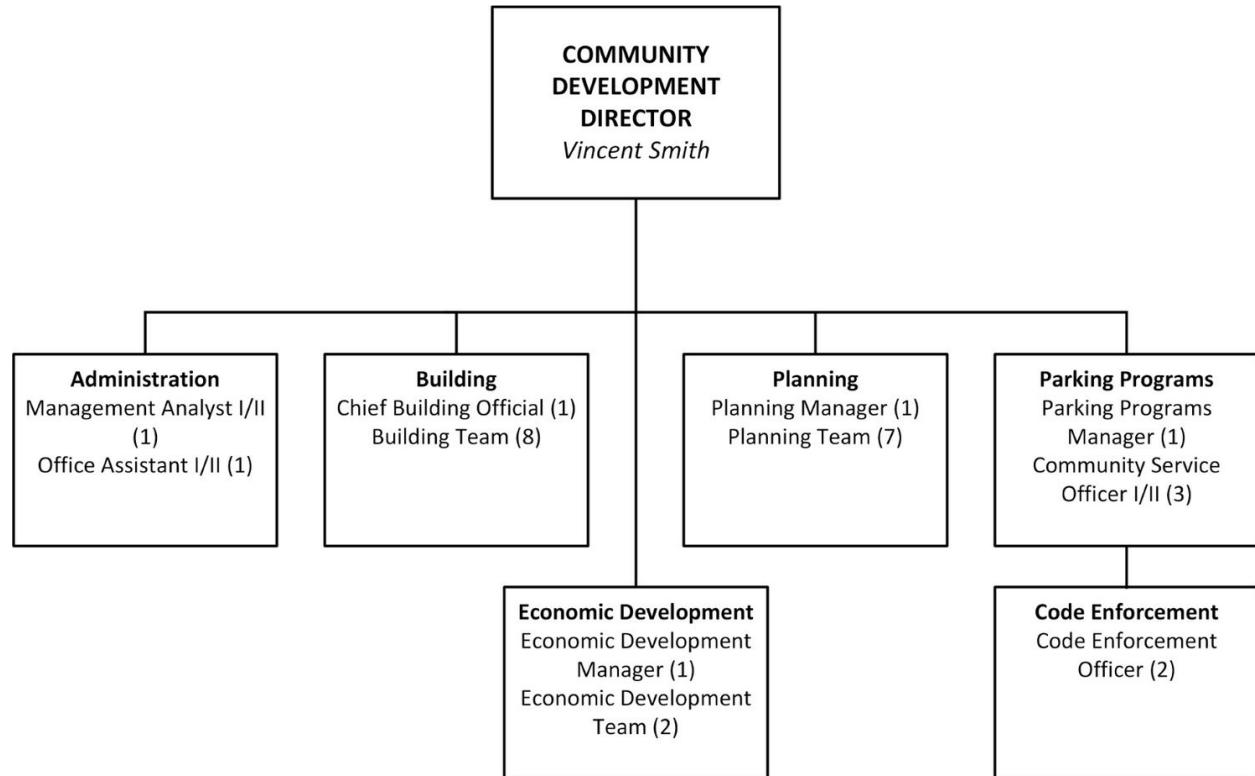
# Community Development

*Fiscal Years  
2023/24 and 2024/25*

# Community Development Department

## Mission Statement:

Deliver professional and responsive services to enhance the community's quality of life.



## Full-Time Equivalent (FTE) Employees:

| CDD                            | Actual       |              | Adj          | Proposed     |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                | 2020/2       | 2021/2       | 2022/2       | 2023/2       | 2024/2       |
| Full-Time                      | 42.00        | 42.00        | 44.00        | 28.00        | 28.00        |
| Limited-Term                   | 2.00         | 2.00         | 2.00         | 1.00         | 0.00         |
| <b>Total FTE</b>               | <b>44.00</b> | <b>44.00</b> | <b>46.00</b> | <b>29.00</b> | <b>28.00</b> |
| Part-Time Salaries / Temp Help | \$108,461    | \$64,939     | \$85,000     | \$15,000     | \$15,000     |

# Community Development Department

## Department Overview:

The Community Development Department provides community planning and development review, business retention and new business recruitment, wind down of redevelopment programs, building permitting and inspection, safe and clean neighborhoods and downtown parking system management, for the residents of Napa. These services are provided by the Planning, Economic Development, Building, Parking Management and Code Enforcement 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 administers and maintains the General Plan and Zoning Ordinance, Specific Plans and prepares studies and documentation to address future planning needs.

## Revenues / Expenditures Detail:

### Department Revenues and Expenditures by Division

|                                 | 2020/21<br>Actual     | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-----------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| <b>Revenues</b>                 |                       |                   |                     |                      |                     |              |                     |             |
| CD Admin                        | 25,356                | —                 | 23,247              | —                    | —                   | (100)%       | —                   | — %         |
| CD Economic Development         | 1,150,389             | 1,905,777         | 1,907,300           | 1,964,270            | 2,349,770           | 23 %         | 2,832,080           | 21 %        |
| CD Bldg Inspection/Plan Check   | 2,169,606             | 2,618,730         | 2,161,900           | 2,160,810            | 2,046,680           | (5)%         | 2,108,250           | 3 %         |
| CD Planning and Zoning          | 560,997               | 996,754           | 1,161,000           | 404,240              | 722,010             | (38)%        | 742,390             | 3 %         |
| CD Housing                      | 20,483,604            | 24,695,068        | 30,224,981          | 25,879,600           | 391,740             | (99)%        | —                   | (100)%      |
| CD Parking Programs             | 486,067               | 764,111           | 773,000             | 1,079,010            | 747,420             | (3)%         | 762,130             | 2 %         |
| <b>Total Revenues</b>           | <b>\$ 24,876,019</b>  | <b>30,980,441</b> | <b>36,251,428</b>   | <b>31,487,930</b>    | <b>6,257,620</b>    | <b>(83)%</b> | <b>6,444,850</b>    | <b>3 %</b>  |
| <b>Expenditures</b>             |                       |                   |                     |                      |                     |              |                     |             |
| CD Admin                        | 576,207               | 586,658           | 903,447             | 573,190              | 1,232,880           | 36 %         | 1,275,870           | 3 %         |
| CD Economic Development         | 1,699,039             | 1,810,908         | 2,416,124           | 2,538,790            | 2,749,570           | 14 %         | 2,724,880           | (1)%        |
| CD Bldg Inspection/Plan Check   | 1,329,885             | 1,572,403         | 1,667,149           | 1,483,080            | 1,870,950           | 12 %         | 1,922,250           | 3 %         |
| CD Planning and Zoning          | 1,620,337             | 1,890,078         | 3,259,864           | 2,706,140            | 3,072,410           | (6)%         | 2,397,460           | (22)%       |
| CD Housing                      | 20,287,646            | 19,626,406        | 42,769,966          | 30,920,762           | —                   | (100)%       | —                   | — %         |
| CD Parking Programs             | 646,141               | 905,870           | 1,703,892           | 1,147,410            | 1,050,420           | (38)%        | 1,064,830           | 1 %         |
| <b>Total Expenditures</b>       | <b>\$ 26,159,254</b>  | <b>26,392,325</b> | <b>52,720,443</b>   | <b>39,369,372</b>    | <b>9,976,230</b>    | <b>(81)%</b> | <b>9,385,290</b>    | <b>(6)%</b> |
| <b>Net Contribution / (Use)</b> | <b>\$ (1,283,235)</b> | <b>4,588,116</b>  | <b>(16,469,015)</b> | <b>(7,881,441)</b>   | <b>(3,718,610)</b>  | <b>— %</b>   | <b>(2,940,440)</b>  | <b>— %</b>  |

# Community Development Department

## Department Expenditures by Fund

|                               | 2020/21<br>Actual    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|-------------------------------|----------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| General                       | 4,683,440            | 5,213,014         | 5,525,725           | 5,427,320            | 5,681,430           | 3 %          | 5,868,850           | 3 %         |
| General Non-Recurring         | 622,598              | 365,504           | 1,984,765           | 516,620              | 1,050,000           | (47)%        | 300,000             | (71)%       |
| EIFD                          | —                    | —                 | 500                 | 500                  | 73,740              | 14,648 %     | 75,670              | 3 %         |
| DIF Affordable Housing        | 254,495              | 334,038           | 7,856,080           | 5,571,099            | —                   | (100)%       | —                   | — %         |
| DIF Parking                   | 1,970                | 2,016             | 2,000               | —                    | 2,000               | — %          | 2,000               | — %         |
| Parking                       | 451,246              | 664,215           | 1,393,902           | 759,040              | 798,700             | (43)%        | 808,040             | 1 %         |
| Measure F 1% TOT Aff Hsg      | 39,426               | 40,645            | 6,518,654           | 2,542,635            | —                   | (100)%       | —                   | — %         |
| CDBG                          | 1,211,148            | 1,135,737         | 4,964,307           | 4,048,330            | —                   | (100)%       | —                   | — %         |
| HOME Program                  | 1,571,342            | 712,851           | 492,364             | 211,826              | —                   | (100)%       | —                   | — %         |
| CalHome Program               | 272,084              | 232,495           | 2,431,687           | 344,002              | —                   | (100)%       | —                   | — %         |
| SA Lo/Mod Set Aside           | —                    | —                 | —                   | —                    | —                   | — %          | —                   | — %         |
| Perm Local Housing Allocation | —                    | 99,219            | 1,245,816           | 248,808              | —                   | (100)%       | —                   | — %         |
| Tourism Improvement District  | 605,699              | 536,364           | 1,155,050           | 1,117,140            | 1,711,430           | 48 %         | 1,658,620           | (3)%        |
| Business Dist Downtown        | 94,349               | 166,291           | 124,510             | 147,010              | 127,000             | 2 %          | 129,540             | 2 %         |
| Business Dist Oxbow           | 18,864               | 36,480            | 34,510              | 43,000               | 35,200              | 2 %          | 35,910              | 2 %         |
| Prop & Business Impr District | 499,116              | 496,712           | 487,000             | 503,170              | 496,730             | 2 %          | 506,660             | 2 %         |
| Laurel Manor                  | 417,140              | 391,979           | 427,310             | 434,106              | —                   | (100)%       | —                   | — %         |
| Seminary Street               | 223,060              | 228,274           | 257,380             | 255,343              | —                   | (100)%       | —                   | — %         |
| Section 8                     | 14,519,550           | 15,033,932        | 16,812,093          | 16,426,297           | —                   | (100)%       | —                   | — %         |
| 20% Low/Mod Income            | 99,569               | 135,700           | 198,080             | 197,487              | —                   | (100)%       | —                   | — %         |
| Local Housing                 | 459,998              | 444,197           | 650,910             | 428,094              | —                   | (100)%       | —                   | — %         |
| Continuum of Care Program     | 114,018              | 122,552           | 156,800             | 147,033              | —                   | (100)%       | —                   | — %         |
| Housing 5% RDA Supplemental   | 143                  | 109               | 1,000               | 513                  | —                   | (100)%       | —                   | — %         |
| <b>Total Expenditures</b>     | <b>\$ 26,159,254</b> | <b>26,392,325</b> | <b>52,720,443</b>   | <b>39,369,372</b>    | <b>9,976,230</b>    | <b>(81)%</b> | <b>9,385,290</b>    | <b>(6)%</b> |

# Community Development Department

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Property Tax                    | —                    | —                    | 189,200              | —                    | 384,630             | 103 %        | 787,650             | 105 %       |
| Transient Occupancy Tax         | 958,660              | 2,367,372            | 2,558,000            | 2,373,243            | —                   | (100)%       | —                   | — %         |
| Business License Taxes          | 35,313               | 36,628               | 31,200               | 10,000               | 32,450              | 4 %          | 33,740              | 4 %         |
| Licenses and Permits            | 2,148,879            | 2,598,972            | 2,144,000            | 2,149,340            | 2,028,080           | (5)%         | 2,088,920           | 3 %         |
| Charges for Services            | 3,146,487            | 6,308,532            | 4,424,650            | 5,011,124            | 3,322,430           | (25)%        | 3,434,530           | 3 %         |
| Intergovernmental               | 16,212,154           | 16,438,329           | 24,831,928           | 20,598,432           | 391,740             | (98)%        | —                   | (100)%      |
| Investment Earnings             | 3,068                | 154,079              | 426,100              | 308,100              | 86,290              | (80)%        | 88,010              | 2 %         |
| Financing Revenues              | 1,488,556            | 1,759,633            | 931,000              | 356,085              | —                   | (100)%       | —                   | — %         |
| Miscellaneous Revenues          | 668,752              | 675,585              | 664,300              | 662,662              | —                   | (100)%       | —                   | — %         |
| Transfers In                    | 214,150              | 641,310              | 51,050               | 18,945               | 12,000              | (76)%        | 12,000              | — %         |
| <b>Total Revenues</b>           | <b>\$ 24,876,019</b> | <b>\$ 30,980,441</b> | <b>\$ 36,251,428</b> | <b>\$ 31,487,930</b> | <b>\$ 6,257,620</b> | <b>(83)%</b> | <b>\$ 6,444,850</b> | <b>3 %</b>  |
| Salaries & Wages                | 3,834,381            | 3,572,155            | 4,766,447            | 4,507,772            | 3,596,460           | (25)%        | 3,589,510           | — %         |
| Benefits                        | 1,858,434            | 2,094,196            | 2,258,277            | 2,141,290            | 1,500,580           | (34)%        | 1,530,780           | 2 %         |
| Services - External             | 19,640,342           | 19,087,215           | 41,414,036           | 29,164,824           | 4,288,980           | (90)%        | 3,662,160           | (15)%       |
| Debt Service                    | 136,172              | 136,172              | 138,500              | 147,862              | —                   | (100)%       | —                   | — %         |
| Services - Internal             | 204,114              | 245,880              | 381,930              | 352,720              | 304,070             | (20)%        | 321,140             | 6 %         |
| Materials and Supplies          | 40,361               | 59,833               | 79,090               | 74,383               | 72,160              | (9)%         | 63,160              | (12)%       |
| Transfers Out                   | 445,450              | 1,196,875            | 1,182,162            | 593,000              | 213,980             | (82)%        | 218,540             | 2 %         |
| <b>Total Expenditures</b>       | <b>\$ 26,159,254</b> | <b>\$ 26,392,325</b> | <b>\$ 52,720,443</b> | <b>\$ 39,369,372</b> | <b>\$ 9,976,230</b> | <b>(81)%</b> | <b>\$ 9,385,290</b> | <b>(6)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,283,235)</b>   | <b>4,588,116</b>     | <b>(16,469,015)</b>  | <b>(7,881,441)</b>   | <b>(3,718,610)</b>  | <b>— %</b>   | <b>(2,940,440)</b>  | <b>— %</b>  |

## Department General Fund Revenues and Expenditures

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| Business License Taxes          | 35,313              | 36,628              | 31,200              | 10,000               | 32,450              | 4 %         | 33,740              | 4 %         |
| Licenses and Permits            | 2,148,879           | 2,598,972           | 2,144,000           | 2,149,340            | 2,028,080           | (5)%        | 2,088,920           | 3 %         |
| Charges for Services            | 399,617             | 388,106             | 377,700             | 305,710              | 408,160             | 8 %         | 427,980             | 5 %         |
| <b>Total Revenues</b>           | <b>\$ 2,583,809</b> | <b>\$ 3,023,705</b> | <b>\$ 2,552,900</b> | <b>\$ 2,465,050</b>  | <b>\$ 2,468,690</b> | <b>(3)%</b> | <b>\$ 2,550,640</b> | <b>3 %</b>  |
| Salaries & Wages                | 2,233,064           | 2,059,389           | 2,767,987           | 2,842,170            | 3,153,240           | 14 %        | 3,289,680           | 4 %         |
| Benefits                        | 1,075,607           | 1,257,562           | 1,355,187           | 1,320,030            | 1,377,080           | 2 %         | 1,404,470           | 2 %         |
| Services - External             | 1,242,299           | 1,076,364           | 1,100,980           | 952,750              | 786,500             | (29)%       | 796,500             | 1 %         |
| Services - Internal             | 120,000             | 147,820             | 168,180             | 177,370              | 225,850             | 34 %        | 240,940             | 7 %         |
| Materials and Supplies          | 12,470              | 21,878              | 33,390              | 35,000               | 38,760              | 16 %        | 37,260              | (4)%        |
| Transfers Out                   | —                   | 650,000             | 100,000             | 100,000              | 100,000             | — %         | 100,000             | — %         |
| <b>Total Expenditures</b>       | <b>\$ 4,683,440</b> | <b>\$ 5,213,014</b> | <b>\$ 5,525,725</b> | <b>\$ 5,427,320</b>  | <b>\$ 5,681,430</b> | <b>3 %</b>  | <b>\$ 5,868,850</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(2,099,631)</b>  | <b>(2,189,308)</b>  | <b>(2,972,825)</b>  | <b>(2,962,270)</b>   | <b>(3,212,740)</b>  | <b>— %</b>  | <b>(3,318,210)</b>  | <b>— %</b>  |



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## CDD Division Summary

### Building Plan Check and Inspection

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#### Division 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 and 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 Division 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 vibrant, livable, and safe-built communities. The Division works closely with other City Departments and County agencies, including Public Works, Fire Prevention, Environmental Health, and helps to 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 Division staff is to assist businesses and homeowners, construction professionals, and the general public by explaining requirements and provisions governing development regulations and construction methods.

#### Major Accomplishments in Fiscal Year 2022/23:

- Successful adoption of the 2022 California Building Standards.
- 12,241 building inspections performed.
- 3,999 Building Permits Issued.
- 950 Project Plan reviews completed.
- Participated in multiple Napa Sonoma ADU Center webinars to advise the residents in regard to ADU construction and permitting.

#### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Implementation of a new and improved development platform EnerGov.
- Implement electronic plan submittal, review, and permitting.
- Reorganization of building division staffing plan to encourage internal development, employee retention, advancement opportunity.
- Continue development review process improvements.
- Implement pre-approved ADU plan review services.

#### Performance Metrics:

| Metric                     | Indicator                                                                                                                | Target                | CY 2021 Actual | CY 2022 Actual |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------|----------------|
| Building Permit Processing | % of permits processed within target goal (21 days for single plan check, 14 additional days for additional plan checks) | 95% within timeframes | 90%            | 95%            |

# CDD Division Summary

## Building Plan Check and Inspection

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual     | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|-----------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Business License Taxes          | 19,978              | 18,982                | 17,200              | 10,000               | 17,890              | 4 %          | 18,600              | 4 %         |
| Licenses and Permits            | 2,148,879           | 2,598,972             | 2,144,000           | 2,149,340            | 2,028,080           | (5)%         | 2,088,920           | 3 %         |
| Charges for Services            | 750                 | 776                   | 700                 | 1,470                | 710                 | 1 %          | 730                 | 3 %         |
| <b>Total Revenues</b>           | <b>\$ 2,169,606</b> | <b>\$ 2,618,730</b>   | <b>\$ 2,161,900</b> | <b>\$ 2,160,810</b>  | <b>\$ 2,046,680</b> | <b>(5)%</b>  | <b>\$ 2,108,250</b> | <b>3 %</b>  |
| Salaries & Wages                | 701,592             | 696,548               | 785,992             | 759,420              | 999,700             | 27 %         | 1,039,110           | 4 %         |
| Benefits                        | 353,285             | 438,036               | 504,807             | 414,410              | 494,250             | (2)%         | 504,620             | 2 %         |
| Services - External             | 233,796             | 176,925               | 330,000             | 256,800              | 329,000             | — %          | 329,000             | — %         |
| Services - Internal             | 34,420              | 31,740                | 31,440              | 35,850               | 31,660              | 1 %          | 32,680              | 3 %         |
| Materials and Supplies          | 6,792               | 14,153                | 14,910              | 16,600               | 16,340              | 10 %         | 16,840              | 3 %         |
| <b>Total Expenditures</b>       | <b>\$ 1,329,885</b> | <b>\$ 1,572,403</b>   | <b>\$ 1,667,149</b> | <b>\$ 1,483,080</b>  | <b>\$ 1,870,950</b> | <b>12 %</b>  | <b>\$ 1,922,250</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>839,721</b>      | <b>1,046,326</b>      | <b>494,751</b>      | <b>677,730</b>       | <b>175,730</b>      | <b>(64)%</b> | <b>186,000</b>      | <b>6 %</b>  |
| <b>Source of Funds</b>          |                     |                       |                     |                      |                     |              |                     |             |
| General                         | (839,721)           | (1,046,326)           | (494,751)           | (677,730)            | (175,730)           | — %          | (186,000)           | — %         |
| General Non-Recurring           | —                   | —                     | —                   | —                    | —                   | — %          | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ (839,721)</b> | <b>\$ (1,046,326)</b> | <b>\$ (494,751)</b> | <b>\$ (677,730)</b>  | <b>\$ (175,730)</b> | <b>— %</b>   | <b>\$ (186,000)</b> | <b>— %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Fill vacant Senior Permit Technician position.
- Fill vacant Permit Technician Position.
- Additional funding requested for training and certification.

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# CDD Division Summary

## Economic Development

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### Division Overview:

The Economic Development Division provides a full range of economic development services, with a focus on business development, attraction, retention and expansion. The Division 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 Division works closely with developers, new businesses, and existing businesses to provide location and permitting assistance, referrals to outside resources, economic data resources, and economic development market support. Additionally, the Economic Development Division is responsible for creating and implementing new program initiatives, and overseeing applicable incentive programs. The Division provides administrative support to the Tourism Improvement District local governing committee, and serves on the Property and Business Improvement District committee, and the Workforce Alliance of the North Bay's Napa Advisory Subcommittee. The Division facilitates public-private partnerships to further community goals, and collaborates with anchor institutions, 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 Fiscal Year 2022/23:

- Formed Napa Enhanced Infrastructure Financing District for infrastructure investments of communitywide significance.
- Improved business support and communication, including monthly Economic Development Newsletter (4,160 subscribers), Small Business Startup Guide, in-person Business Concierge Services, and launched the Economic Development Dashboard with key economic performance indicators.
- Launched Napa Makes following the EDA-funded 2022 Local Manufacturing and Creative Space Action Plan, raising visibility, fostering community connections, and hosting events such as Bay Area Urban Manufacturing Week.
- Executed Phase 1 of the \$450,000 PBID-funded Downtown Wayfinding projects to replace and improve vehicular, pedestrian and gateway signage.
- Managed several districts such as the Oxbow Taskforce and Downtown Specific Plan Oxbow Chapter improvements, the UC-Berkeley student project on the RiverLine, and the TID use-of-funds.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Targeted site development and EIFD implementation plan.
- Execute Phase 2 of the Downtown Wayfinding program, including new pedestrian and vehicular signage.
- Execute Napa Makes recommendation, including branding a Maker's District, studio and housing space for creatives, and further community events.
- Manage TID and other districts to align with economic development goals.
- Improve attraction and retention incentives and communication for businesses.

### Division Metrics:

| Metric              | Indicator                      | Target | CY 2021 Actual | CY 2022 Actual |
|---------------------|--------------------------------|--------|----------------|----------------|
| Downtown Investment | Annual Private Real Estate \$  | Trend  | \$18,225,000   | N/A            |
|                     | Annual Private Construction \$ | Trend  | \$7,245,323    | \$3,299,183    |
|                     | Vacancy Rate                   | Trend  | 8.00%          | 8.00%          |

# CDD Division Summary

## Economic Development

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change   |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|---------------|
| Property Tax                    | —                   | —                   | 189,200             | —                    | 384,630             | 103 %        | 787,650             | 105 %         |
| Charges for Services            | 1,067,713           | 1,843,058           | 1,711,500           | 1,957,670            | 1,958,410           | 14 %         | 2,037,570           | 4 %           |
| Intergovernmental               | 80,000              | 64,153              | —                   | —                    | —                   | — %          | —                   | — %           |
| Investment Earnings             | 2,676               | (1,434)             | 6,600               | 6,600                | 6,730               | 2 %          | 6,860               | 2 %           |
| <b>Total Revenues</b>           | <b>\$ 1,150,389</b> | <b>\$ 1,905,777</b> | <b>\$ 1,907,300</b> | <b>\$ 1,964,270</b>  | <b>\$ 2,349,770</b> | <b>23 %</b>  | <b>\$ 2,832,080</b> | <b>21 %</b>   |
| Salaries & Wages                | 232,057             | 244,995             | 312,370             | 375,640              | 306,380             | (2)%         | 163,140             | (47)%         |
| Benefits                        | 93,673              | 162,270             | 118,254             | 151,230              | 74,380              | (37)%        | 76,910              | 3 %           |
| Services - External             | 1,363,507           | 1,360,116           | 1,975,300           | 2,007,720            | 2,304,430           | 17 %         | 2,418,110           | 5 %           |
| Services - Internal             | 2,000               | 3,000               | 2,200               | 2,200                | 3,140               | 43 %         | 3,550               | 13 %          |
| Materials and Supplies          | 202                 | 528                 | 8,000               | 2,000                | 13,000              | 63 %         | 13,000              | — %           |
| Transfers Out                   | 7,600               | 40,000              | —                   | —                    | 48,240              | 100 %        | 50,170              | 4 %           |
| <b>Total Expenditures</b>       | <b>\$ 1,699,039</b> | <b>\$ 1,810,908</b> | <b>\$ 2,416,124</b> | <b>\$ 2,538,790</b>  | <b>\$ 2,749,570</b> | <b>14 %</b>  | <b>\$ 2,724,880</b> | <b>(1)%</b>   |
| <b>Net Contribution / (Use)</b> | <b>(548,650)</b>    | <b>94,869</b>       | <b>(508,824)</b>    | <b>(574,520)</b>     | <b>(399,800)</b>    | <b>— %</b>   | <b>107,200</b>      | <b>100 %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |              |                     |               |
| General                         | 401,011             | 511,061             | 614,554             | 727,970              | 305,470             | (50)%        | 318,480             | 4 %           |
| General Non-Recurring           | —                   | (153)               | —                   | —                    | —                   | — %          | —                   | — %           |
| EIFD                            | —                   | —                   | (189,200)           | —                    | (311,400)           | — %          | (712,500)           | — %           |
| Tourism Improvement District    | 144,375             | (603,929)           | 84,050              | (152,860)            | 406,330             | 383 %        | 287,420             | (29)%         |
| Business Dist Downtown          | 97                  | (23)                | (90)                | (90)                 | (90)                | — %          | (90)                | — %           |
| Business Dist Oxbow             | 88                  | (77)                | 10                  | —                    | 10                  | — %          | 20                  | 100 %         |
| Prop & Business Impr District   | 3,078               | (1,748)             | (500)               | (500)                | (520)               | — %          | (530)               | — %           |
| <b>Source of Funds Total</b>    | <b>\$ 548,650</b>   | <b>\$ (94,869)</b>  | <b>\$ 508,824</b>   | <b>\$ 574,520</b>    | <b>\$ 399,800</b>   | <b>(21)%</b> | <b>\$ (107,200)</b> | <b>(127)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Hired two Development Project Coordinators and reclassing to Economic Development Program Coordinators.

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# CDD Division Summary

## Parking

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### Division Overview:

The Parking Program is responsible for the development of a self-sustained parking operation. The Parking Program aims to meet the City's parking needs as the City continues to grow. License plate reading cameras affixed to parking enforcement vehicles allow the Parking Program to run reports on violations and parking space utilization. Data acquired through these solutions will be essential in determining future needs for parking garages, transportation demand management strategies, and other related parking programs.

The Code Enforcement division's goal is to abate all nuisances through voluntary compliance. In situations where voluntary compliance is not possible, the Code Enforcement team will work with other City departments to see if additional resources or grants are available to those in need of assistance. For situations where all staff efforts have failed, legal recourse will be sought as a final resort to abate the nuisance.

### Major Accomplishments in Fiscal Year 2022/23:

- Began public outreach for paid parking implementation.
- Hired a third Parking Ambassador to focus on abandoned vehicle complaints.
- Hired two new Code Enforcement Officers, both of which had previous Code Enforcement experience.
- Abated a major property related nuisance at 3558 Jefferson where several civil and criminal issues were occurring.
- Increased the volume of parking enforcement downtown with 2 full time officers on a consistent basis.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Further explore revenue generating opportunities.
- Find a resolution that will lead the City closer to a sustainable parking management solution.
- Address key concerns at parking facilities that have long been in need of repair or improvement.
- Continue to apply for funding opportunities outside of the General Fund to finance parking and code enforcement projects.
- Improve security measures at all parking facilities.

### Performance Metrics:

| Metric              | Indicator          | Target        | FY 2020/21 Actual | FY 2021/22 Actual |
|---------------------|--------------------|---------------|-------------------|-------------------|
| Parking Maintenance | Cleaning Frequency | 7 days / week | 5 days / week     | 5 days / week     |
|                     | Sweeping Frequency | 5 days / week | 1 day / week      | 1 day / week      |

# CDD Division Summary

## Parking

### Division Details:

|                                 | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | 393,123           | 625,370           | 643,000             | 1,067,010            | 655,860             | 2 %          | 668,980             | 2 %         |
| Investment Earnings             | (70,057)          | 94,742            | 118,000             | —                    | 79,560              | (33)%        | 81,150              | 2 %         |
| Transfers In                    | 163,000           | 44,000            | 12,000              | 12,000               | 12,000              | — %          | 12,000              | — %         |
| <b>Total Revenues</b>           | <b>\$ 486,067</b> | <b>\$ 764,111</b> | <b>\$ 773,000</b>   | <b>\$ 1,079,010</b>  | <b>\$ 747,420</b>   | <b>(3)%</b>  | <b>\$ 762,130</b>   | <b>2 %</b>  |
| Salaries & Wages                | 282,472           | 313,946           | 413,520             | 467,230              | 418,400             | 1 %          | 432,910             | 3 %         |
| Benefits                        | 114,791           | 145,166           | 162,710             | 174,850              | 171,470             | 5 %          | 174,350             | 2 %         |
| Services - External             | 169,153           | 290,915           | 350,300             | 306,340              | 290,050             | (17)%        | 290,050             | — %         |
| Services - Internal             | 48,114            | 47,060            | 153,050             | 114,650              | 77,360              | (49)%        | 79,250              | 2 %         |
| Materials and Supplies          | 11,610            | 12,384            | 19,900              | 16,020               | 27,400              | 38 %         | 19,900              | (27)%       |
| Capital Outlay                  | —                 | —                 | —                   | 14,020               | —                   | — %          | —                   | — %         |
| Transfers Out                   | 20,000            | 96,400            | 604,412             | 54,300               | 65,740              | (89)%        | 68,370              | 4 %         |
| <b>Total Expenditures</b>       | <b>\$ 646,141</b> | <b>\$ 905,870</b> | <b>\$ 1,703,892</b> | <b>\$ 1,147,410</b>  | <b>\$ 1,050,420</b> | <b>(38)%</b> | <b>\$ 1,064,830</b> | <b>1 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(160,074)</b>  | <b>(141,759)</b>  | <b>(930,892)</b>    | <b>(68,400)</b>      | <b>(303,000)</b>    | <b>— %</b>   | <b>(302,700)</b>    | <b>— %</b>  |
| <b>Source of Funds</b>          |                   |                   |                     |                      |                     |              |                     |             |
| General                         | 192,925           | 239,639           | 307,990             | 388,370              | 249,720             | (19)%        | 254,790             | 2 %         |
| General Non-Recurring           | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %         |
| DIF Parking                     | 17,254            | (25,220)          | (28,000)            | (414,000)            | (28,600)            | — %          | (29,210)            | — %         |
| Parking                         | (50,105)          | (72,660)          | 650,902             | 94,030               | 81,880              | (87)%        | 77,120              | (6)%        |
| <b>Source of Funds Total</b>    | <b>\$ 160,074</b> | <b>\$ 141,759</b> | <b>\$ 930,892</b>   | <b>\$ 68,400</b>     | <b>\$ 303,000</b>   | <b>(67)%</b> | <b>\$ 302,700</b>   | <b>— %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Additional funding requested for training and certification.
- Increase in Professional Services request for residential and commercial property nuisance abatement.
- Funding requested for several improvements to all parking facilities.

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# CDD Division Summary

## Planning

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### **Division 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 policies, regulations and 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. The Long Range section implements policy direction by preparing land use studies and revising or develop ordinances.

### **Major Accomplishments in Fiscal Year 2022/23:**

- Completed the Draft General Plan and Draft EIR as well as completed the Planning Commission public hearings on these two key documents. The Planning Commission and City Council will conduct formal review of the Final General Plan and Final EIR in Q3/Q4 of 2022.
- Continued support of the Napa Sonoma ADU Center to assist Napa residents with building Accessory Dwelling Units (ADUs).
- Continued progress on completing the Sixth Cycle Housing Element Update. The Housing Element will be submitted to the State by January 2023.
- Creation of a permanent Napa al Fresco program, which provides an opportunity for businesses to continue operations on City-owned land including sidewalks, plazas, parks, streets, and parking lots which was initiated during the pandemic to help businesses stay active.
- Completion of the Napa Pipe Development Agreement and associated agreements, approval of the Development Plan and Design Guidelines, and ongoing work to support construction of project infrastructure and other pre-development activities.

### **Key Initiatives for Fiscal Years 2023/24 and 2024/25:**

- Continue to support Downtown development including key downtown projects such as First Street Napa II, Wine Train Hotel Project, Franklin Station Hotel, and other infill development projects.
- Finalize the Housing Element Update with State Certification to occur in January 2023.
- Continue work on the Development Review Process Improvements by further developing the Planning Division's web page to provide a broader array of information about pending development, City policies and regulations, etc. Improve the development review process with a focus on improving application forms and other public-facing information, finding internal efficiencies in the review process, and communicating the Division's activities to the public and the development community.
- Continue to support Napa Pipe's development by expediting review of residential projects that are consistent with the approved Development Plan to facilitate housing and Costco construction as part of the first phase of the Napa Pipe project.

# CDD Division Summary

## Planning

### Performance Metrics:

| Metric                                    | Indicator                                                                                                                                | Target | CY 2021 Actual | CY 2022 Actual |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|----------------|
| Entitlement Applications by Type          | # processed (Administrative Permit)                                                                                                      | Trend  | 124            | 77             |
|                                           | # processed (Discretionary Reviews)                                                                                                      | Trend  | 189            | 147            |
| Determination of Application Completeness | % of applications reviewed for completeness within 30 days                                                                               | 100%   | 100%           | 100%           |
| Final Application Approval                | % of final determinations made for applications requiring environmental determination pursuant to CEQA that are reviewed within 180 days | 95%    | 100%           | 100%           |
|                                           | % of final determinations made for applications requiring an environmental impact report (EIR) that are reviewed within one year         | 95%    | —%             | —%             |
| Approved Residential Development          | # of single-family units                                                                                                                 | Trend  | 20             | 104            |
|                                           | # of multi-family units                                                                                                                  | Trend  | 34             | 10             |
|                                           | # of second units                                                                                                                        | Trend  | 19             | 10*            |
|                                           | # of group bed units                                                                                                                     | Trend  | —              | 10             |
| Approved Non-Residential Development      | # commercial square feet                                                                                                                 | Trend  | 69,770         | —              |
|                                           | # office square feet                                                                                                                     | Trend  | —              | —              |
|                                           | # industrial square feet                                                                                                                 | Trend  | Not Available  | —              |
|                                           | # hotel rooms                                                                                                                            | Trend  | —              | 7              |
| Code Enforcement                          | Average number of days to first contact with reporting party                                                                             | Trend  | 7              | 3              |
|                                           | Average number of days to first contact with violating party                                                                             | Trend  | 7              | 3              |
|                                           | % of cases resolved through voluntary compliance                                                                                         | 60%    | 95%            | 98%            |

### Division Detail:

|                                 | 2020/21 Actual      | 2021/22 Actual      | 2022/23 Adjusted    | 2022/23 Projected   | 2023/24 Proposed    | % Change     | 2024/25 Proposed    | % Change     |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|--------------|
| Business License Taxes          | 15,335              | 17,646              | 14,000              | —                   | 14,560              | 4 %          | 15,140              | 4 %          |
| Charges for Services            | 405,662             | 429,108             | 677,000             | 404,240             | 707,450             | 4 %          | 727,250             | 3 %          |
| Intergovernmental               | 140,000             | —                   | 470,000             | —                   | —                   | (100)%       | —                   | — %          |
| <b>Total Revenues</b>           | <b>\$ 560,997</b>   | <b>\$ 996,754</b>   | <b>\$ 1,161,000</b> | <b>\$ 404,240</b>   | <b>\$ 722,010</b>   | <b>(38)%</b> | <b>\$ 742,390</b>   | <b>3 %</b>   |
| Salaries & Wages                | 870,581             | 690,871             | 1,081,385           | 1,243,080           | 1,156,580           | 7 %          | 1,217,500           | 5 %          |
| Benefits                        | 440,053             | 443,585             | 516,833             | 544,230             | 507,630             | (2)%         | 518,460             | 2 %          |
| Services - External             | 285,617             | 329,942             | 1,517,926           | 770,010             | 1,278,000           | (16)%        | 530,000             | (59)%        |
| Services - Internal             | 19,080              | 23,980              | 32,240              | 37,020              | 18,280              | (43)%        | 19,080              | 4 %          |
| Materials and Supplies          | 5,006               | 6,700               | 11,480              | 11,800              | 11,920              | 4 %          | 12,420              | 4 %          |
| Transfers Out                   | —                   | 395,000             | 100,000             | 100,000             | 100,000             | — %          | 100,000             | — %          |
| <b>Total Expenditures</b>       | <b>\$ 1,620,337</b> | <b>\$ 1,890,078</b> | <b>\$ 3,259,864</b> | <b>\$ 2,706,140</b> | <b>\$ 3,072,410</b> | <b>(6)%</b>  | <b>\$ 2,397,460</b> | <b>(22)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,059,340)</b>  | <b>(893,324)</b>    | <b>(2,098,864)</b>  | <b>(2,301,900)</b>  | <b>(2,350,400)</b>  | <b>— %</b>   | <b>(1,655,070)</b>  | <b>— %</b>   |
| <b>Source of Funds</b>          |                     |                     |                     |                     |                     |              |                     |              |
| General                         | 1,036,923           | 1,291,551           | 1,661,838           | 1,891,900           | 1,600,400           | (4)%         | 1,655,070           | 3 %          |
| General Non-Recurring           | 22,417              | (398,227)           | 437,026             | 410,000             | 750,000             | 72 %         | —                   | (100)%       |
| <b>Source of Funds Total</b>    | <b>\$ 1,059,340</b> | <b>\$ 893,324</b>   | <b>\$ 2,098,864</b> | <b>\$ 2,301,900</b> | <b>\$ 2,350,400</b> | <b>12 %</b>  | <b>\$ 1,655,070</b> | <b>(30)%</b> |



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## **CDD Division Summary**

### **Planning**

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**Major Budget Changes for Fiscal Years 2023/24 and 2024/25:**

None.



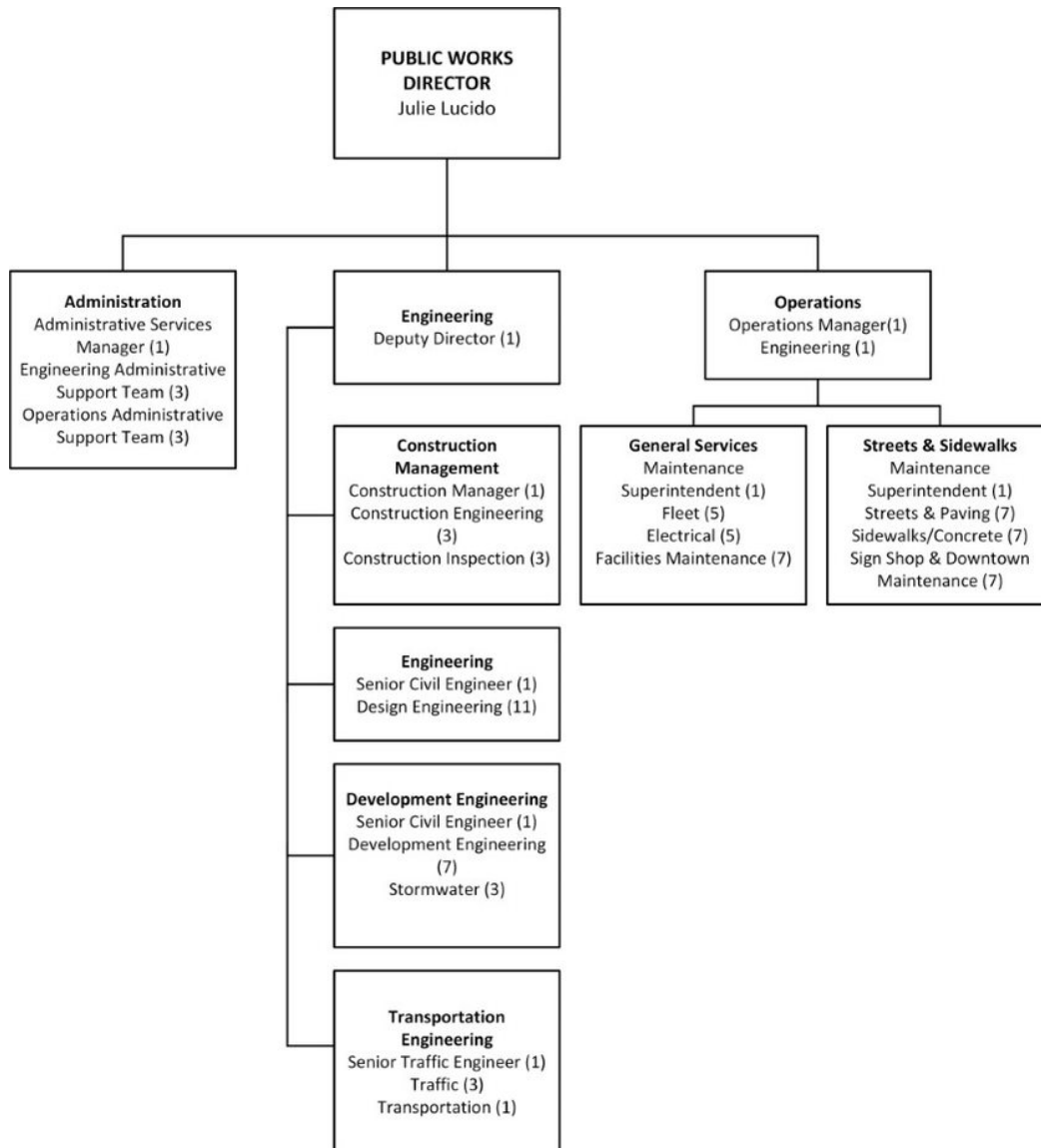
# Public Works

*Fiscal Years  
2023/24 and 2024/25*

# 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       |              | Adj          | Proposed     |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                | 2020/21      | 2021/22      | 2022/23      | 2023/24      | 2024/25      |
| Full-Time                      | 83.00        | 83.00        | 84.00        | 85.00        | 85.00        |
| Limited-Term                   | 0.00         | 0.00         | 1.00         | 1.00         | 0.00         |
| <b>Total FTE</b>               | <b>83.00</b> | <b>83.00</b> | <b>85.00</b> | <b>86.00</b> | <b>85.00</b> |
| Part-Time Salaries / Temp Help | \$ 47,488    | \$ 90,636    | \$ 152,700   | \$ 232,690   | \$ 258,190   |

# Public Works Department

## Department Overview:

The Public Works Department's core objectives are to design, construct, operate and maintain the City's public infrastructure generally consisting of Streets, Sidewalks, Drainage and Stormwater Quality, Bridges, Street Lights, Traffic Signals, and Electrical. The department also manages essential roles within the City's Development Review Process and Construction Inspection Program, Traffic Safety, Transportation and Bike Trails, and Right-of-way management. Public Works oversees and manages the 5-year Capital Improvement Program (CIP) - including project management, scoping, design, and construction management - for a variety of general and restricted funding sources (ex. General Fund projects, Facilities, assessment districts, grants, utility undergrounding, Measure T, Gas Tax). Public Works oversees and manages internal city-wide services for Fleet Management and for City Facilities Maintenance and Capital Program Management.

The Department's Administration Division provides department-wide leadership and oversight, budget and grant management services, and a wide range of administrative support services for the department's divisions.

## Revenue / Expenditure Detail:

### Department Revenues and Expenditures by Division

|                                 | 2020/21<br>Actual     | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|---------------------------------|-----------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|--------------|
| <b>Revenues</b>                 |                       |                   |                     |                      |                     |              |                     |              |
| PW Admin                        | —                     | —                 | —                   | —                    | —                   | — %          | —                   | — %          |
| PW Engineering                  | 10,842,968            | 16,626,306        | 14,162,578          | 14,162,578           | 15,681,600          | 11 %         | 16,428,480          | 5 %          |
| PW Capital Projects             | 6,602,030             | 7,254,446         | 31,695,660          | —                    | 20,687,000          | (35)%        | 12,750,000          | (38)%        |
| PW Construction                 | 349,874               | 731,913           | 696,500             | 532,411              | 696,500             | — %          | 696,500             | — %          |
| PW Development                  | 719,629               | 670,696           | 1,019,783           | 799,218              | 723,000             | (29)%        | 723,000             | — %          |
| PW General Services             | 7,341                 | 1,001             | 2,000               | —                    | —                   | (100)%       | —                   | — %          |
| PW Maintenance                  | 15,000                | 15,354            | 25,500              | 8,500                | 8,500               | (67)%        | 8,500               | — %          |
| PW Local Streets Paving Prog    | 2,377,202             | 2,639,878         | 2,846,000           | 2,846,000            | 3,397,000           | 19 %         | 3,700,000           | 9 %          |
| PW Sidewalk Improvement Prog    | 3,155,853             | 2,135,120         | 1,900,000           | 1,900,000            | 1,900,000           | — %          | 1,900,000           | — %          |
| PW Fleet                        | 2,635,386             | 3,798,948         | 2,929,390           | 2,938,908            | 3,011,960           | 3 %          | 3,228,280           | 7 %          |
| <b>Total Revenues</b>           | <b>\$ 26,705,281</b>  | <b>33,873,662</b> | <b>55,277,411</b>   | <b>23,187,616</b>    | <b>46,105,560</b>   | <b>(17)%</b> | <b>39,434,760</b>   | <b>(14)%</b> |
| <b>Expenditures</b>             |                       |                   |                     |                      |                     |              |                     |              |
| PW Admin                        | 2,540,413             | 1,866,618         | 2,648,483           | 2,622,130            | 3,138,500           | 19 %         | 3,286,470           | 5 %          |
| PW Engineering                  | 5,425,038             | 8,156,911         | 42,305,861          | 39,918,395           | 19,669,220          | (54)%        | 15,162,930          | (23)%        |
| PW Capital Projects             | 6,499,957             | 8,491,842         | 67,115,039          | —                    | 20,687,000          | (69)%        | 12,750,000          | (38)%        |
| PW Construction                 | 978,341               | 1,030,932         | 1,402,815           | 1,320,807            | 1,247,930           | (11)%        | 1,281,260           | 3 %          |
| PW Development                  | 2,366,512             | 1,775,014         | 3,176,472           | 3,065,918            | 2,751,880           | (13)%        | 2,572,540           | (7)%         |
| PW General Services             | 3,132,889             | 3,279,610         | 3,905,327           | 4,359,418            | 4,126,740           | 6 %          | 4,279,310           | 4 %          |
| PW Maintenance                  | 1,440,927             | 1,404,688         | 1,917,975           | 1,957,096            | 1,981,260           | 3 %          | 2,010,160           | 1 %          |
| PW Local Streets Paving Prog    | 1,877,782             | 2,928,506         | 2,989,760           | 3,325,931            | 3,631,790           | 21 %         | 3,711,440           | 2 %          |
| PW Sidewalk Improvement Prog    | 2,417,245             | 2,208,833         | 2,647,706           | 2,618,156            | 2,399,120           | (9)%         | 2,447,970           | 2 %          |
| PW Fleet                        | 2,878,043             | 2,987,734         | 2,920,930           | 2,955,397            | 3,480,210           | 19 %         | 2,898,750           | (17)%        |
| <b>Total Expenditures</b>       | <b>\$ 29,557,148</b>  | <b>34,130,688</b> | <b>131,030,369</b>  | <b>62,143,247</b>    | <b>63,113,650</b>   | <b>(52)%</b> | <b>50,400,830</b>   | <b>(20)%</b> |
| <b>Net Contribution / (Use)</b> | <b>\$ (2,851,866)</b> | <b>(257,026)</b>  | <b>(75,752,959)</b> | <b>(38,955,632)</b>  | <b>(17,008,090)</b> | <b>— %</b>   | <b>(10,966,070)</b> | <b>— %</b>   |

# Public Works Department

## Department Expenditures by Fund

|                               | 2020/21<br>Actual    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|-------------------------------|----------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|--------------|
| General Fund                  | 11,337,392           | 10,883,161        | 14,214,114          | 13,796,700           | 15,744,130          | 11 %         | 16,299,770          | 4 %          |
| General Non-Recurring         | 819,571              | 461,947           | 1,137,674           | 952,515              | 1,010,000           | (11)%        | 700,000             | (31)%        |
| Gas Tax                       | 546,533              | 683,197           | 4,007,730           | 4,007,730            | 1,457,610           | (64)%        | 1,329,770           | (9)%         |
| RMRA                          | 1,944,220            | 2,001,203         | 2,815,538           | 2,815,538            | 1,717,290           | (39)%        | 1,717,900           | — %          |
| Measure T Road Maint          | 2,117,368            | 4,232,581         | 22,041,440          | 20,741,440           | 11,904,500          | (46)%        | 9,254,500           | (22)%        |
| DIF Big Ranch                 | 15,574               | 21,969            | 2,468,381           | 2,468,381            | 1,000               | (100)%       | 1,000               | — %          |
| DIF Linda Vista               | 15,327               | 38,699            | 2,051,110           | 2,051,110            | 1,620               | (100)%       | 1,620               | — %          |
| DIF Lone Oak Drainage         | 2                    | 2                 | 500                 | 500                  | 500                 | — %          | 500                 | — %          |
| DIF N Jefferson Traffic       | 16,398               | 68,811            | 2,069,157           | 2,069,157            | 924,500             | (55)%        | 2,500               | (100)%       |
| DIF Orchard Traffic           | 33                   | 34                | 500                 | 500                  | 500                 | — %          | 500                 | — %          |
| DIF Redwood Rd                | 14,491               | 187               | 500                 | 500                  | 500                 | — %          | 500                 | — %          |
| DIF Street Improvement        | 484                  | 2,406             | 503,076             | 503,076              | 1,350,500           | 168 %        | 500,500             | (63)%        |
| DIF Underground Utility       | 3,405                | 146,799           | 3,513,165           | 3,513,165            | 3,500               | (100)%       | 3,500               | — %          |
| Fair Share Contrib/Mitigat    | 765                  | 896               | 849,801             | 849,801              | 1,000               | (100)%       | 1,000               | — %          |
| Property Development Tax      | 182                  | 227               | 500                 | 500                  | 500                 | — %          | 500                 | — %          |
| Public Infrastructure In Lieu | 136                  | 314               | 500                 | —                    | —                   | (100)%       | —                   | — %          |
| City Capital Projects         | 11,032,725           | 16,281,640        | 87,217,158          | 5,944,087            | 26,474,000          | (70)%        | 16,175,080          | (39)%        |
| AD Lake Park                  | 12,830               | 18,803            | 268,560             | 18,560               | 13,990              | (95)%        | 14,060              | 1 %          |
| AD River Park Maintenance     | 2,054                | 99,524            | 541,537             | 541,537              | 8,690               | (98)%        | 8,960               | 3 %          |
| Storm Drain Fees              | 786                  | 1,149             | 199,156             | 199,156              | 1,060               | (99)%        | 1,080               | 2 %          |
| Fleet                         | 3,819,976            | 3,069,129         | 10,118,377          | 2,460,267            | 5,513,710           | (46)%        | 5,773,800           | 5 %          |
| Fleet Fire Apparatus          | 96,168               | (1,747)           | 495,130             | 495,130              | 1,195,200           | 141 %        | 582,200             | (51)%        |
| <b>Total Expenditures</b>     | <b>\$ 31,796,421</b> | <b>38,010,932</b> | <b>154,513,603</b>  | <b>63,429,349</b>    | <b>67,324,300</b>   | <b>(56)%</b> | <b>52,369,240</b>   | <b>(22)%</b> |

# Public Works Department

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change  |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|----------------------|--------------|
| Sales Tax                       | 6,382,927            | 11,827,798           | 7,995,890            | 7,995,890            | 10,477,000           | 31 %         | 10,900,000           | 4 %          |
| Licenses and Permits            | 241,983              | 331,625              | 527,000              | 527,328              | 501,500              | (5)%         | 501,500              | — %          |
| Charges for Services            | 6,737,698            | 7,293,125            | 8,471,391            | 5,503,858            | 7,119,760            | (16)%        | 7,494,980            | 5 %          |
| Intergovernmental               | 3,476,389            | 3,535,685            | 4,167,670            | 4,150,670            | 4,056,100            | (3)%         | 4,379,980            | 8 %          |
| Investment Earnings             | 367,591              | 148,725              | 215,000              | 214,500              | 269,500              | 25 %         | 261,350              | (3)%         |
| Financing Revenues              | 148                  | —                    | —                    | —                    | —                    | — %          | —                    | — %          |
| Miscellaneous Revenues          | 260,489              | 367,922              | 97,500               | 97,500               | 46,200               | (53)%        | 42,050               | (9)%         |
| Transfers In                    | 15,162,383           | 25,649,006           | 40,066,445           | 4,746,000            | 30,110,710           | (25)%        | 22,046,300           | (27)%        |
| <b>Total Revenues</b>           | <b>\$ 32,629,609</b> | <b>\$ 49,153,886</b> | <b>\$ 61,540,896</b> | <b>\$ 23,235,746</b> | <b>\$ 52,580,770</b> | <b>(15)%</b> | <b>\$ 45,626,160</b> | <b>(13)%</b> |
| Salaries & Wages                | 6,344,683            | 6,204,759            | 7,610,973            | 7,583,502            | 8,673,280            | 14 %         | 9,042,000            | 4 %          |
| Benefits                        | 3,682,293            | 3,880,430            | 4,490,093            | 4,278,523            | 4,509,390            | — %          | 4,622,600            | 3 %          |
| Services - External             | 4,334,835            | 4,149,694            | 6,591,855            | 6,643,808            | 6,008,710            | (9)%         | 5,820,210            | (3)%         |
| Debt Service                    | 128,499              | 128,499              | 128,510              | 128,510              | 1,276,000            | 893 %        | 1,275,750            | — %          |
| Services - Internal             | 2,967,506            | 2,518,960            | 3,121,950            | 2,622,310            | 3,153,110            | 1 %          | 3,277,710            | 4 %          |
| Materials and Supplies          | 1,850,650            | 2,182,718            | 2,254,754            | 2,613,819            | 2,630,280            | 17 %         | 2,623,980            | — %          |
| Capital Outlay                  | 7,340,182            | 9,031,800            | 75,280,046           | 509,908              | 25,111,500           | (67)%        | 16,784,000           | (33)%        |
| Transfers Out                   | 5,147,773            | 9,914,071            | 55,035,422           | 39,048,970           | 23,140,380           | (58)%        | 16,229,510           | (30)%        |
| <b>Total Expenditures</b>       | <b>\$ 31,796,421</b> | <b>\$ 38,010,932</b> | <b>\$154,513,603</b> | <b>\$ 63,429,349</b> | <b>\$ 74,502,650</b> | <b>(52)%</b> | <b>\$ 59,675,760</b> | <b>(20)%</b> |
| <b>Net Contribution / (Use)</b> | <b>833,188</b>       | <b>11,142,954</b>    | <b>(92,972,708)</b>  | <b>(40,193,603)</b>  | <b>(21,921,880)</b>  | <b>— %</b>   | <b>(14,049,600)</b>  | <b>— %</b>   |

## Department General Fund Revenues and Expenditures

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|----------------------|-------------|
| Licenses and Permits            | 116,655              | 172,332              | 127,000              | 127,328              | 101,500              | (20)%        | 101,500              | — %         |
| Charges for Services            | 560,434              | 827,040              | 836,000              | 588,775              | 595,500              | (29)%        | 595,500              | — %         |
| Intergovernmental               | 45,375               | 15,000               | 17,000               | —                    | —                    | (100)%       | —                    | — %         |
| Miscellaneous Revenues          | —                    | —                    | 7,500                | 7,500                | 7,500                | — %          | 7,500                | — %         |
| Transfers In                    | 60,800               | —                    | —                    | —                    | —                    | — %          | —                    | — %         |
| <b>Total Revenues</b>           | <b>\$ 783,263</b>    | <b>\$ 1,014,372</b>  | <b>\$ 987,500</b>    | <b>\$ 723,603</b>    | <b>\$ 704,500</b>    | <b>(29)%</b> | <b>\$ 704,500</b>    | <b>— %</b>  |
| Salaries & Wages                | 4,125,358            | 3,928,911            | 5,206,033            | 4,770,956            | 6,173,930            | 19 %         | 6,449,860            | 4 %         |
| Benefits                        | 2,350,576            | 2,549,652            | 3,104,003            | 2,768,492            | 3,153,400            | 2 %          | 3,227,710            | 2 %         |
| Services - External             | 1,775,359            | 1,976,046            | 2,649,800            | 3,014,862            | 2,938,930            | 11 %         | 3,060,380            | 4 %         |
| Debt Service                    | 128,499              | 128,499              | 128,510              | 128,510              | 128,560              | — %          | 128,560              | — %         |
| Services - Internal             | 2,436,006            | 1,795,967            | 2,289,160            | 2,289,160            | 2,566,500            | 12 %         | 2,656,950            | 4 %         |
| Materials and Supplies          | 412,293              | 504,086              | 836,608              | 824,719              | 782,810              | (6)%         | 776,310              | (1)%        |
| Capital Outlay                  | 1,302                | —                    | —                    | —                    | —                    | — %          | —                    | — %         |
| Transfers Out                   | 108,000              | —                    | —                    | —                    | —                    | — %          | —                    | — %         |
| <b>Total Expenditures</b>       | <b>\$ 11,337,392</b> | <b>\$ 10,883,161</b> | <b>\$ 14,214,114</b> | <b>\$ 13,796,700</b> | <b>\$ 15,744,130</b> | <b>11 %</b>  | <b>\$ 16,299,770</b> | <b>4 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(10,554,128)</b>  | <b>(9,868,790)</b>   | <b>(13,226,614)</b>  | <b>(13,073,096)</b>  | <b>(15,039,630)</b>  | <b>— %</b>   | <b>(15,595,270)</b>  | <b>— %</b>  |

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# Public Works Division Summary

## Capital Projects

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### Division Overview:

The Capital Improvement Program includes the acquisition, design and/or construction of Capital Improvements meaning major, physical expenditures such as land, buildings, public infrastructure and equipment. The Capital Improvement Program is used to guide capital investments, optimizing available resources to maintain and construct infrastructure with an emphasis on public health, safety and quality of life.

### Major Accomplishments in Fiscal Year 2022/23:

- Caltrans and CDFW approval for the State Route 29 Bicycle and Pedestrian Undercrossing project was secured and a construction contract awarded. Construction will complete in FY24.
- Awarded contracts for construction of: Gordan & Plass Intersection Improvements; Senior Center Pedestrian Bridge Repair; Jefferson Street Rehabilitation (Measure T).
- Completed the Buhman Park Bank Stabilization design-build project.
- Completed the Napa 5-Year Pavement Management Plan.
- Completed acquisition process for ten easements for the Jefferson St. Rule 20A Undergrounding project.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Citywide building facility projects for roof repairs, exterior repairs, and ADA barrier removals; and the ongoing development of the City's Building Facility Asset Management program.
- Construction for the conversion of overhead utilities to underground within the Jefferson Underground Utility District.
- Implement the Bicycle and Pedestrian Plans, incorporating a complete streets approach for improvements.

### Performance Metrics:

| Metric                      | Indicator                                   | Target | FY 2020/21 Actual | FY 2021/22 Actual |
|-----------------------------|---------------------------------------------|--------|-------------------|-------------------|
| Capital Project Performance | % projects completed on time                | 70%    | 75%               | 80%               |
|                             | % projects completed within budget          | 70%    | 75%               | 80%               |
|                             | % of non-owner initiated change order costs | <10%   | 5%                | 5%                |

# Public Works Division Summary

## Capital Projects

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change   | 2024/25<br>Proposed  | %<br>Change  |
|---------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|---------------|----------------------|--------------|
| Intergovernmental               | 173,588             | 120,606             | —                    | —                    | —                    | — %           | —                    | — %          |
| Investment Earnings             | 24,326              | (24,326)            | —                    | —                    | —                    | — %           | —                    | — %          |
| Financing Revenues              | 148                 | —                   | —                    | —                    | —                    | — %           | —                    | — %          |
| Miscellaneous Revenues          | 29,621              | —                   | —                    | —                    | —                    | — %           | —                    | — %          |
| Transfers In                    | 6,374,347           | 7,158,166           | 31,695,660           | —                    | 20,687,000           | (35)%         | 12,750,000           | (38)%        |
| <b>Total Revenues</b>           | <b>\$ 6,602,030</b> | <b>\$ 7,254,446</b> | <b>\$ 31,695,660</b> | <b>\$ —</b>          | <b>\$ 20,687,000</b> | <b>(35)%</b>  | <b>\$ 12,750,000</b> | <b>(38)%</b> |
| Salaries & Wages                | 472,224             | 635,331             | —                    | —                    | —                    | — %           | —                    | — %          |
| Benefits                        | 156,984             | 185,961             | —                    | —                    | —                    | — %           | —                    | — %          |
| Services - External             | —                   | 32,863              | —                    | —                    | —                    | — %           | —                    | — %          |
| Capital Outlay                  | 5,870,749           | 7,626,705           | 67,115,039           | —                    | 20,687,000           | (69)%         | 12,750,000           | (38)%        |
| Transfers Out                   | —                   | —                   | —                    | —                    | —                    | — %           | —                    | — %          |
| <b>Total Expenditures</b>       | <b>\$ 6,499,957</b> | <b>\$ 8,491,842</b> | <b>\$ 67,115,039</b> | <b>\$ —</b>          | <b>\$ 20,687,000</b> | <b>(69)%</b>  | <b>\$ 12,750,000</b> | <b>(38)%</b> |
| <b>Net Contribution / (Use)</b> | <b>102,072</b>      | <b>(1,237,395)</b>  | <b>(35,419,379)</b>  | <b>—</b>             | <b>—</b>             | <b>— %</b>    | <b>—</b>             | <b>— %</b>   |
| <b>Source of Funds</b>          |                     |                     |                      |                      |                      |               |                      |              |
| City Capital Projects           | (102,072)           | 1,237,395           | 35,419,379           | —                    | —                    | (100)%        | —                    | — %          |
| <b>Source of Funds Total</b>    | <b>\$ (102,072)</b> | <b>\$ 1,237,395</b> | <b>\$ 35,419,379</b> | <b>\$ —</b>          | <b>\$ —</b>          | <b>(100)%</b> | <b>\$ —</b>          | <b>— %</b>   |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None



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# Public Works Division Summary

## Construction

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### **Division Overview:**

The Construction Division is responsible for construction management and inspection of the City's Capital Improvement Projects, issuing and inspecting encroachment permits for any work, events, or storage conducted within the City's right-of-way, and inspecting improvements within the City's right-of-way for private development projects.

This division also directly supports the Capital Improvement Program (CIP) Program, Streets and Sidewalk Improvement Programs. Portions of their responsibilities related to these programs are included in those program descriptions.

### **Major Accomplishments in Fiscal Year 2022/23:**

- Provided construction management and inspection for the construction of multiple CIP projects such as Oak Street Storm Drain, Las Flores Sports Court Resurfacing, ATMS Jefferson Corridor and Buhman Park Creek Repair.
- Provided inspection for right-of-way improvements for more than 24 development projects.
- Processed and provided inspection for more than 500 encroachment permits.
- Continue Implementation of Procore construction management software to improve division efficiency and record keeping.

### **Key Initiatives for Fiscal Years 2023/24 and 2024/25:**

- Provide construction management and inspection of various capital improvement projects.
- Provide inspection for right-of-way improvements of various development projects.
- Process and provide inspection for encroachment permits.
- Continue implementation of new Procore software modules.

# Public Works Division Summary

## Construction

### Division Detail:

|                                 | 2020/21<br>Actual | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Licenses and Permits            | 13,822            | 11,236              | 13,000              | 13,000               | 13,000              | — %          | 13,000              | — %         |
| Charges for Services            | 336,052           | 720,677             | 683,500             | 519,411              | 683,500             | — %          | 683,500             | — %         |
| <b>Total Revenues</b>           | <b>\$ 349,874</b> | <b>\$ 731,913</b>   | <b>\$ 696,500</b>   | <b>\$ 532,411</b>    | <b>\$ 696,500</b>   | <b>— %</b>   | <b>\$ 696,500</b>   | <b>— %</b>  |
| Salaries & Wages                | 459,153           | 423,001             | 547,390             | 615,754              | 531,020             | (3)%         | 554,280             | 4 %         |
| Benefits                        | 288,758           | 278,806             | 332,925             | 367,932              | 305,910             | (8)%         | 313,360             | 2 %         |
| Services - External             | 191,858           | 291,475             | 342,000             | 127,891              | 360,000             | 5 %          | 360,500             | — %         |
| Services - Internal             | 34,930            | 29,040              | 40,080              | 40,080               | 32,980              | (18)%        | 34,100              | 3 %         |
| Materials and Supplies          | 3,641             | 8,609               | 18,620              | 19,150               | 18,020              | (3)%         | 19,020              | 6 %         |
| <b>Total Expenditures</b>       | <b>\$ 978,341</b> | <b>\$ 1,030,932</b> | <b>\$ 1,402,815</b> | <b>\$ 1,320,807</b>  | <b>\$ 1,247,930</b> | <b>(11)%</b> | <b>\$ 1,281,260</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(628,467)</b>  | <b>(299,019)</b>    | <b>(706,315)</b>    | <b>(788,395)</b>     | <b>(551,430)</b>    | <b>— %</b>   | <b>(584,760)</b>    | <b>— %</b>  |
| <b>Source of Funds</b>          |                   |                     |                     |                      |                     |              |                     |             |
| General Fund                    | 538,670           | 345,623             | 584,515             | 687,628              | 551,430             | (6)%         | 584,760             | 6 %         |
| General Non-Recurring           | 89,798            | (46,604)            | 121,800             | 100,767              | —                   | (100)%       | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 628,467</b> | <b>\$ 299,019</b>   | <b>\$ 706,315</b>   | <b>\$ 788,395</b>    | <b>\$ 551,430</b>   | <b>(22)%</b> | <b>\$ 584,760</b>   | <b>6 %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- FY23 Included a higher overtime projections related to upcoming projects in the spring, along with unexpected callouts during the storm. This made our salary projections higher than the original budget and we expect next FY to go back to normal.

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# Public Works Division Summary

## Development Engineering

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### Division Overview:

The Development Engineering Division is responsible for the engineering review, developing conditions of approval, plan check and processing of private development applications. The division also oversees the transportation planning and traffic engineering, stormwater quality, floodplain management, severe weather monitoring program, Real Estate/Property Program, and GIS Program Management and support.

### Major Accomplishments in Fiscal Year 2022/23:

- Processed and reviewed plans and maps for multiple important projects including Napa Pipe, Western Meadows.
- Conducted review of Flood Plain Management program with FEMA resulting a Community Rating Score of 7 that reduces Flood Insurance costs for all policy holders within the City
- Prepared grant applications for over 10 different transportation improvement projects. Staff was successful in obtaining 2 Highway Safety Improvement Program, 1 Safe Streets For All, and 3 OBAG grants totaling in excess of \$1M.
- Participated in Development Process Improvement Workshop that developed 22 recommendations to speed up development process and improve customer service. Implemented several "Quick Win" recommendations from the workshop
- Traffic Safety: Completed the Local Roadway Safety Plan. Commenced a comprehensive update to the Napa Traffic Calming Program including holding multiple public workshops.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Complete Phase III of Storm Drain Assessment. This effort will feed into Capital projects to rehabilitate/repair/replace damaged and aged pipe facilities.
- Continue plan review and support for important projects like Napa Pipe, the HHS site redevelopment, and affordable housing projects.
- Advance the Lucity and GIS by hiring the limited duration IT person and replacement for GIS coordinator.
- Continue Development Process Improvements by implementing numerous recommendations including EnerGov.
- Complete the update to the Napa Traffic Calming Program and solicit and evaluate applications for the NTCP . Initiate Jefferson Corridor study funded by the Safe Streets for All (SS4A) program.

# Public Works Division Summary

## Development Engineering

### Performance Metrics:

| Metric                  | Indicator                                                                         | Target                                                                      | FY 2020/21 Actual | FY 2021/22 Actual |
|-------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------|-------------------|
| Development Engineering | # IDR Referrals                                                                   | Trend                                                                       | 219               | 170               |
|                         | # Building Referrals                                                              | Trend                                                                       | 217               | 254               |
|                         | Plan Check (Engineering): Use Permits                                             | Trend                                                                       | 5                 | 1                 |
|                         | Plan Check (Engineering): Single Family Dwellings                                 | Trend                                                                       | 4                 | 5                 |
|                         | Plan Check (Engineering): Subdivisions                                            | Trend                                                                       | 5                 | 4                 |
|                         | Lot Line Adjustments                                                              | Trend                                                                       | 11                | 4                 |
| Stormwater Quality      | # of illicit discharges reported                                                  | Trend                                                                       | 29                | 45                |
| Catch Basin Cleaning    | % of high priority catch basins (CB's) cleaned per year                           | *Clean 114 High Priority CB's per year (new target established in FY 16/17) | 165 CB's = 145%   | 160 (140%)        |
| Traffic Counts          | % traffic counts on major streets completed and published annually by February 15 | 100%                                                                        | 39%               | 61%               |
| Speed Surveys           | # of expiring speed surveys completed                                             | Trend                                                                       | 47                | 11                |
|                         | % of expiring speed surveys completed                                             | 100%                                                                        | 94%               | 100%              |
| Traffic Safety          | # engineering change recommendations made                                         | Trend                                                                       | 11                | 19                |

### Division Detail:

|                                 | 2020/21 Actual      | 2021/22 Actual      | 2022/23 Adjusted    | 2022/23 Projected   | 2023/24 Proposed    | % Change     | 2024/25 Proposed    | % Change    |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|-------------|
| Licenses and Permits            | 228,161             | 320,389             | 514,000             | 514,328             | 488,500             | (5)%         | 488,500             | — %         |
| Charges for Services            | 385,608             | 343,959             | 397,000             | 176,607             | 231,500             | (42)%        | 231,500             | — %         |
| Intergovernmental               | —                   | —                   | 105,783             | 105,783             | —                   | (100)%       | —                   | — %         |
| Investment Earnings             | (2,140)             | 6,348               | 3,000               | 2,500               | 3,000               | — %          | 3,000               | — %         |
| Transfers In                    | 108,000             | —                   | —                   | —                   | —                   | — %          | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ 719,629</b>   | <b>\$ 670,696</b>   | <b>\$ 1,019,783</b> | <b>\$ 799,218</b>   | <b>\$ 723,000</b>   | <b>(29)%</b> | <b>\$ 723,000</b>   | <b>— %</b>  |
| Salaries & Wages                | 908,584             | 868,151             | 1,311,737           | 1,312,910           | 1,219,220           | (7)%         | 1,264,710           | 4 %         |
| Benefits                        | 502,081             | 461,496             | 742,361             | 630,422             | 553,420             | (25)%        | 562,670             | 2 %         |
| Services - External             | 754,459             | 425,777             | 1,076,074           | 1,083,886           | 948,350             | (12)%        | 713,350             | (25)%       |
| Services - Internal             | 14,180              | 16,240              | 19,450              | 19,450              | 14,210              | (27)%        | 15,130              | 6 %         |
| Materials and Supplies          | 4,207               | 3,351               | 26,850              | 19,250              | 16,680              | (38)%        | 16,680              | — %         |
| Capital Outlay                  | 75,000              | —                   | —                   | —                   | —                   | — %          | —                   | — %         |
| Transfers Out                   | 108,000             | —                   | —                   | —                   | —                   | — %          | —                   | — %         |
| <b>Total Expenditures</b>       | <b>\$ 2,366,512</b> | <b>\$ 1,775,014</b> | <b>\$ 3,176,472</b> | <b>\$ 3,065,918</b> | <b>\$ 2,751,880</b> | <b>(13)%</b> | <b>\$ 2,572,540</b> | <b>(7)%</b> |
| <b>Net Contribution / (Use)</b> | <b>(1,646,884)</b>  | <b>(1,104,319)</b>  | <b>(2,156,689)</b>  | <b>(2,266,700)</b>  | <b>(2,028,880)</b>  | <b>— %</b>   | <b>(1,849,540)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                     |                     |              |                     |             |
| General Fund                    | 1,334,559           | 1,152,912           | 1,969,098           | 2,079,109           | 1,816,880           | (8)%         | 1,872,540           | 3 %         |
| General Non-Recurring           | 319,272             | 41,419              | 210,091             | 210,091             | 235,000             | 12 %         | —                   | (100)%      |
| Property Development Tax        | (8,135)             | (52,883)            | (22,500)            | (22,500)            | (22,500)            | — %          | (22,500)            | — %         |
| Public Infrastructure In Lieu   | 1,188               | (37,129)            | —                   | —                   | (500)               | — %          | (500)               | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 1,646,884</b> | <b>\$ 1,104,319</b> | <b>\$ 2,156,689</b> | <b>\$ 2,266,700</b> | <b>\$ 2,028,880</b> | <b>(6)%</b>  | <b>\$ 1,849,540</b> | <b>(9)%</b> |

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# Public Works Division Summary

## Development Engineering

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### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- FY23 included carryforwards for software and licenses for \$13,500. This amount will be lower in FY24
- FY23 included carryforward for \$150k traffic calming. This was a one-time expense.

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# Public Works Division Summary

## Engineering

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### **Division Overview:**

The Engineering Division provides a full range of engineering support services, including design and management of a variety of engineering related to the capital projects, facilities capital maintenance program, Measure T projects, and special projects, general engineering support to field operations. This division also directly supports the Capital Improvement Program (CIP) Program, Streets and Sidewalk Improvement Programs. Portions of their responsibilities related to these programs are included in those program descriptions.

### **Major Accomplishments in Fiscal Year 2022/23:**

- Successful on-boarding of four new employees.
- Production of a new Public Works CIP Engineering Manual. Development of Citywide drafting standards for use on all capital projects. Continued management of standard specifications and details.

### **Key Initiatives for Fiscal Years 2023/24 and 2024/25:**

- Oversee design/construction of various capital improvement projects including transportation improvements, utilities conversions, and building facility projects.
- Implementation of ARPA funds and recently obtained grant funding. Timely use of these funds is required.
- Implementation of the Measure T 5-Year Plan. Fiscal Year 2023/2024 will be the City's scheduled audit year for the program.

# Public Works Division Summary

## Engineering

### Division Detail:

|                                 | 2020/21<br>Actual     | 2021/22<br>Actual     | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed   | %<br>Change   |
|---------------------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|--------------|-----------------------|---------------|
| Sales Tax                       | 6,382,927             | 11,827,798            | 7,995,890            | 7,995,890            | 10,477,000           | 31 %         | 10,900,000            | 4 %           |
| Charges for Services            | 1,076,088             | 1,113,712             | 1,929,801            | 1,929,801            | 967,000              | (50)%        | 967,000               | — %           |
| Intergovernmental               | 3,257,426             | 3,400,078             | 4,044,887            | 4,044,887            | 4,056,100            | — %          | 4,379,980             | 8 %           |
| Investment Earnings             | 126,526               | 284,717               | 192,000              | 192,000              | 181,500              | (5)%         | 181,500               | — %           |
| <b>Total Revenues</b>           | <b>\$ 10,842,968</b>  | <b>\$ 16,626,306</b>  | <b>\$ 14,162,578</b> | <b>\$ 14,162,578</b> | <b>\$ 15,681,600</b> | <b>11 %</b>  | <b>\$ 16,428,480</b>  | <b>5 %</b>    |
| Salaries & Wages                | 399,485               | 357,930               | 427,136              | (173,611)            | 594,370              | 39 %         | 625,740               | 5 %           |
| Benefits                        | 283,156               | 385,109               | 438,465              | 202,397              | 437,540              | — %          | 447,280               | 2 %           |
| Services - External             | 123,336               | 122,652               | 952,681              | 954,689              | 97,380               | (90)%        | 97,380                | — %           |
| Services - Internal             | 11,940                | 22,520                | 25,850               | 25,850               | 24,410               | (6)%         | 26,130                | 7 %           |
| Materials and Supplies          | 3,048                 | 7,089                 | 12,760               | 10,100               | 14,700               | 15 %         | 14,700                | — %           |
| Transfers Out                   | 4,604,073             | 7,261,611             | 40,448,969           | 38,898,970           | 17,353,380           | (57)%        | 12,804,510            | (26)%         |
| <b>Total Expenditures</b>       | <b>\$ 5,425,038</b>   | <b>\$ 8,156,911</b>   | <b>\$ 42,305,861</b> | <b>\$ 39,918,395</b> | <b>\$ 19,669,220</b> | <b>(54)%</b> | <b>\$ 15,162,930</b>  | <b>(23)%</b>  |
| <b>Net Contribution / (Use)</b> | <b>5,417,930</b>      | <b>8,469,396</b>      | <b>(28,143,283)</b>  | <b>(25,755,817)</b>  | <b>(3,987,620)</b>   | <b>— %</b>   | <b>1,265,550</b>      | <b>100 %</b>  |
| <b>Source of Funds</b>          |                       |                       |                      |                      |                      |              |                       |               |
| General Fund                    | 731,650               | 826,967               | 975,711              | 138,244              | 1,135,020            | 16 %         | 1,177,850             | 4 %           |
| General Non-Recurring           | —                     | —                     | —                    | —                    | —                    | — %          | —                     | — %           |
| Gas Tax                         | (1,136,907)           | (1,149,948)           | 1,772,671            | 1,772,671            | (679,700)            | (138)%       | (977,920)             | — %           |
| RMRA                            | 340,219               | 404,231               | 997,710              | 997,710              | (209,500)            | (121)%       | (362,390)             | — %           |
| Measure T Road Maint            | (4,358,211)           | (7,774,322)           | 14,040,550           | 12,740,550           | 1,422,500            | (90)%        | (1,650,500)           | (216)%        |
| DIF Big Ranch                   | 8,554                 | 19,028                | 2,448,881            | 2,448,881            | (18,500)             | (101)%       | (18,500)              | — %           |
| DIF Linda Vista                 | 895                   | 17,347                | 2,039,610            | 2,039,610            | (9,880)              | (100)%       | (9,880)               | — %           |
| DIF Lone Oak Drainage           | 16                    | (23)                  | 500                  | 500                  | 500                  | — %          | 500                   | — %           |
| DIF N Jefferson Traffic         | 36,361                | 67,531                | 2,044,657            | 2,044,657            | 900,000              | (56)%        | (22,000)              | (102)%        |
| DIF Orchard Traffic             | 290                   | (424)                 | —                    | —                    | —                    | — %          | —                     | — %           |
| DIF Redwood Rd                  | 16,043                | (2,344)               | (1,500)              | (1,500)              | (1,500)              | — %          | (1,500)               | — %           |
| DIF Street Improvement          | (332,502)             | (259,121)             | (32,424)             | (32,424)             | 825,000              | 100 %        | (25,000)              | (103)%        |
| DIF Underground Utility         | (162,809)             | (111,380)             | 3,278,665            | 3,278,665            | (116,500)            | (104)%       | (116,500)             | — %           |
| Fair Share Contrib/Mitigat      | 5,864                 | (10,785)              | (34,000)             | (34,000)             | (34,000)             | — %          | (34,000)              | — %           |
| Streets & Sidewalks             | —                     | —                     | —                    | —                    | —                    | — %          | —                     | — %           |
| AD Lake Park                    | (164,050)             | (163,116)             | 146,060              | (103,940)            | (108,510)            | (174)%       | (108,440)             | — %           |
| AD River Park Maintenance       | (402,860)             | (333,873)             | 267,037              | 267,037              | (265,810)            | (200)%       | (265,540)             | — %           |
| <b>Source of Funds Total</b>    | <b>\$ (5,417,930)</b> | <b>\$ (8,469,396)</b> | <b>\$ 28,143,283</b> | <b>\$ 25,755,817</b> | <b>\$ 3,987,620</b>  | <b>(86)%</b> | <b>\$ (1,265,550)</b> | <b>(132)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Fair Share/mitigation expenses are not included in FY24, so far costs are \$850k YTD in this FY.

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# Public Works Division Summary

## Fleet

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### Division Overview:

The Fleet Management Division provides full-service, "cradle-to-grave" management of the vehicles and equipment used by all City operations. This process begins with specification development, establishing appropriate rental rates 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, mobile maintenance and inspections.

### Major Accomplishments in Fiscal Year 2022/23:

- Hired three new lube technicians which allowed for the proper allocation of responsibility to the appropriate level. Additionally, mechanics have continued certification efforts for the fire apparatus to increase the ability to perform more difficult maintenance tasks within the shop as opposed to relying on a local business to perform the work.
- Geotab telematics system is fully online. This system provides a high level tracking method for vehicle faults, use, and metrics that will continue to provide relevant data for the fleet replacement schedule and the needs of the city.
- Replaced aging equipment throughout the fleet shop to include new floor jacks and diagnostic tools.
- Purchased new fleet shop service truck with additional equipment and tools to facilitate road calls and on-site service and repairs at multiple locations throughout the city.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Purchase more Electric and Hybrid vehicles/equipment to further green fleet initiatives.
- Improve equipment and facility for Fleet repairs to better suit current operations and future vehicle/equipment repair & maintenance needs.

### Performance Metrics:

| Metric            | Indicator                  | Target | FY 2020/21 Actual | FY 2021/22 Actual |
|-------------------|----------------------------|--------|-------------------|-------------------|
| Fleet Maintenance | # of Completed Work Orders | Trend  | 1,498             | 1,303             |



# Public Works Division Summary

## Fleet

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change     | 2024/25<br>Proposed | %<br>Change   |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-----------------|---------------------|---------------|
| Charges for Services            | 2,798,869           | 2,837,681           | 2,819,390           | 2,828,908            | 2,984,660           | 6 %             | 3,208,880           | 8 %           |
| Investment Earnings             | (157,456)           | 14,467              | 20,000              | 20,000               | 19,700              | (2)%            | 19,400              | (2)%          |
| Miscellaneous Revenues          | (6,027)             | (53,200)            | 90,000              | 90,000               | 7,600               | (92)%           | —                   | (100)%        |
| Transfers In                    | —                   | 1,000,000           | —                   | —                    | —                   | — %             | —                   | — %           |
| <b>Total Revenues</b>           | <b>\$ 2,635,386</b> | <b>\$ 3,798,948</b> | <b>\$ 2,929,390</b> | <b>\$ 2,938,908</b>  | <b>\$ 3,011,960</b> | <b>3 %</b>      | <b>\$ 3,228,280</b> | <b>7 %</b>    |
| Salaries & Wages                | 592,552             | 529,652             | 741,520             | 690,963              | 792,650             | 7 %             | 819,470             | 3 %           |
| Benefits                        | 422,480             | 267,208             | 409,950             | 357,504              | 405,820             | (1)%            | 415,620             | 2 %           |
| Services - External             | 601,088             | 510,145             | 799,500             | 815,500              | 808,200             | 1 %             | 808,200             | — %           |
| Services - Internal             | 104,568             | 94,699              | 247,180             | 333,150              | 62,220              | (75)%           | 62,940              | 1 %           |
| Materials and Supplies          | 603,689             | 183,846             | 206,850             | 250,150              | 213,320             | 3 %             | 213,520             | — %           |
| Capital Outlay                  | 416,265             | 1,402,184           | 515,930             | 508,130              | 1,198,000           | 132 %           | 579,000             | (52)%         |
| Transfers Out                   | 137,400             | —                   | —                   | —                    | —                   | — %             | —                   | — %           |
| <b>Total Expenditures</b>       | <b>\$ 2,878,043</b> | <b>\$ 2,987,734</b> | <b>\$ 2,920,930</b> | <b>\$ 2,955,397</b>  | <b>\$ 3,480,210</b> | <b>19 %</b>     | <b>\$ 2,898,750</b> | <b>(17)%</b>  |
| <b>Net Contribution / (Use)</b> | <b>(242,657)</b>    | <b>811,214</b>      | <b>8,460</b>        | <b>(16,489)</b>      | <b>(468,250)</b>    | <b>(5,635)%</b> | <b>329,530</b>      | <b>100 %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |                 |                     |               |
| <i>Fleet</i>                    | 573,026             | 613,817             | 137,410             | 162,359              | (19,650)            | (114)%          | (22,330)            | — %           |
| <b>Source of Funds Total</b>    | <b>\$ 242,657</b>   | <b>\$ (811,214)</b> | <b>\$ (8,460)</b>   | <b>\$ 16,489</b>     | <b>\$ 468,250</b>   | <b>100 %</b>    | <b>\$ (329,530)</b> | <b>(170)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None

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# Public Works Division Summary

## General Services

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### Division Overview:

The General Services Division provides City building facilities maintenance and custodial services, electrical system maintenance, streetlights system maintenance, and signal infrastructure maintenance.

### Major Accomplishments in Fiscal Year 2022/23:

- Coordinated with IT and the Fire Department to develop a permanent solution to install electrical and fiber optic connections for the Alternate Dispatch Command Trailer located at Station 3 .
- Installed and upgraded the under bridge lighting to LEDs at the oxbow commons.
- Began the installation of fiber optic cable for the traffic signals on the Lincoln corridor.
- Supported the remodel and reorganization of offices in multiple locations (Police Department, Fire Admin, Community Services Building, and the Corp Yard)

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Upgrade corp yard electrical system.
- Upgrade all Fire Station Security/Entry access hardware/technology.
- Begin to develop Internal Service Fund (ISF) for Facilities by collecting financial data.
- Complete Fiber connection from Corp Yard to City Hall for multi-use and improved communication infrastructure.
- Expand City owned vehicle charging infrastructure for future Fleet needs throughout City facilities.

### Performance Metrics:

| Metric                    | Indicator                  | Target | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
|---------------------------|----------------------------|--------|----------------------|----------------------|
| Electrical                | # of Completed Work Orders | Trend  | 1,050                | 735                  |
| Facilities<br>Maintenance | # of Completed Work Orders | Trend  | 77                   | 1,118                |

# Public Works Division Summary

## General Services

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change   | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------|---------------------|-------------|
| Charges for Services            | 7,341               | 1,001               | 2,000               | —                    | —                   | (100)%        | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ 7,341</b>     | <b>\$ 1,001</b>     | <b>\$ 2,000</b>     | <b>\$ —</b>          | <b>\$ —</b>         | <b>(100)%</b> | <b>\$ —</b>         | <b>— %</b>  |
| Salaries & Wages                | 1,063,298           | 1,058,520           | 1,278,860           | 1,315,892            | 1,387,800           | 9 %           | 1,439,580           | 4 %         |
| Benefits                        | 597,934             | 663,956             | 735,547             | 717,524              | 771,480             | 5 %           | 794,140             | 3 %         |
| Services - External             | 996,095             | 1,105,030           | 1,330,300           | 1,776,005            | 1,415,500           | 6 %           | 1,491,500           | 5 %         |
| Debt Service                    | 128,499             | 128,499             | 128,510             | 128,510              | 128,560             | — %           | 128,560             | — %         |
| Services - Internal             | 199,153             | 159,930             | 163,770             | 163,770              | 172,650             | 5 %           | 174,780             | 1 %         |
| Materials and Supplies          | 146,608             | 163,675             | 268,340             | 257,717              | 250,750             | (7)%          | 250,750             | — %         |
| Capital Outlay                  | 1,302               | —                   | —                   | —                    | —                   | — %           | —                   | — %         |
| <b>Total Expenditures</b>       | <b>\$ 3,132,889</b> | <b>\$ 3,279,610</b> | <b>\$ 3,905,327</b> | <b>\$ 4,359,418</b>  | <b>\$ 4,126,740</b> | <b>6 %</b>    | <b>\$ 4,279,310</b> | <b>4 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(3,125,548)</b>  | <b>(3,278,610)</b>  | <b>(3,903,327)</b>  | <b>(4,359,418)</b>   | <b>(4,126,740)</b>  | <b>— %</b>    | <b>(4,279,310)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |               |                     |             |
| General Fund                    | 3,125,548           | 3,278,610           | 3,903,327           | 4,359,418            | 4,126,740           | 6 %           | 4,279,310           | 4 %         |
| General Non-Recurring           | —                   | —                   | —                   | —                    | —                   | — %           | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 3,125,548</b> | <b>\$ 3,278,610</b> | <b>\$ 3,903,327</b> | <b>\$ 4,359,418</b>  | <b>\$ 4,126,740</b> | <b>6 %</b>    | <b>\$ 4,279,310</b> | <b>4 %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Increase in facility equipment and repair costs due to increased demand and rising material costs
- FY23 included carryforward for \$75k for a generator and \$17k for emergency HVAC repair. FY24 and 25 budgets do not include the carryover amount.
- FY23 also include carryforward of \$22k for camera video detection and \$12k in antique lights for downtown. FY24 and 25 budgets do not include the carryover amount.

# Public Works Division Summary

## Maintenance

### Division Overview:

The Maintenance Division is responsible for the maintenance of approximately 480 lane miles of public right-of-way including streets, sidewalks, signage and striping, storm drainage system, street sweeping, and downtown maintenance. This division also provides for the program administration and management of the following divisions; Local Streets Paving Program, Sidewalk Improvement Program, Fleet Management, General Services - Electrical and Facilities Maintenance Divisions.

### Major Accomplishments in Fiscal Year 2022/23:

- Recruited, filled, and onboarded Sign Shop Supervisor. Completed Winter employee cross training rotation. Designed next rotation for Spring 2023.
- Signs and Striping division asset management system was developed and launched. Both service requests and work orders are fully functioning in this module. Since launching the goal has been and will continue to be to incorporate thermoplastic road markings for the entire City.
- City crews inspected, maintained, and completed repair projects to the City storm water infrastructure. This included the creation of preventative maintenance guide for inspection staff.
- With assistance from the Human Resources Department, filled 2 vacancies. This included one internal promotion. Restarted seasonal employee recruitments.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Signs and Striping division will continue to develop and enact preventative maintenance measures in asset management system.
- Divisions will develop cross training opportunities for employees within the division.
- Signs and Striping division will continue to expand Lucity work order system to encompass additional cost and materials metrics to support processing claims.
- Divisions will continue to actively promote a safe and positive workplace culture.

### Performance Metrics:

| Metric             | Indicator                                                                                        | Target | FY 2020/21 Actual | FY 2021/22 Actual |
|--------------------|--------------------------------------------------------------------------------------------------|--------|-------------------|-------------------|
| Graffiti Abatement | # of graffiti related work orders completed                                                      | Trend  | 29                | 6                 |
|                    | # of graffiti related work orders completed within 2 business days                               | Trend  | 22                | 6                 |
| Potholes           | # pothole service order requests completed (all complaints are addressed within 3 business days) | <300   | 1,234             | 2,840             |
| Signs & Marking    | Pounds of thermoplastic applied                                                                  | 7500   |                   |                   |
| Pavement Markings  | % of pavement markings and signage in school zones (in need of repair) addressed                 | 100%   | 100%              | 100%              |

# Public Works Division Summary

## Maintenance

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | —                   | 354                 | 1,000               | 1,000                | 1,000               | — %          | 1,000               | — %         |
| Intergovernmental               | 15,000              | 15,000              | 17,000              | —                    | —                   | (100)%       | —                   | — %         |
| Miscellaneous Revenues          | —                   | —                   | 7,500               | 7,500                | 7,500               | — %          | 7,500               | — %         |
| <b>Total Revenues</b>           | <b>\$ 15,000</b>    | <b>\$ 15,354</b>    | <b>\$ 25,500</b>    | <b>\$ 8,500</b>      | <b>\$ 8,500</b>     | <b>(67)%</b> | <b>\$ 8,500</b>     | <b>— %</b>  |
| Salaries & Wages                | 183,060             | 120,574             | 88,590              | 180,337              | 123,480             | 39 %         | 127,160             | 3 %         |
| Benefits                        | 77,434              | 69,362              | 44,105              | 74,757               | 40,380              | (8)%         | 41,220              | 2 %         |
| Services - External             | 432,751             | 438,328             | 721,900             | 640,580              | 804,500             | 11 %         | 825,500             | 3 %         |
| Services - Internal             | 515,777             | 528,258             | 631,060             | 631,060              | 566,070             | (10)%        | 569,450             | 1 %         |
| Materials and Supplies          | 231,904             | 248,165             | 432,320             | 430,361              | 446,830             | 3 %          | 446,830             | — %         |
| <b>Total Expenditures</b>       | <b>\$ 1,440,927</b> | <b>\$ 1,404,688</b> | <b>\$ 1,917,975</b> | <b>\$ 1,957,096</b>  | <b>\$ 1,981,260</b> | <b>3 %</b>   | <b>\$ 2,010,160</b> | <b>1 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(1,425,927)</b>  | <b>(1,389,335)</b>  | <b>(1,892,475)</b>  | <b>(1,948,596)</b>   | <b>(1,972,760)</b>  | <b>— %</b>   | <b>(2,001,660)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |              |                     |             |
| General Fund                    | 1,425,927           | 1,389,335           | 1,892,475           | 1,948,596            | 1,972,760           | 4 %          | 2,001,660           | 1 %         |
| General Non-Recurring           | —                   | —                   | —                   | —                    | —                   | — %          | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 1,425,927</b> | <b>\$ 1,389,335</b> | <b>\$ 1,892,475</b> | <b>\$ 1,948,596</b>  | <b>\$ 1,972,760</b> | <b>4 %</b>   | <b>\$ 2,001,660</b> | <b>1 %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Lower starting budget, FY23 included carryforward of \$33k for out of order stocks from previous year. FY24 and 25 budgets do not include the carryover amount.
- FY23 also included \$20k in funding for emergency sinkhole repair. This was one-time funding not included in FY24 and 25.
- Signs and striping budget is higher to reflect additional materials needed to support an increased number of projects.

# Public Works Division Summary

## Transportation Engineering

### Division Overview:

The Transportation Engineering divisions is responsible for traffic safety and coordination of programs and traffic projects throughout the City in support of transportation safety. This division will also advance the new "Vision Zero" traffic safety and design standards. This division will work closely Public Information Officer to improve communication with the community regarding traffic safety education and traffic safety initiatives.

### Major Accomplishments in Fiscal Year 2022/23:

- This division is newly created as of July 1, 2023.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Complete the update to the Napa Traffic Calming Program and solicit and evaluate applications for the NTCP.
- Initiate Jefferson Corridor study funded by the Safe Streets for All (SS4A) program.
- Hire Traffic Engineer to lead division.
- Support creation of County-wide Vision Zero plan and adopt City Vision Zero policies.

### Division Detail:

|                                 | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Property Tax                    | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %         |
| Sales Tax                       | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %         |
| Transient Occupancy Tax         | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ —</b>         | <b>\$ —</b>          | <b>\$ —</b>         | <b>— %</b>   | <b>\$ —</b>         | <b>— %</b>  |
| Salaries & Wages                | —                 | —                 | —                   | —                    | 618,550             | 100 %        | 640,620             | 4 %         |
| Benefits                        | —                 | —                 | —                   | —                    | 264,620             | 100 %        | 270,610             | 2 %         |
| Services - External             | —                 | —                 | —                   | —                    | 231,830             | 100 %        | 180,780             | (22)%       |
| Services - Internal             | —                 | —                 | —                   | —                    | 650                 | 100 %        | 650                 | — %         |
| Materials and Supplies          | —                 | —                 | —                   | —                    | 15,130              | 100 %        | 7,630               | (50)%       |
| <b>Total Expenditures</b>       | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ —</b>         | <b>\$ —</b>          | <b>\$ 1,130,780</b> | <b>100 %</b> | <b>\$ 1,100,290</b> | <b>(3)%</b> |
| <b>Net Contribution / (Use)</b> | <b>—</b>          | <b>—</b>          | <b>—</b>            | <b>—</b>             | <b>(1,130,780)</b>  | <b>— %</b>   | <b>(1,100,290)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                   |                   |                     |                      |                     |              |                     |             |
| General Fund                    | —                 | —                 | —                   | —                    | 1,055,780           | 100 %        | 1,100,290           | 4 %         |
| General Non-Recurring           | —                 | —                 | —                   | —                    | 75,000              | 100 %        | —                   | (100)%      |
| <b>Source of Funds Total</b>    | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ —</b>         | <b>\$ —</b>          | <b>\$ 1,130,780</b> | <b>100 %</b> | <b>\$ 1,100,290</b> | <b>(3)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None.

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# Public Works Division Summary

## Local Streets Paving Program

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### Division 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 (Curb, Gutter and Sidewalks), Storm Drain System (pipe, curb inlets, debris traps), Street Signs and Roadway Striping, Traffic Signals, and Streetlights. The Street Infrastructure program is a combination of maintenance activities by the Street and Electrical Divisions, along with the Napa Neighborhood Street and Sidewalk Program (NNSSP) which resurfaces residential streets, and repairs sidewalks and drainage systems.

### Major Accomplishments in Fiscal Year 2022/23:

- Completed Monarch-Paulson and Pinot neighborhood paving summer of 2022.
- Reevaluated Napa Neighborhood Streets and Sidewalks Program (NNSSP) and implemented a modified 5-year paving schedule taking concrete construction into consideration and scheduling work in neighborhoods where concrete work has not yet been completed.
- Completed additional resurfacing projects in heavily impacted areas throughout the City including Solano Ave, Ornduff/Pine and Stanley Lane Bike Path. Resurfaced various locations around the City where waterline breaks had occurred.
- Trained staff and began migration to online work order/service request/asset management system. Utilized the asset management system to track pothole location work.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Complete Monarch-Paulson/Pinot paving and start South Franklin paving project under NNSSP. Schedule and complete an additional paving project where concrete work hasn't been started. Complete Waverly Street concrete and paving work utilizing concrete contractors.
- In addition to NNSSP, complete at least two additional high-priority improvements.
- Continue to evaluate NNSSP and consider additional benchmarks by which to assess this program.
- Update current paving practices to preserve survey monumentation.
- Continue to incorporate/refine Lucy work order system into daily operations.

### Performance Metrics:

| Metric                                       | Indicator | Target                              | FY 2020/21 Actual | FY 2021/22 Actual |
|----------------------------------------------|-----------|-------------------------------------|-------------------|-------------------|
| Street Conditions (Pavement Condition Index) | PCI       | 80% PCI by 2023<br>>2% pts annually | 65                | 63                |

# Public Works Division Summary

## Local Streets Paving Program

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change  |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-------------|---------------------|--------------|
| Charges for Services            | —                   | 29,880              | —                   | —                    | —                   | — %         | —                   | — %          |
| Investment Earnings             | 3,602               | (3,602)             | —                   | —                    | —                   | — %         | —                   | — %          |
| Transfers In                    | 2,373,600           | 2,613,600           | 2,846,000           | 2,846,000            | 3,397,000           | 19 %        | 3,700,000           | 9 %          |
| <b>Total Revenues</b>           | <b>\$ 2,377,202</b> | <b>\$ 2,639,878</b> | <b>\$ 2,846,000</b> | <b>\$ 2,846,000</b>  | <b>\$ 3,397,000</b> | <b>19 %</b> | <b>\$ 3,700,000</b> | <b>9 %</b>   |
| Salaries & Wages                | 469,635             | 465,945             | 881,900             | 1,014,888            | 882,500             | — %         | 918,360             | 4 %          |
| Benefits                        | 312,514             | 362,151             | 488,280             | 543,843              | 459,400             | (6)%        | 473,820             | 3 %          |
| Services - External             | 203,168             | 417,423             | 610,500             | 450,250              | 460,000             | (25)%       | 460,000             | — %          |
| Services - Internal             | 270,737             | 399,855             | 387,900             | —                    | 409,090             | 5 %         | 438,460             | 7 %          |
| Materials and Supplies          | 588,852             | 1,283,132           | 621,180             | 1,316,950            | 1,420,800           | 129 %       | 1,420,800           | — %          |
| Capital Outlay                  | 2,476               | —                   | —                   | —                    | —                   | — %         | —                   | — %          |
| Transfers Out                   | 30,400              | —                   | —                   | —                    | —                   | — %         | —                   | — %          |
| <b>Total Expenditures</b>       | <b>\$ 1,877,782</b> | <b>\$ 2,928,506</b> | <b>\$ 2,989,760</b> | <b>\$ 3,325,931</b>  | <b>\$ 3,631,790</b> | <b>21 %</b> | <b>\$ 3,711,440</b> | <b>2 %</b>   |
| <b>Net Contribution / (Use)</b> | <b>499,420</b>      | <b>(288,628)</b>    | <b>(143,760)</b>    | <b>(479,931)</b>     | <b>(234,790)</b>    | <b>— %</b>  | <b>(11,440)</b>     | <b>— %</b>   |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |             |                     |              |
| City Capital Projects           | (499,420)           | 288,628             | 143,760             | 479,931              | —                   | (100)%      | 80                  | 100 %        |
| Streets & Sidewalks             | —                   | —                   | —                   | —                    | 234,790             | 100 %       | 11,360              | (95)%        |
| <b>Source of Funds Total</b>    | <b>\$ (499,420)</b> | <b>\$ 288,628</b>   | <b>\$ 143,760</b>   | <b>\$ 479,931</b>    | <b>\$ 234,790</b>   | <b>63 %</b> | <b>\$ 11,440</b>    | <b>(95)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Contractor trucking costs have increased by \$300k compared to previous years to support materials hauling to/from neighborhood paving project sites.
- Supplies cost (asphalt and aggregate base) has increased by \$500k compared to previous year due to a full paving crew being staffed and increased efficiency in work scheduling and load.
- Part-time labor will decrease due to full staffing for the paving crew.



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## Public Works Division Summary

### Sidewalk Improvement Program

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#### Division Overview:

The Sidewalk Improvement Program utilizes City crews to remove, replace, install and maintain curb, gutter, sidewalk, valley gutters, ADA ramps and other concrete infrastructure using a variety of funding sources. The program aims to install 1,200 cubic yards of concrete every year. The program typically completes work as an integral part of the Napa Neighborhoods Streets and Sidewalks Program (NNSSP) neighborhoods prior to the streets being re-paved. In addition, crews also work in other areas to address priority sidewalk displacements, drainage and other sidewalk issues and to assist in installing pedestrian Rectangular Rapid Flashing Beacons (RRFB's).

#### Major Accomplishments in Fiscal Year 2022/23:

- Completed sidewalk rehabilitation and ADA accessibility work in the Monarch-Paulson neighborhood and the Pinot neighborhood. Pinot was completed as the Vineyard Park CIP project. This CIP project was completed by both Operations and Engineering and was a successful model for future neighborhood concrete CIP projects.
- Modified record keeping process to allow for more accurate summaries of job materials.
- Increased workflow and production through collaboration with private contractors.
- Restarted sidewalk shaving program after pause due to funding.

#### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Sidewalk improvement program will continue into South Franklin neighborhood.
- Continue to assess and improve ADA path-of-travel throughout the City.
- Train staff on Lucity work order system and determine appropriate use and application as necessary.

#### Performance Metrics:

| Metric                | Indicator                                | Target                     | FY 2020/21 Actual | FY 2021/22 Actual |
|-----------------------|------------------------------------------|----------------------------|-------------------|-------------------|
| Sidewalk Repairs      | # of priority sidewalk repairs completed | 50 per year                | 30                | —                 |
| ADA Ramp Upgrades     | # of ADA Ramps Upgraded                  | 20                         |                   | 12                |
| Sidewalk Installation | # cubic yards of concrete installed      | 1,200 cubic yards per year | 580               | 471               |

# Public Works Division Summary

## Sidewalk Improvement Program

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Investment Earnings             | 14,880              | (14,880)            | —                   | —                    | —                   | — %          | —                   | — %         |
| Transfers In                    | 3,140,973           | 2,150,000           | 1,900,000           | 1,900,000            | 1,900,000           | — %          | 1,900,000           | — %         |
| <b>Total Revenues</b>           | <b>\$ 3,155,853</b> | <b>\$ 2,135,120</b> | <b>\$ 1,900,000</b> | <b>\$ 1,900,000</b>  | <b>\$ 1,900,000</b> | <b>— %</b>   | <b>\$ 1,900,000</b> | <b>— %</b>  |
| Salaries & Wages                | 679,560             | 643,723             | 781,520             | 1,106,694            | 824,200             | 5 %          | 854,310             | 4 %         |
| Benefits                        | 437,782             | 460,123             | 487,860             | 608,683              | 490,770             | 1 %          | 505,450             | 3 %         |
| Services - External             | 922,880             | 679,729             | 634,000             | 679,000              | 755,500             | 19 %         | 755,500             | — %         |
| Services - Internal             | 156,195             | 228,439             | 197,710             | —                    | 115,300             | (42)%        | 119,360             | 4 %         |
| Materials and Supplies          | 190,429             | 196,819             | 546,616             | 222,000              | 213,350             | (61)%        | 213,350             | — %         |
| Capital Outlay                  | —                   | —                   | —                   | 1,778                | —                   | — %          | —                   | — %         |
| Transfers Out                   | 30,400              | —                   | —                   | —                    | —                   | — %          | —                   | — %         |
| <b>Total Expenditures</b>       | <b>\$ 2,417,245</b> | <b>\$ 2,208,833</b> | <b>\$ 2,647,706</b> | <b>\$ 2,618,156</b>  | <b>\$ 2,399,120</b> | <b>(9)%</b>  | <b>\$ 2,447,970</b> | <b>2 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>738,607</b>      | <b>(73,713)</b>     | <b>(747,706)</b>    | <b>(718,156)</b>     | <b>(499,120)</b>    | <b>— %</b>   | <b>(547,970)</b>    | <b>— %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |              |                     |             |
| City Capital Projects           | (738,607)           | 73,713              | 747,706             | 718,156              | —                   | (100)%       | —                   | — %         |
| <b>Source of Funds Total</b>    | <b>\$ (738,607)</b> | <b>\$ 73,713</b>    | <b>\$ 747,706</b>   | <b>\$ 718,156</b>    | <b>\$ 499,120</b>   | <b>(33)%</b> | <b>\$ 547,970</b>   | <b>10 %</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Added additional small on-call concrete contracts (from 4 per 2 years to 6 per 2 years) with the goal of increasing production.
- Added contract to complete annual horizontal sawing of smaller sidewalk displacements.



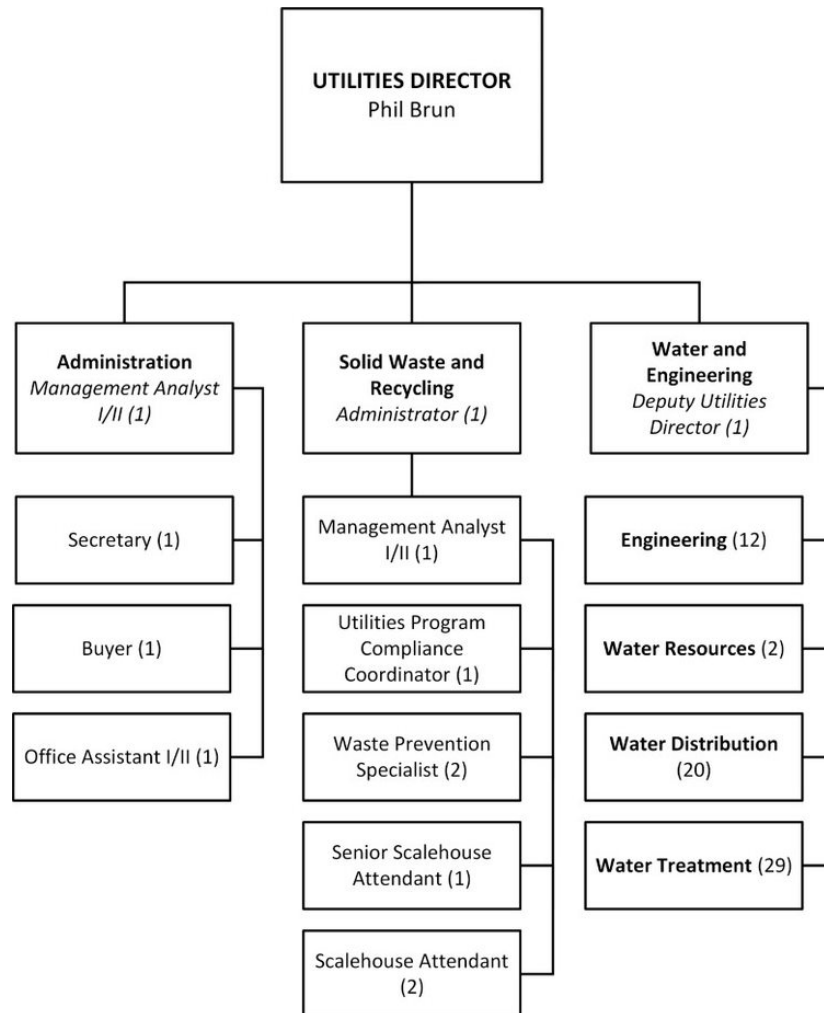
# Utilities

*Fiscal Years  
2023/24 and 2024/25*

# Utilities Department

## Mission Statement:

The Utilities Department provides high quality, reliable and sustainable water and solid waste/recycling services to the community at a reasonable cost to ratepayers.



## Full-Time Equivalent (FTE) Employees:

| Utilities                      | Actual       |              | Adj          | Proposed     |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                | 2020/21      | 2021/22      | 2022/23      | 2023/24      | 2024/25      |
| Full-Time                      | 73.00        | 73.00        | 74.00        | 77.00        | 77.00        |
| Limited-Term                   | 2.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| <b>Total FTE</b>               | <b>75.00</b> | <b>73.00</b> | <b>74.00</b> | <b>77.00</b> | <b>77.00</b> |
| Part-Time Salaries / Temp Help | \$ 51,970    | \$ 84,278    | \$281,000    | \$420,000    | \$425,200    |

# Utilities Department

## Department Overview:

The Utilities Department is responsible for delivering the core services of drinking water and solid waste/recycling to residents, business and visitors. Both Water and Solid Waste/Recycling (SWR) are Enterprise Funds and rely primarily on customer rates and specific facility fees for funding rather than taxes. On the Water side, the Utilities Department ensures safe, clean, and reliable water is available at all times. Supply management, capital improvements, investment in infrastructure replacement, watershed management, treatment optimization, long term planning and excellent customer service are key deliverables. SWR is responsible for managing the contract with Napa Recycling and Waste Services and managing the City-owned recycling and composting facility to meet or exceed the goal of 75% diversion from landfill disposal. Sustainability, food waste capture, advanced recycling processing to generate the highest return on material sales and excellent customer service are key deliverables.

## Revenue / Expenditure Detail:

### Department Revenues and Expenditures by Division

|                                          | 2020/21<br>Actual    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|------------------------------------------|----------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| <b>Revenues</b>                          |                      |                   |                     |                      |                     |              |                     |             |
| UT Material Diversion Admin              | 8,855,144            | 9,378,037         | 10,186,000          | 9,611,830            | 8,824,500           | (13)%        | 9,084,000           | 3 %         |
| UT Material Diversion Ops                | 30,445,284           | 33,906,769        | 35,708,188          | 36,873,990           | 34,577,500          | (3)%         | 34,627,500          | — %         |
| UT Material Diversion CIP                | —                    | —                 | 733,000             | 733,000              | 733,000             | — %          | 733,000             | — %         |
| <b>Solid Waste &amp; Recycling Total</b> | <b>39,300,428</b>    | <b>43,284,806</b> | <b>46,627,188</b>   | <b>47,218,820</b>    | <b>44,135,000</b>   | <b>(5)%</b>  | <b>44,444,500</b>   | <b>1 %</b>  |
| UT Water Admin                           | 39,299,129           | 35,044,351        | 35,798,400          | 33,812,240           | 36,677,700          | 2 %          | 37,352,940          | 2 %         |
| UT Water Operations                      | 2,614,097            | 269,142           | 718,000             | 733,000              | 440,130             | (39)%        | 200,000             | (55)%       |
| UT Water Engineering                     | 33,030               | 77,729            | —                   | 14,500               | —                   | — %          | —                   | — %         |
| UT Water CIP                             | 1,346,375            | 4,483,058         | 6,771,826           | 6,171,830            | 7,980,000           | 18 %         | 6,260,000           | (22)%       |
| UT Water Disaster                        | 2,545,280            | 3,531,027         | 6,921,263           | —                    | —                   | (100)%       | —                   | — %         |
| <b>Water Total</b>                       | <b>45,837,911</b>    | <b>43,405,307</b> | <b>50,209,489</b>   | <b>40,731,570</b>    | <b>45,097,830</b>   | <b>(10)%</b> | <b>43,812,940</b>   | <b>(3)%</b> |
| <b>Total Revenues</b>                    | <b>\$ 85,138,340</b> | <b>86,690,114</b> | <b>96,836,677</b>   | <b>87,950,390</b>    | <b>89,232,830</b>   | <b>(8)%</b>  | <b>88,257,440</b>   | <b>(1)%</b> |
| <b>Expenditures</b>                      |                      |                   |                     |                      |                     |              |                     |             |
| UT Material Diversion Admin              | 3,059,929            | 4,546,072         | 7,197,667           | 6,900,645            | 7,442,000           | 3 %          | 7,652,620           | 3 %         |
| UT Material Diversion Ops                | 29,588,387           | 30,114,864        | 42,475,823          | 40,137,386           | 39,191,990          | (8)%         | 40,711,480          | 4 %         |
| UT Material Diversion CIP                | 706,222              | 1,598,205         | 870,861             | 300,000              | 1,156,430           | 33 %         | 751,490             | (35)%       |
| <b>Solid Waste &amp; Recycling Total</b> | <b>33,354,538</b>    | <b>36,259,141</b> | <b>50,544,351</b>   | <b>47,338,031</b>    | <b>47,790,420</b>   | <b>(5)%</b>  | <b>49,115,590</b>   | <b>3 %</b>  |
| UT Water Admin                           | 12,862,230           | 13,063,625        | 13,024,196          | 13,032,310           | 14,810,720          | 14 %         | 14,231,630          | (4)%        |
| UT Water Operations                      | 17,945,580           | 20,264,256        | 27,812,488          | 21,471,890           | 25,832,459          | (7)%         | 26,267,330          | 2 %         |
| UT Water Engineering                     | 2,160,197            | 2,544,600         | 3,214,010           | 2,381,880            | 3,443,470           | 7 %          | 3,508,530           | 2 %         |
| UT Water CIP                             | 3,444                | 31,505            | 29,679,000          | 3,515,460            | 10,312,910          | (65)%        | 7,502,640           | (27)%       |
| UT Water Disaster                        | 3,227,891            | 535,943           | 9,704,707           | 338,330              | 1,200,000           | (88)%        | —                   | (100)%      |
| <b>Water Total</b>                       | <b>36,199,342</b>    | <b>36,439,929</b> | <b>83,434,401</b>   | <b>40,739,870</b>    | <b>55,599,559</b>   | <b>(33)%</b> | <b>51,510,130</b>   | <b>(7)%</b> |
| <b>Total Expenditures</b>                | <b>\$ 69,553,881</b> | <b>72,699,070</b> | <b>133,978,752</b>  | <b>88,077,902</b>    | <b>103,389,979</b>  | <b>(23)%</b> | <b>100,625,720</b>  | <b>(3)%</b> |
| <b>Net Contribution / (Use)</b>          | <b>\$ 15,584,459</b> | <b>13,991,044</b> | <b>(37,142,075)</b> | <b>(127,512)</b>     | <b>(14,157,149)</b> | <b>— %</b>   | <b>(12,368,280)</b> | <b>— %</b>  |

# Utilities Department

## Department Expenditures by Fund

|                               | 2020/21<br>Actual    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|-------------------------------|----------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Materials Diversion-Operating | 32,540,098           | 33,948,845        | 47,514,167          | 45,134,037           | 45,924,300          | (3)%         | 47,854,020          | 4 %         |
| Materials Diversion-CIP       | 706,222              | 1,598,205         | 870,861             | 300,000              | 1,156,430           | 33 %         | 751,490             | (35)%       |
| Materials Diversion-NR        | 108,219              | 712,091           | 2,159,323           | 1,903,995            | 709,690             | (67)%        | 510,080             | (28)%       |
| Water Utility-Operating       | 31,694,947           | 34,952,465        | 42,051,896          | 36,226,690           | 43,711,339          | 4 %          | 43,776,170          | — %         |
| Water Utility-CIP             | 3,444                | 31,505            | 29,679,000          | 3,515,460            | 10,312,910          | (65)%        | 7,502,640           | (27)%       |
| Water Utility-NR              | 4,500,952            | 1,455,958         | 11,703,506          | 997,720              | 1,575,310           | (87)%        | 231,320             | (85)%       |
| <b>Total Expenditures</b>     | <b>\$ 69,553,881</b> | <b>72,699,070</b> | <b>133,978,752</b>  | <b>88,077,902</b>    | <b>103,389,979</b>  | <b>(23)%</b> | <b>100,625,720</b>  | <b>(3)%</b> |

## Fund Balance by Fund

|                                          | 22/23<br>Projected<br>Available<br>Fund<br>Balance | 23/24<br>Proposed<br>Revenues | 23/24<br>Proposed<br>Expenditures | 23/24<br>Projected<br>Ending<br>Available<br>Fund<br>Balance | 24/25<br>Proposed<br>Revenues | 24/25<br>Proposed<br>Expenditures | 24/25<br>Projected<br>Ending<br>Available<br>Fund<br>Balance |
|------------------------------------------|----------------------------------------------------|-------------------------------|-----------------------------------|--------------------------------------------------------------|-------------------------------|-----------------------------------|--------------------------------------------------------------|
| Materials Diversion-Operating            | 11,941,438                                         | 42,952,000                    | 45,924,300                        | 8,969,138                                                    | 43,211,500                    | 47,854,020                        | 4,326,618                                                    |
| Materials Diversion-CIP                  | 1,102,470                                          | 733,000                       | 1,156,430                         | 679,040                                                      | 733,000                       | 751,490                           | 660,550                                                      |
| Materials Diversion-NR                   | (1,401,686)                                        | 450,000                       | 709,690                           | (1,661,376)                                                  | 500,000                       | 510,080                           | (1,671,456)                                                  |
| <b>Solid Waste &amp; Recycling Total</b> | <b>11,642,222</b>                                  | <b>44,135,000</b>             | <b>47,790,420</b>                 | <b>7,986,802</b>                                             | <b>7,986,802</b>              | <b>49,115,590</b>                 | <b>3,315,712</b>                                             |
| Water Utility-Operating                  | 25,221,451                                         | 36,877,700                    | 43,711,339                        | 18,387,812                                                   | 37,552,940                    | 43,776,170                        | 12,164,582                                                   |
| Water Utility-CIP                        | 16,128,540                                         | 7,980,000                     | 10,312,910                        | 13,795,630                                                   | 6,260,000                     | 7,502,640                         | 12,552,990                                                   |
| Water Utility-NR                         | 7,286,929                                          | 240,130                       | 1,575,310                         | 5,951,749                                                    | —                             | 231,320                           | 5,720,429                                                    |
| <b>Water Total</b>                       | <b>48,636,920</b>                                  | <b>45,097,830</b>             | <b>55,599,559</b>                 | <b>38,135,191</b>                                            | <b>43,812,940</b>             | <b>51,510,130</b>                 | <b>30,438,001</b>                                            |
| <b>Total Fund Balance</b>                | <b>\$ 60,279,142</b>                               | <b>89,232,830</b>             | <b>103,389,979</b>                | <b>46,121,993</b>                                            | <b>88,257,440</b>             | <b>100,625,720</b>                | <b>33,753,713</b>                                            |

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted   | 2022/23<br>Projected | 2023/24<br>Proposed   | %<br>Change  | 2024/25<br>Proposed   | %<br>Change |
|---------------------------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|--------------|-----------------------|-------------|
| Charges for Services            | 79,991,256           | 78,743,899           | 80,766,000            | 78,997,360           | 79,476,200            | (2)%         | 81,309,440            | 2 %         |
| Intergovernmental               | 2,678,392            | 2,643,989            | 8,555,251             | 112,000              | 2,272,130             | (73)%        | 312,000               | (86)%       |
| Investment Earnings             | 537,520              | 445,041              | 697,000               | 697,220              | 697,000               | — %          | 697,000               | — %         |
| Financing Revenues              | 181,889              | —                    | 5,000                 | 5,000                | 5,000                 | — %          | 5,000                 | — %         |
| Miscellaneous Revenues          | 194,284              | 182,614              | 385,400               | 205,780              | 399,500               | 4 %          | 401,000               | — %         |
| Transfers In                    | 1,555,000            | 4,674,572            | 6,428,026             | 7,933,030            | 6,383,000             | (1)%         | 5,533,000             | (13)%       |
| <b>Total Revenues</b>           | <b>\$ 85,138,340</b> | <b>\$ 86,690,114</b> | <b>\$ 96,836,677</b>  | <b>\$ 87,950,390</b> | <b>\$ 89,232,830</b>  | <b>(8)%</b>  | <b>\$ 88,257,440</b>  | <b>(1)%</b> |
| Salaries & Wages                | 6,383,141            | 6,381,689            | 8,905,080             | 6,697,938            | 9,666,520             | 9 %          | 9,987,790             | 3 %         |
| Benefits                        | 5,103,185            | 2,856,159            | 4,732,440             | 3,265,292            | 4,933,689             | 4 %          | 5,066,410             | 3 %         |
| Services - External             | 32,815,095           | 34,118,331           | 47,285,515            | 43,020,801           | 44,639,570            | (6)%         | 46,143,330            | 3 %         |
| Debt Service                    | 1,667,285            | 1,558,711            | 4,199,800             | 4,199,300            | 4,201,500             | — %          | 4,199,500             | — %         |
| Services - Internal             | 1,738,275            | 1,824,120            | 2,057,250             | 2,032,505            | 3,089,970             | 50 %         | 3,351,970             | 8 %         |
| Materials and Supplies          | 9,189,169            | 11,652,394           | 14,384,263            | 12,929,765           | 12,201,420            | (15)%        | 12,399,520            | 2 %         |
| Capital Outlay                  | 8,088,861            | 6,009,895            | 42,183,678            | 5,701,570            | 13,005,000            | (69)%        | 8,459,000             | (35)%       |
| Transfers Out                   | 4,568,870            | 8,297,772            | 10,230,726            | 10,230,730           | 11,652,310            | 14 %         | 11,018,200            | (5)%        |
| <b>Total Expenditures</b>       | <b>\$ 69,553,881</b> | <b>\$ 72,699,070</b> | <b>\$ 133,978,752</b> | <b>\$ 88,077,902</b> | <b>\$ 103,389,979</b> | <b>(23)%</b> | <b>\$ 100,625,720</b> | <b>(3)%</b> |
| <b>Net Contribution / (Use)</b> | <b>15,584,459</b>    | <b>13,991,044</b>    | <b>(37,142,075)</b>   | <b>(127,512)</b>     | <b>(14,157,149)</b>   | <b>— %</b>   | <b>(12,368,280)</b>   | <b>— %</b>  |

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# Utilities Division Summary

## Solid Waste & Recycling Enterprise Fund

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### Division Overview:

The Solid Waste and Recycling (SWR) 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 City goals and State mandates. To this end, the City owns the Napa Materials Diversion Facility (MDF).

### Major Accomplishments in Fiscal Year 2022/23:

- Completed first two full operating years for the \$11 million Covered Aerated Static Pile (CASP) composting and \$3 million upgraded stormwater management system at City's MDF. Awarded best large scale compost facility in the state (2021) and then for the nation (2022). The 2022 Contract Amendment to City-NRWS agreement was executed which fully dealt with the additional operating costs of the MDF CASP and Stormwater systems as well as completed some unfinished items from 2018 Contract Amendment.
- Achieved and maintaining a 63% landfill diversion rate as of Calendar Year (CY) 2022 which is continuing progress towards a 75+% recycling goal (Disposal Reduction Policy adopted by City in 2012). Although well short of the goal, the City has maintained much higher levels of diversion compared to other jurisdictions in the state.
- Comprehensive Construction and Demolition Debris Recycling (C&DD) Ordinance improved recovery of heavy C&DD materials (C&D recycling rate = 68% in CY2022 with 2,989 tons recovered from 49 larger completed projects that required a recycling plan).
- Expanded commercial food composting program has 250+ participants (as of December 2022).
- City adopted an SB 1383 Ordinance for mandatory separation and recovery of from all generators of compostable and recyclable materials. SB 1383 is the most sweeping and ambitious piece of solid waste and recycling legislation required by the state of California in 30 years and is intended to reduce the amount of organic waste disposed in landfills by 75% by the year 2025.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Implementation of SB 1383 Mandatory Organics Recovery (MOR) program including greatly expanded education, monitoring and reporting requirements. Enhanced MOR programs cover all generators within the City limits including residential, multi-family, commercial, construction and institutional generators (such as schools and hospitals).
- Review of Biomass (Wood Waste) Gasification technology proposals for the City's MDF. The potential system would utilize approximately 30,000 tons of wood waste and convert it to renewable electricity for the MDF and sale back to PG&E power grid. It would also produce a "biochar" product for sale to be used for agricultural and/or water filtering purposes.
- Per City's adopted Disposal Reduction Policy (R2012 100), programs and policies to achieve or exceed 75% recycling and composting are continuing to be developed and implemented.
- Implement and refine the C&DD Recycling Ordinance to be in alignment with CalGreen and City's Disposal Reduction Policy.
- Finalize cost-benefit analysis for a potential anaerobic digestion (AD) to biofuel system that could capture and convert methane gas from discarded food scraps/organic materials into renewable fuel for heavy refuse/recycling fleet and energy for MDF.

# Utilities Division Summary

## Solid Waste & Recycling Enterprise Fund

### Performance Metrics:

| Metric              | Indicator                        | Target                     | FY 2020/21 Actual | FY 2021/22 Actual |
|---------------------|----------------------------------|----------------------------|-------------------|-------------------|
| Materials Diversion | diverted v. total tons generated | 70% by 2018<br>75% by 2020 | 63%               | 63%               |

### Division Detail:

|                                 | 2020/21 Actual        | 2021/22 Actual        | 2022/23 Adjusted     | 2022/23 Projected    | 2023/24 Proposed     | % Change    | 2024/25 Proposed     | % Change    |
|---------------------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|-------------|----------------------|-------------|
| Charges for Services            | 39,167,631            | 42,778,810            | 43,578,000           | 44,164,840           | 42,737,500           | (2)%        | 42,995,500           | 1 %         |
| Intergovernmental               | 28,979                | 319,426               | 1,533,988            | 32,000               | 32,000               | (98)%       | 32,000               | — %         |
| Investment Earnings             | 52,670                | 131,824               | 125,000              | 125,000              | 125,000              | — %         | 125,000              | — %         |
| Miscellaneous Revenues          | 51,148                | 54,747                | 54,000               | 55,780               | 57,500               | 6 %         | 59,000               | 3 %         |
| Transfers In                    | —                     | —                     | 1,336,200            | 2,841,200            | 1,183,000            | (11)%       | 1,233,000            | 4 %         |
| <b>Total Revenues</b>           | <b>\$ 39,300,428</b>  | <b>\$ 43,284,807</b>  | <b>\$ 46,627,188</b> | <b>\$ 47,218,820</b> | <b>\$ 44,135,000</b> | <b>(5)%</b> | <b>\$ 44,444,500</b> | <b>1 %</b>  |
| Salaries & Wages                | 804,703               | 858,208               | 1,068,860            | 959,748              | 1,162,730            | 9 %         | 1,203,030            | 3 %         |
| Benefits                        | 610,256               | 353,778               | 543,370              | 497,662              | 575,440              | 6 %         | 589,610              | 2 %         |
| Services - External             | 29,950,682            | 30,914,777            | 41,484,567           | 39,188,301           | 39,744,700           | (4)%        | 41,245,410           | 4 %         |
| Debt Service                    | 307,592               | 300,374               | 872,000              | 871,500              | 873,700              | — %         | 871,700              | — %         |
| Services - Internal             | 485,720               | 554,473               | 617,410              | 592,665              | 695,590              | 13 %        | 720,300              | 4 %         |
| Materials and Supplies          | 45,474                | 68,377                | 133,573              | 99,655               | 144,330              | 8 %         | 150,530              | 4 %         |
| Capital Outlay                  | 736,712               | 1,452,554             | 2,676,071            | 1,980,000            | 1,312,000            | (51)%       | 914,000              | (30)%       |
| Transfers Out                   | 413,400               | 1,756,600             | 3,148,500            | 3,148,500            | 3,281,930            | 4 %         | 3,421,010            | 4 %         |
| <b>Total Expenditures</b>       | <b>\$ 33,354,539</b>  | <b>\$ 36,259,141</b>  | <b>\$ 50,544,351</b> | <b>\$ 47,338,032</b> | <b>\$ 47,790,420</b> | <b>(5)%</b> | <b>\$ 49,115,590</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>5,945,890</b>      | <b>7,025,665</b>      | <b>(3,917,163)</b>   | <b>(119,212)</b>     | <b>(3,655,420)</b>   | <b>— %</b>  | <b>(4,671,090)</b>   | <b>— %</b>  |
| <b>Source of Funds</b>          |                       |                       |                      |                      |                      |             |                      |             |
| Materials Diversion-Operating   | (6,760,331)           | (9,048,026)           | 3,728,167            | 756,417              | 2,972,300            | (20)%       | 4,642,520            | 56 %        |
| Materials Diversion-CIP         | 706,222               | 1,598,205             | 137,861              | (433,000)            | 423,430              | 207 %       | 18,490               | (96)%       |
| Materials Diversion-NR          | 108,219               | 424,155               | 51,135               | (204,205)            | 259,690              | 408 %       | 10,080               | (96)%       |
| <b>Source of Funds Total</b>    | <b>\$ (5,945,890)</b> | <b>\$ (7,025,665)</b> | <b>\$ 3,917,163</b>  | <b>\$ 119,212</b>    | <b>\$ 3,655,420</b>  | <b>(7)%</b> | <b>\$ 4,671,090</b>  | <b>28 %</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Charges for Services revenue increase reflects approved rate adjustments that became effective January 2021 and January 2022 as well full recovery to pre-COVID 19 commercial service levels.
- Charges for Services revenue increase also reflect continued major improvements in revenue from the sales of recyclable materials (increased by 58% vs. FY2018/19) and MDF gate fee revenue (increased by 19% compared to FY2018/19).
- Increase in Materials and Supplies represent increased contractor service expenses paid to Napa Recycling & Waste Services (NRWS) as the City's contracted collection service and facility operator. Cost include impacts of 2018 and 2022 Contract Amendments as well as operation of new CASP composting system and upgraded stormwater management system and new SB 1383 program and facility costs.



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# Utilities Division Summary

## Water Enterprise Fund

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### Division 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 essential and provides 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 approximately 12,160 acre-feet (3.96-billion gallons) of water meeting State and Federal drinking water regulations, investing in capital improvements, managing current drought conditions, planning for future water supply needs, responding to emergency repairs, and maintaining a proactive water conservation program. In concert with Council priorities staff has prioritized monitoring and analyses of local source waters and is interested in maintaining the quality of our drinking water watersheds.

### Major Accomplishments for Fiscal Year 2022/23:

- Maintained 24/7 safe operation of the water system through the third consecutive drought year.
- Completed temporary repairs to the Milliken raw water pipeline and brought the Milliken Water Treatment Plant online summer 2022 for the first time since damage was incurred in the the 2017 Atlas Fire.
- Installed a temporary pump station at Dwyer Road to increase drought year operational flexibility and preserve water in Lake Hennessey during the summer months.
- Completed replacement of 1,650 linear feet of 6-inch water main on Homewood Ave in the Westwood neighborhood.
- Replaced 1,700 linear feet of 36-inch asbestos cement water transmission main to mortar lined and coated steel main near Sheehy Court.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Manage State Water Project and local water supplies along with customer demands in a third consecutive drought year.
- Complete the Hazard Mitigation Grant Project hardening of the Milliken raw water
- Develop the 10- and 30-Year Water System Capital Improvement Master Plan and accompanying Short- and Long-Term Financial Plans.
- Complete Water Main Replacements on Laurel Street ahead of Measure T.
- Secure Grant funds through work with the Reesource Conservation District (RCD) and Napa Firewise Community to clear defensible space for fire protection of facilities near Lake Hennessey, Milliken Reservoir, and associated treatment facilities.

### Performance Metrics:

| Metric                                                         | Indicator                                       | Target                                                                                    | FY 2020/21 Actual | FY 2021/22 Actual |
|----------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------|-------------------|
| Water Quality                                                  | % compliance with state water quality standards | 100%                                                                                      | 100%              | 99%               |
| Water Conservation - reduce overall water usage by 20% by 2020 | actual v. target                                | CY 2015 Interim Target: 149 gallons/person/day;<br>CY 2020 Target: 132 gallons/person/day | 132 gpcd          | 116 gpcd          |

# Utilities Division Summary

## Water Enterprise Fund

### Division Detail:

|                                 | 2020/21<br>Actual     | 2021/22<br>Actual     | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change  |
|---------------------------------|-----------------------|-----------------------|----------------------|----------------------|----------------------|--------------|----------------------|--------------|
| Charges for Services            | 40,823,625            | 35,965,089            | 37,188,000           | 34,832,520           | 36,738,700           | (1)%         | 38,313,940           | 4 %          |
| Intergovernmental               | 2,649,413             | 2,324,563             | 7,021,263            | 80,000               | 2,240,130            | (68)%        | 280,000              | (88)%        |
| Investment Earnings             | 484,850               | 313,217               | 572,000              | 572,220              | 572,000              | — %          | 572,000              | — %          |
| Financing Revenues              | 181,889               | —                     | 5,000                | 5,000                | 5,000                | — %          | 5,000                | — %          |
| Miscellaneous Revenues          | 143,136               | 127,867               | 331,400              | 150,000              | 342,000              | 3 %          | 342,000              | — %          |
| Transfers In                    | 1,555,000             | 4,674,572             | 5,091,826            | 5,091,830            | 5,200,000            | 2 %          | 4,300,000            | (17)%        |
| <b>Total Revenues</b>           | <b>\$ 45,837,912</b>  | <b>\$ 43,405,308</b>  | <b>\$ 50,209,489</b> | <b>\$ 40,731,570</b> | <b>\$ 45,097,830</b> | <b>(10)%</b> | <b>\$ 43,812,940</b> | <b>(3)%</b>  |
| Salaries & Wages                | 5,578,438             | 5,523,481             | 7,836,220            | 5,738,190            | 8,503,790            | 9 %          | 8,784,760            | 3 %          |
| Benefits                        | 4,492,929             | 2,502,380             | 4,189,070            | 2,767,630            | 4,358,249            | 4 %          | 4,476,800            | 3 %          |
| Services - External             | 2,864,413             | 3,203,554             | 5,800,948            | 3,832,500            | 4,894,870            | (16)%        | 4,897,920            | — %          |
| Debt Service                    | 1,359,693             | 1,258,337             | 3,327,800            | 3,327,800            | 3,327,800            | — %          | 3,327,800            | — %          |
| Services - Internal             | 1,252,555             | 1,269,647             | 1,439,840            | 1,439,840            | 2,394,380            | 66 %         | 2,631,670            | 10 %         |
| Materials and Supplies          | 9,143,696             | 11,584,017            | 14,250,690           | 12,830,110           | 12,057,090           | (15)%        | 12,248,990           | 2 %          |
| Capital Outlay                  | 7,352,149             | 4,557,341             | 39,507,607           | 3,721,570            | 11,693,000           | (70)%        | 7,545,000            | (35)%        |
| Transfers Out                   | 4,155,470             | 6,541,172             | 7,082,226            | 7,082,230            | 8,370,380            | 18 %         | 7,597,190            | (9)%         |
| <b>Total Expenditures</b>       | <b>\$ 36,199,343</b>  | <b>\$ 36,439,929</b>  | <b>\$ 83,434,402</b> | <b>\$ 40,739,870</b> | <b>\$ 55,599,559</b> | <b>(33)%</b> | <b>\$ 51,510,130</b> | <b>(7)%</b>  |
| <b>Net Contribution / (Use)</b> | <b>9,638,569</b>      | <b>6,965,379</b>      | <b>(33,224,913)</b>  | <b>(8,300)</b>       | <b>(10,501,729)</b>  | <b>— %</b>   | <b>(7,697,190)</b>   | <b>— %</b>   |
| <b>Source of Funds</b>          |                       |                       |                      |                      |                      |              |                      |              |
| Water Utility-Operating         | (7,607,885)           | (195,283)             | 6,253,496            | 2,384,950            | 6,833,639            | 9 %          | 6,223,230            | (9)%         |
| Water Utility-CIP               | (1,342,931)           | (4,451,553)           | 22,907,174           | (2,656,370)          | 2,332,910            | (90)%        | 1,242,640            | (47)%        |
| Water Utility-NR                | (687,753)             | (2,318,542)           | 4,064,243            | 279,720              | 1,335,180            | (67)%        | 231,320              | (83)%        |
| <b>Source of Funds Total</b>    | <b>\$ (9,638,569)</b> | <b>\$ (6,965,379)</b> | <b>\$ 33,224,913</b> | <b>\$ 8,300</b>      | <b>\$ 10,501,729</b> | <b>(68)%</b> | <b>\$ 7,697,190</b>  | <b>(27)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- Water Sales in FY24 are projected to be a modest 5% above suppressed FY23 consumption. Conservation and messaging to reduce demands was necessary in FY22 and FY23 to preserve supplies through the multi-year local and regional drought.
- The cost of consumables critical to operations is reflected in the Material and Supplies budget in FY23. Chemicals, energy costs, and pipe material costs are driving the
- Salaries and Benefits are returning to pre-pandemic levels. Water Enterprise had a 20% vacancy rate in FY22 and is continuing to fill vacancies through FY24.



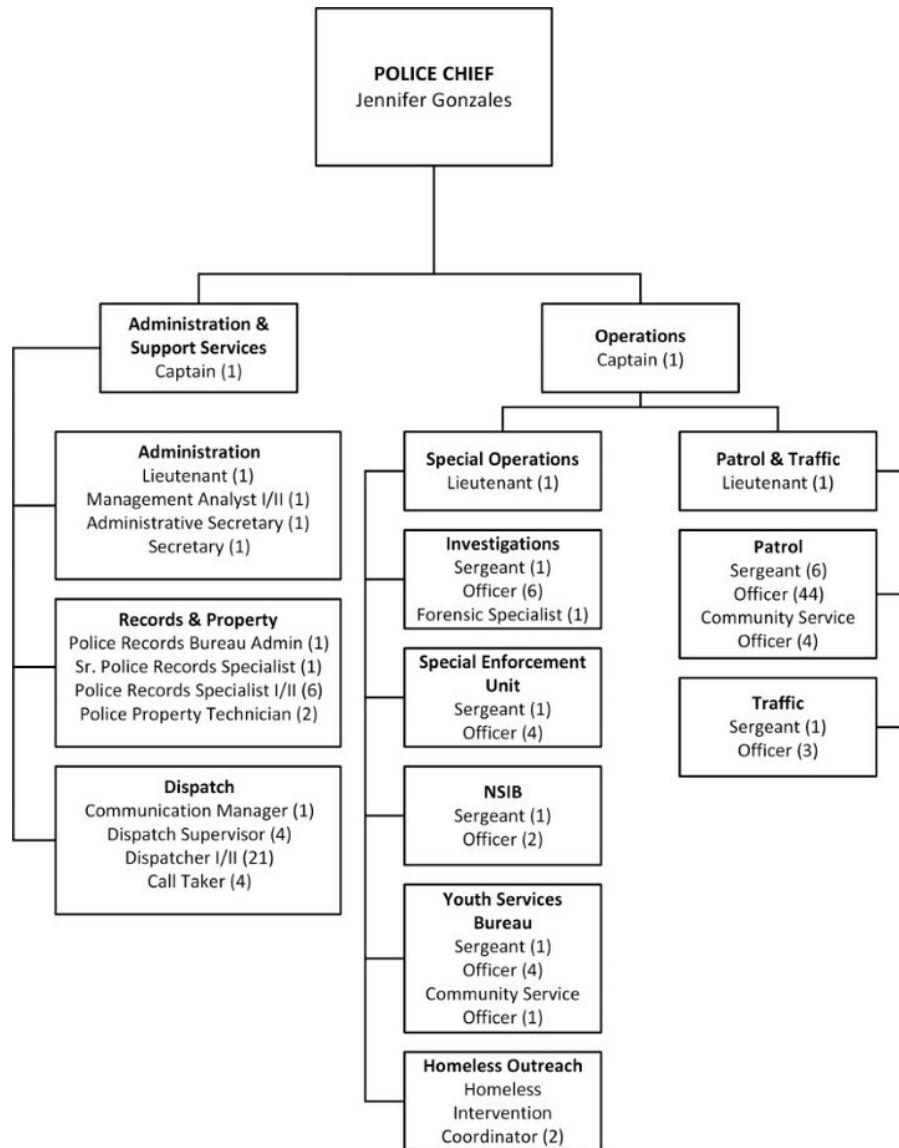
# **Public Safety Police**

*Fiscal Years  
2023/24 and 2024/25*

# 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        |               | Adj           | Proposed      |               |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|
|                                | 2020/21       | 2021/22       |               | 2023/24       | 2024/25       |
| Full-Time                      | 129.00        | 129.00        | 130.00        | 131.00        | 131.00        |
| Limited-Term                   | 0.00          | 0.00          | 1.00          | 1.00          | 1.00          |
| <b>Total FTE</b>               | <b>129.00</b> | <b>129.00</b> | <b>131.00</b> | <b>132.00</b> | <b>132.00</b> |
| Part-Time Salaries / Temp Help | \$ 199,586    | \$ 153,276    | \$ 122,500    | \$ 122,500    | \$ 122,500    |

# 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, City of Napa Fire, American Canyon Fire Protection District 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:

### Department Revenues and Expenditures by Division

|                                 | 2020/21<br>Actual     | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|-----------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| <b>Revenues</b>                 |                       |                     |                     |                      |                     |              |                     |             |
| PD Admin                        | 802,311               | 792,265             | 833,000             | 926,120              | 852,900             | 2 %          | 875,500             | 3 %         |
| PD Special Operations           | 709,972               | 982,865             | 744,062             | 650,200              | 410,000             | (45)%        | 410,000             | — %         |
| PD Operations                   | 690,910               | 482,187             | 402,000             | 562,460              | 325,000             | (19)%        | 325,000             | — %         |
| PD Support Services             | 2,893,618             | 2,854,346           | 3,310,564           | 3,297,060            | 3,094,500           | (7)%         | 3,229,500           | 4 %         |
| <b>Total Revenues</b>           | <b>\$ 5,096,811</b>   | <b>5,111,664</b>    | <b>5,289,626</b>    | <b>5,435,840</b>     | <b>4,682,400</b>    | <b>(11)%</b> | <b>4,840,000</b>    | <b>3 %</b>  |
| <b>Expenditures</b>             |                       |                     |                     |                      |                     |              |                     |             |
| PD Admin                        | 2,139,628             | 2,634,925           | 3,267,353           | 3,207,670            | 2,722,230           | (17)%        | 2,796,340           | 3 %         |
| PD Special Operations           | 6,810,739             | 7,222,946           | 6,605,240           | 7,158,010            | 7,223,020           | 9 %          | 7,325,790           | 1 %         |
| PD Operations                   | 14,778,064            | 15,962,673          | 19,141,546          | 17,406,940           | 19,840,020          | 4 %          | 20,492,110          | 3 %         |
| PD Support Services             | 6,374,261             | 6,764,153           | 8,221,494           | 7,728,780            | 7,415,200           | (10)%        | 7,594,770           | 2 %         |
| <b>Total Expenditures</b>       | <b>\$ 30,102,691</b>  | <b>32,584,698</b>   | <b>37,235,633</b>   | <b>35,501,400</b>    | <b>37,200,470</b>   | <b>— %</b>   | <b>38,209,010</b>   | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>\$(25,005,880)</b> | <b>(27,473,034)</b> | <b>(31,946,007)</b> | <b>(30,065,560)</b>  | <b>(32,518,070)</b> | <b>— %</b>   | <b>(33,369,010)</b> | <b>— %</b>  |

### Department Expenditures by Fund

|                               | 2020/21<br>Actual    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|-------------------------------|----------------------|-------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| General Fund                  | 28,884,584           | 31,796,812        | 35,222,613          | 33,419,770           | 37,033,690          | 5 %         | 38,102,160          | 3 %         |
| General Non-Recurring         | 1,214,418            | 771,888           | 1,548,620           | 1,665,310            | 62,730              | (96)%       | 2,770               | (96)%       |
| Red Light Camera              | 626                  | 13,268            | 459,200             | 415,120              | 38,850              | (92)%       | 38,880              | — %         |
| Youth Services Diversion Prog | 3,063                | 2,730             | 5,200               | 1,200                | 5,200               | — %         | 5,200               | — %         |
| <b>Total Expenditures</b>     | <b>\$ 30,102,691</b> | <b>32,584,698</b> | <b>37,235,633</b>   | <b>35,501,400</b>    | <b>37,140,470</b>   | <b>— %</b>  | <b>38,149,010</b>   | <b>3 %</b>  |

# Police Department

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|----------------------|-------------|
| Sales Tax                       | 627,324              | 693,136              | 711,000              | 670,980              | 757,900              | 7 %          | 780,500              | 3 %         |
| Licenses and Permits            | 25,676               | 20,103               | 20,000               | 23,710               | 20,000               | — %          | 20,000               | — %         |
| Charges for Services            | 3,156,992            | 3,837,949            | 3,762,782            | 3,810,570            | 3,797,000            | 1 %          | 3,932,000            | 4 %         |
| Intergovernmental               | 1,120,388            | 505,314              | 762,361              | 897,090              | 96,000               | (87)%        | 96,000               | — %         |
| Investment Earnings             | (5,162)              | 8,811                | 11,500               | 11,500               | 11,500               | — %          | 11,500               | — %         |
| Financing Revenues              | —                    | 20                   | —                    | —                    | —                    | — %          | —                    | — %         |
| Miscellaneous Revenues          | 103,880              | 600                  | —                    | —                    | —                    | — %          | —                    | — %         |
| Transfers In                    | 67,714               | 45,731               | 21,983               | 21,990               | —                    | (100)%       | —                    | — %         |
| <b>Total Revenues</b>           | <b>\$ 5,096,811</b>  | <b>\$ 5,111,664</b>  | <b>\$ 5,289,626</b>  | <b>\$ 5,435,840</b>  | <b>\$ 4,682,400</b>  | <b>(11)%</b> | <b>\$ 4,840,000</b>  | <b>3 %</b>  |
| Salaries & Wages                | 15,693,134           | 16,380,411           | 18,974,422           | 18,234,330           | 19,527,090           | 3 %          | 20,469,380           | 5 %         |
| Benefits                        | 9,651,564            | 11,202,266           | 11,888,819           | 11,666,210           | 13,123,990           | 10 %         | 13,075,370           | — %         |
| Services - External             | 1,877,775            | 1,895,411            | 2,729,762            | 2,382,330            | 1,956,750            | (28)%        | 2,012,750            | 3 %         |
| Services - Internal             | 2,292,854            | 2,358,255            | 2,349,379            | 2,036,510            | 1,769,190            | (25)%        | 1,845,030            | 4 %         |
| Materials and Supplies          | 519,650              | 707,236              | 1,195,268            | 1,109,550            | 707,800              | (41)%        | 750,800              | 6 %         |
| Capital Outlay                  | —                    | (4,613)              | 43,000               | 17,480               | 43,000               | — %          | 43,000               | — %         |
| Transfers Out                   | 67,714               | 45,731               | 54,983               | 54,990               | 72,650               | 32 %         | 12,680               | (83)%       |
| <b>Total Expenditures</b>       | <b>\$ 30,102,691</b> | <b>\$ 32,584,698</b> | <b>\$ 37,235,633</b> | <b>\$ 35,501,400</b> | <b>\$ 37,200,470</b> | <b>— %</b>   | <b>\$ 38,209,010</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(25,005,880)</b>  | <b>(27,473,034)</b>  | <b>(31,946,007)</b>  | <b>(30,065,560)</b>  | <b>(32,518,070)</b>  | <b>— %</b>   | <b>(33,369,010)</b>  | <b>— %</b>  |

## Department General Fund Revenues and Expenditures

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|----------------------|-------------|
| Sales Tax                       | 627,324              | 693,136              | 711,000              | 670,980              | 757,900              | 7 %         | 780,500              | 3 %         |
| Licenses and Permits            | 25,676               | 20,103               | 20,000               | 23,710               | 20,000               | — %         | 20,000               | — %         |
| Charges for Services            | 3,033,492            | 3,718,782            | 3,573,000            | 3,481,670            | 3,637,000            | 2 %         | 3,772,000            | 4 %         |
| Intergovernmental               | 237,272              | 82,534               | 96,000               | 57,000               | 96,000               | — %         | 96,000               | — %         |
| Financing Revenues              | —                    | 20                   | —                    | —                    | —                    | — %         | —                    | — %         |
| Miscellaneous Revenues          | 5,880                | 600                  | —                    | —                    | —                    | — %         | —                    | — %         |
| <b>Total Revenues</b>           | <b>\$ 3,929,644</b>  | <b>\$ 4,515,175</b>  | <b>\$ 4,400,000</b>  | <b>\$ 4,233,360</b>  | <b>\$ 4,510,900</b>  | <b>3 %</b>  | <b>\$ 4,668,500</b>  | <b>3 %</b>  |
| Salaries & Wages                | 15,570,630           | 16,210,458           | 18,747,191           | 17,978,350           | 19,527,090           | 4 %         | 20,469,380           | 5 %         |
| Benefits                        | 9,584,175            | 11,166,685           | 11,871,956           | 11,565,500           | 13,123,990           | 11 %        | 13,075,370           | — %         |
| Services - External             | 1,155,197            | 1,372,595            | 1,537,000            | 1,181,270            | 1,925,850            | 25 %        | 1,981,850            | 3 %         |
| Services - Internal             | 2,291,774            | 2,355,693            | 2,343,490            | 2,036,510            | 1,766,460            | (25)%       | 1,842,260            | 4 %         |
| Materials and Supplies          | 215,094              | 650,261              | 683,493              | 621,670              | 672,800              | (2)%        | 715,800              | 6 %         |
| Capital Outlay                  | —                    | (4,613)              | 5,500                | 2,480                | 5,500                | — %         | 5,500                | — %         |
| Transfers Out                   | 67,714               | 45,731               | 33,983               | 33,990               | 12,000               | (65)%       | 12,000               | — %         |
| <b>Total Expenditures</b>       | <b>\$ 28,884,584</b> | <b>\$ 31,796,812</b> | <b>\$ 35,222,613</b> | <b>\$ 33,419,770</b> | <b>\$ 37,033,690</b> | <b>5 %</b>  | <b>\$ 38,102,160</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(24,954,940)</b>  | <b>(27,281,637)</b>  | <b>(30,822,613)</b>  | <b>(29,186,410)</b>  | <b>(32,522,790)</b>  | <b>— %</b>  | <b>(33,433,660)</b>  | <b>— %</b>  |

# Police Division Summary

## Operations

### Division 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, Homeless Outreach and providing alternative means of service delivery. The Traffic Safety program provides equipment, engineering, enforcement and educational enhancements to improve the overall traffic flow and safety for Napa's pedestrian, bicycling and motoring public.

### Major Accomplishments in Fiscal Year 2022/23:

- Traffic Sergeant and 2 Traffic Officers and a Community Service Officer redeployed to the Traffic Unit.
- Continued Officer Training to include dealing with individuals in crisis, de-escalation techniques, the dangers of fentanyl, use of force updates and other legislative training requirements.
- Homeless Outreach increased collaboration with community groups and addressed homelessness; closed "The Bowl" and provided outreach services to those residents.
- Traffic Unit secured a grant from the Office of Traffic Safety to assist with traffic education, enforcement and investigation to help reduce injury collisions and traffic violations.
- Developed an intelligence based criteria to identify prolific offenders and collaborated with partners to limit their strain on law enforcement resources in the County.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Redeploy the Bike Team and Problem Oriented Policing Unit.
- Maintain the Outreach Unit. This unit will continue to collaborate with Abode Services, manage homeless camps and provide services and resources to our homeless community.
- Partner with Human Resources to attract qualified candidates to fill Police Officer positions and other vacancies.
- Finalization and implementation of Red Light Camera project.

### Performance Metrics:

| Metric                                       | Indicator                       | Target | CY 2021 Actual | CY 2022 Actual |
|----------------------------------------------|---------------------------------|--------|----------------|----------------|
| Officer committed time vs non-committed time | Hours committed v Non-Committed | Trend  | Not Available  | Not Available  |
| UCR Part 1                                   | # crimes                        | Trend  | 1,920          | 1,486          |
| Larceny Offenses                             | # crimes                        | Trend  | 806            | 881            |
| Traffic Safety                               | # fatal collisions              | Trend  | 3              | 3              |
|                                              | # injury collisions             | Trend  | 245            | 243            |
|                                              | # DUI related collisions        | Trend  | 87             | 112            |
|                                              | # DUI arrests                   | Trend  | 237            | 199            |
|                                              | # education presentations       | Trend  | —              | 3              |

# Police Division Summary

## Operations

### Division Detail:

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|----------------------|-------------|
| Charges for Services            | 312,266              | 253,338              | 253,000              | 199,460              | 296,000              | 17 %         | 296,000              | — %         |
| Intergovernmental               | 279,682              | 228,249              | 149,000              | 363,000              | 29,000               | (81)%        | 29,000               | — %         |
| Miscellaneous Revenues          | 98,962               | 600                  | —                    | —                    | —                    | — %          | —                    | — %         |
| <b>Total Revenues</b>           | <b>\$ 690,910</b>    | <b>\$ 482,187</b>    | <b>\$ 402,000</b>    | <b>\$ 562,460</b>    | <b>\$ 325,000</b>    | <b>(19)%</b> | <b>\$ 325,000</b>    | <b>— %</b>  |
| Salaries & Wages                | 7,654,649            | 8,056,287            | 9,904,307            | 8,910,670            | 10,232,780           | 3 %          | 10,810,680           | 6 %         |
| Benefits                        | 5,278,391            | 6,043,182            | 6,957,299            | 6,537,380            | 7,815,780            | 12 %         | 7,780,620            | — %         |
| Services - External             | 303,445              | 359,724              | 470,185              | 480,600              | 496,500              | 6 %          | 552,500              | 11 %        |
| Services - Internal             | 1,046,965            | 951,251              | 894,780              | 586,260              | 754,760              | (16)%        | 765,110              | 1 %         |
| Materials and Supplies          | 426,900              | 506,498              | 902,975              | 880,030              | 528,200              | (42)%        | 571,200              | 8 %         |
| Capital Outlay                  | —                    | —                    | —                    | —                    | —                    | — %          | —                    | — %         |
| Transfers Out                   | 67,714               | 45,731               | 12,000               | 12,000               | 12,000               | — %          | 12,000               | — %         |
| <b>Total Expenditures</b>       | <b>\$ 14,778,064</b> | <b>\$ 15,962,673</b> | <b>\$ 19,141,546</b> | <b>\$ 17,406,940</b> | <b>\$ 19,840,020</b> | <b>4 %</b>   | <b>\$ 20,492,110</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(14,087,154)</b>  | <b>(15,480,486)</b>  | <b>(18,739,546)</b>  | <b>(16,844,480)</b>  | <b>(19,515,020)</b>  | <b>— %</b>   | <b>(20,167,110)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                      |                      |                      |                      |                      |              |                      |             |
| General Fund                    | 14,029,027           | 15,551,019           | 18,203,101           | 16,601,270           | 19,615,020           | 8 %          | 20,267,110           | 3 %         |
| General Non-Recurring           | 58,126               | (70,533)             | 536,445              | 243,210              | —                    | (100)%       | —                    | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 14,087,154</b> | <b>\$ 15,480,486</b> | <b>\$ 18,739,546</b> | <b>\$ 16,844,480</b> | <b>\$ 19,615,020</b> | <b>5 %</b>   | <b>\$ 20,267,110</b> | <b>3 %</b>  |

### Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- Decrease in Special Police Services revenue due to conclusion of contract services.
- Additional training for officers to meet legislative requirements.



# Police Division Summary

## Special Operations

### Division Overview:

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

### Major Accomplishments in Fiscal Year 2022/23:

- Youth Services Officers redeployed to the Napa Valley Unified School District.
- Domestic Violence Grant Officer led to an increase in Domestic Violence prosecutions, outreach and training.
- Investigations Unit arrests and requests for criminal complaints to the Napa County District Attorney's Office increased.
- Detective re-deployed to NSIB
- Secured funding source for Crime Analyst for next three years to assist County Law Enforcement Agencies with intelligence led policing efforts.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Maintain the Crime and Intelligence Analyst to support local agencies.
- Train and update SWAT Tactics with the Los Angeles Police Department.
- Formalize Youth Service Bureau Detective Position.

### Performance Metrics:

| Metric                             | Indicator                                       | Target | CY 2021 Actual               | CY 2022 Actual |
|------------------------------------|-------------------------------------------------|--------|------------------------------|----------------|
| Investigations                     | # cases assigned                                | Trend  | 1,034                        | 1,026          |
|                                    | % Cleared by arrest or charges filed            | Trend  | 0.47                         | 0.41           |
| Napa Special Investigations Bureau | # cases assigned                                | Trend  | 87                           | 77             |
|                                    | % Cleared by arrest or charges filed            | Trend  | 53%                          | 51%            |
|                                    | Value of substances seized                      | Trend  | \$399,880                    | \$386,191.8    |
| Homeless Program                   | # homeless persons served                       | Trend  | 705                          | 2,705          |
|                                    | # homeless persons placed in housing or shelter | Trend  | 76 individuals / 15 families | 22             |
|                                    | # homeless veterans served                      | Trend  | 36                           | 44             |
| School Resource Officers           | # cases investigated                            | Trend  | 227                          | 210            |
|                                    | % of cases cleared                              | 100%   | 100%                         | 7%             |
| Diversion                          | # youth referred to program                     | Trend  | 3,090                        | 3,203          |
|                                    | % completing program                            | Trend  | 95%                          | 96%            |

# Police Division Summary

## Special Operations

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Charges for Services            | 335,949             | 659,872             | 564,782             | 550,190              | 352,000             | (38)%        | 352,000             | — %         |
| Intergovernmental               | 306,577             | 277,065             | 156,297             | 77,020               | 57,000              | (64)%        | 57,000              | — %         |
| Investment Earnings             | (268)               | 197                 | 1,000               | 1,000                | 1,000               | — %          | 1,000               | — %         |
| Transfers In                    | 67,714              | 45,731              | 21,983              | 21,990               | —                   | (100)%       | —                   | — %         |
| <b>Total Revenues</b>           | <b>\$ 709,972</b>   | <b>\$ 982,865</b>   | <b>\$ 744,062</b>   | <b>\$ 650,200</b>    | <b>\$ 410,000</b>   | <b>(45)%</b> | <b>\$ 410,000</b>   | <b>— %</b>  |
| Salaries & Wages                | 3,621,863           | 3,600,229           | 3,358,714           | 3,792,950            | 3,838,600           | 14 %         | 4,034,560           | 5 %         |
| Benefits                        | 2,437,218           | 2,845,482           | 2,399,294           | 2,608,570            | 2,827,230           | 18 %         | 2,791,260           | (1)%        |
| Services - External             | 473,012             | 528,299             | 586,030             | 538,270              | 263,700             | (55)%        | 263,700             | — %         |
| Services - Internal             | 247,068             | 191,265             | 149,419             | 128,970              | 143,690             | (4)%         | 146,470             | 2 %         |
| Materials and Supplies          | 31,578              | 62,285              | 89,800              | 67,260               | 89,800              | — %          | 89,800              | — %         |
| <b>Total Expenditures</b>       | <b>\$ 6,810,739</b> | <b>\$ 7,222,946</b> | <b>\$ 6,605,240</b> | <b>\$ 7,158,010</b>  | <b>\$ 7,223,020</b> | <b>9 %</b>   | <b>\$ 7,325,790</b> | <b>1 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(6,100,767)</b>  | <b>(6,240,081)</b>  | <b>(5,861,178)</b>  | <b>(6,507,810)</b>   | <b>(6,813,020)</b>  | <b>— %</b>   | <b>(6,915,790)</b>  | <b>— %</b>  |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |              |                     |             |
| General Fund                    | 6,177,192           | 6,208,037           | 5,854,211           | 6,268,670            | 6,746,090           | 15 %         | 6,908,820           | 2 %         |
| General Non-Recurring           | (79,756)            | 29,511              | 2,767               | 238,940              | 62,730              | 2,167 %      | 2,770               | (96)%       |
| Youth Services Diversion Prog   | 3,331               | 2,533               | 4,200               | 200                  | 4,200               | — %          | 4,200               | — %         |
| <b>Source of Funds Total</b>    | <b>\$ 6,100,767</b> | <b>\$ 6,240,081</b> | <b>\$ 5,861,178</b> | <b>\$ 6,507,810</b>  | <b>\$ 6,813,020</b> | <b>16 %</b>  | <b>\$ 6,915,790</b> | <b>2 %</b>  |

### Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- Decrease in Youth Services revenue due to conclusion of Tobacco Grant Officer.
- Re-allocated YSB Grant Officer to YSB.

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# Police Division Summary

## Support Services

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### Division Overview:

The Property & Records program provides customer services to residents who come to or call the Police Department; maintains police records; provides support services for officers and the Communications Center; fingerprints new City employees, 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. The Dispatch program is the primary 911 answering point (PSAP) for Napa County and provides 24/7 emergency dispatch services for Napa City Police, Napa City Fire, American Canyon Fire Protection District, Napa County Sheriff, Yountville Police, American Canyon Police, American Canyon Fire, American Medical Response (AMR), Animal Services as well as after-hours dispatch services for Napa City and Napa County Public Works divisions. Approximately 50% of the Dispatch operating budget is attributable to the external agencies.

### Major Accomplishments in Fiscal Year 2022/23:

- Implemented Mark 43
- Hired a Police Records Bureau Administrator
- Implemented a Personnel Management program (LEFTA) to automate, centralize, and manage use of force investigations, IAs, personnel performance, logistics management, and Field Training Program.
- Hired 7 Lateral Officers (lost 3), 2 Police Trainees, and 4 Dispatch Call Takers (lost 3), Implemented ProQA EMD Program.
- Promoted a Public Safety Dispatch Supervisor.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Go live with a new Records Management System and Collision Reporting Software.
- Begin California Incident-Based Reporting System (CIBRS) and National Incident-Based Reporting System (NIBRS) certification process with the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).
- Implement the Emergency Medical and Emergency Fire Dispatch Protocol system from Medical Priority Dispatch. Begin, and the goal is to complete, full International Academy of Emergency Dispatch Accreditation in these protocols by the end of FY23.
- In coordination with Dispatch Stakeholders, conduct an RFP process to plan for upgrade or replacement (in FY24) of the current Dispatch Software System.
- Continue implementation of CalOES ESINet connectivity to primary and alternate 911 answer locations. CalOES has had some challenges statewide extending the life of project.

# Police Division Summary

## Support Services

### Performance Metrics:

| Metric             | Indicator                                                                                                         | Target               | CY 2021 Actual       | CY 2022 Actual       |
|--------------------|-------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| Dispatch Calls     | # calls to dispatch                                                                                               | Trend                | 50,795               | 48,330               |
|                    | % answered within 10 seconds *<br>State of CA goal is now 15 seconds, measure used is 15 seconds beginning CY2016 | 90%                  | 96%                  | 95%                  |
|                    | General time for call received to event created for Priority 1 - Priority 4 calls for Napa PD                     | 30 seconds           | 27 seconds           | 39.3 seconds         |
|                    | Response time from event created to arrival time for Priority 1 - Priority 4 calls for Napa PD                    | 1 minute, 45 seconds | 1 minute, 32 seconds | 1 minute, 28 seconds |
| Property & Records | # of processed reports                                                                                            | Trend                | 5,779                | 6,355                |
|                    | # of front counter assistance                                                                                     | Trend                | 1,504                | 4,305                |
|                    | # permits processed                                                                                               | Trend                | 751                  | 919                  |
|                    | # background requests processed                                                                                   | Trend                | 862                  | 897                  |
|                    | # subpoenas processed                                                                                             | Trend                | 4,074                | 4,311                |

### Division Detail:

|                                 | 2020/21 Actual      | 2021/22 Actual      | 2022/23 Adjusted    | 2022/23 Projected   | 2023/24 Proposed    | % Change     | 2024/25 Proposed    | % Change   |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|------------|
| Charges for Services            | 2,454,690           | 2,845,732           | 2,853,000           | 2,839,490           | 3,084,000           | 8 %          | 3,219,000           | 4 %        |
| Intergovernmental               | 438,905             | —                   | 447,064             | 447,070             | —                   | (100)%       | —                   | — %        |
| Investment Earnings             | (4,895)             | 8,614               | 10,500              | 10,500              | 10,500              | — %          | 10,500              | — %        |
| Miscellaneous Revenues          | 4,918               | —                   | —                   | —                   | —                   | — %          | —                   | — %        |
| <b>Total Revenues</b>           | <b>\$ 2,893,618</b> | <b>\$ 2,854,346</b> | <b>\$ 3,310,564</b> | <b>\$ 3,297,060</b> | <b>\$ 3,094,500</b> | <b>(7)%</b>  | <b>\$ 3,229,500</b> | <b>4 %</b> |
| Salaries & Wages                | 3,821,387           | 3,930,611           | 4,574,230           | 4,490,080           | 4,505,410           | (2)%         | 4,649,880           | 3 %        |
| Benefits                        | 1,574,936           | 1,844,111           | 1,891,725           | 1,834,620           | 1,884,220           | — %          | 1,915,610           | 2 %        |
| Services - External             | 913,152             | 832,945             | 1,483,546           | 1,189,840           | 901,700             | (39)%        | 901,700             | — %        |
| Services - Internal             | 16,300              | 26,300              | 30,000              | 30,000              | 26,220              | (13)%        | 29,900              | 14 %       |
| Materials and Supplies          | 48,485              | 130,186             | 177,993             | 145,760             | 54,000              | (70)%        | 54,000              | — %        |
| Capital Outlay                  | —                   | —                   | 43,000              | 17,480              | 43,000              | — %          | 43,000              | — %        |
| <b>Total Expenditures</b>       | <b>\$ 6,374,261</b> | <b>\$ 6,764,153</b> | <b>\$ 8,221,494</b> | <b>\$ 7,728,780</b> | <b>\$ 7,415,200</b> | <b>(10)%</b> | <b>\$ 7,594,770</b> | <b>2 %</b> |
| <b>Net Contribution / (Use)</b> | <b>(3,480,642)</b>  | <b>(3,909,807)</b>  | <b>(4,910,930)</b>  | <b>(4,431,720)</b>  | <b>(4,320,700)</b>  | <b>— %</b>   | <b>(4,365,270)</b>  | <b>— %</b> |
| <b>Source of Funds</b>          |                     |                     |                     |                     |                     |              |                     |            |
| General Fund                    | 3,411,403           | 3,679,921           | 4,330,948           | 3,895,810           | 4,292,350           | (1)%         | 4,336,890           | 1 %        |
| General Non-Recurring           | 63,718              | 225,233             | 131,282             | 131,290             | —                   | (100)%       | —                   | — %        |
| Red Light Camera                | 5,521               | 4,654               | 448,700             | 404,620             | 28,350              | (94)%        | 28,380              | — %        |
| <b>Source of Funds Total</b>    | <b>\$ 3,480,642</b> | <b>\$ 3,909,807</b> | <b>\$ 4,910,930</b> | <b>\$ 4,431,720</b> | <b>\$ 4,320,700</b> | <b>(12)%</b> | <b>\$ 4,365,270</b> | <b>1 %</b> |

### Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- Subscription for Personnel Management Software (LEFTA) at \$10,050.
- Focal Forensics PRA redaction contract for \$40,000 to meet legal deadlines.



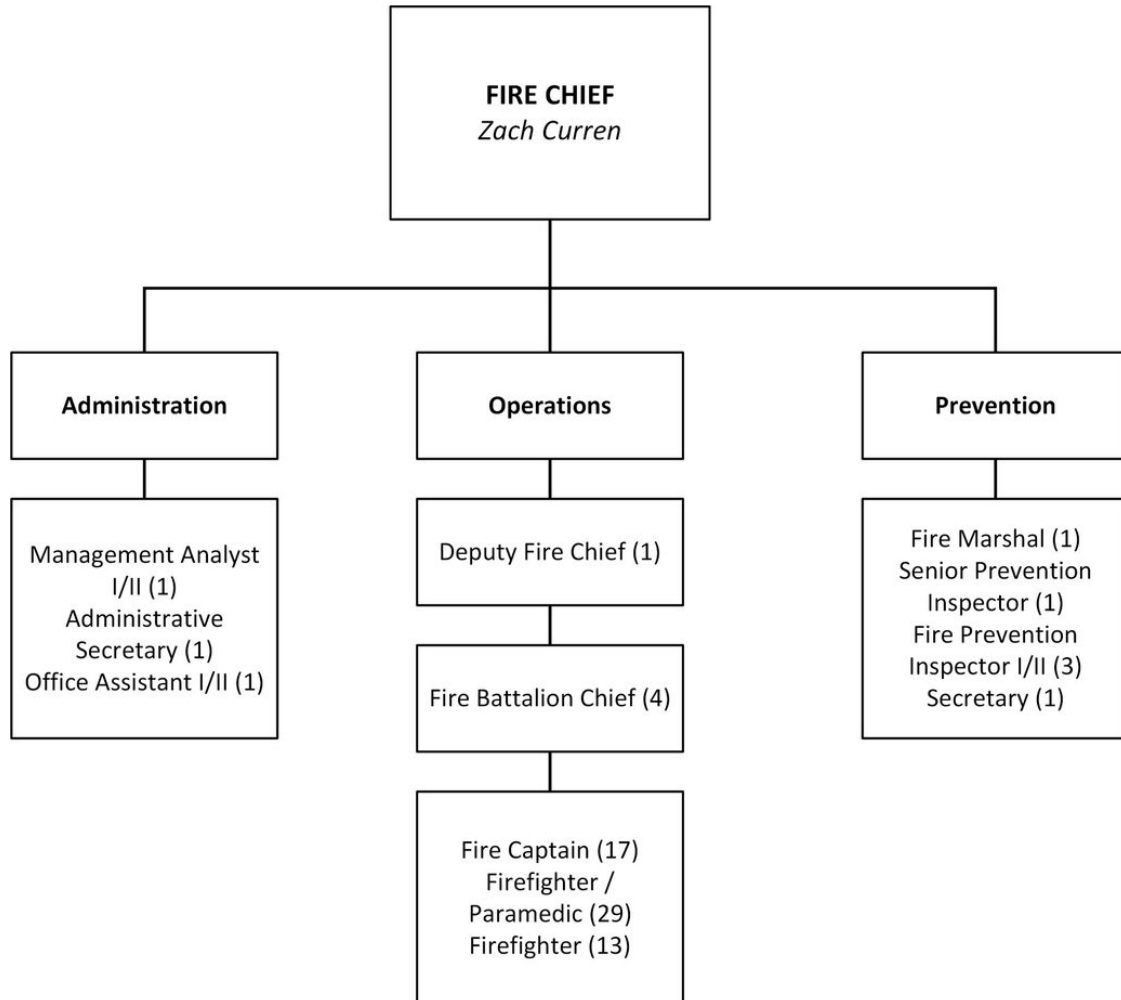
# **Public Safety Fire**

*Fiscal Years  
2023/24 and 2024/25*

# Fire Department

## Mission Statement:

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



## Full Time Equivalent (FTE) Employees:

| Fire                           | Actual       |              | Adj          | Proposed     |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                | 2020/21      | 2021/22      | 2022/23      | 2023/24      | 2024/25      |
| Full-Time                      | 74.00        | 74.00        | 74.00        | 74.00        | 74.00        |
| Limited-Term                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| <b>Total FTE</b>               | <b>74.00</b> | <b>74.00</b> | <b>74.00</b> | <b>74.00</b> | <b>74.00</b> |
| Part-Time Salaries / Temp Help | \$ 15,378    | \$ 47,439    | \$ 54,000    | \$ 54,000    | \$ 54,000    |

# Fire Department

## Department Overview:

The Fire Department is a multi-hazard, all risk response agency that provides emergency service to the residents 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:

### Department Revenues and Expenditures by Division

|                                 | 2020/21<br>Actual      | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|---------------------------------|------------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| <b>Revenues</b>                 |                        |                     |                     |                      |                     |              |                     |             |
| FD Admin                        | 895,362                | 994,997             | 915,000             | 1,154,000            | 967,100             | 6 %          | 990,110             | 2 %         |
| FD Prevention                   | 372,064                | 492,381             | 440,500             | 348,700              | 445,980             | 1 %          | 457,140             | 3 %         |
| FD Operations                   | 4,909,011              | 4,584,229           | 4,009,810           | 3,842,910            | 3,422,060           | (15)%        | 3,767,780           | 10 %        |
| <b>Total Revenues</b>           | <b>\$ 6,176,436</b>    | <b>6,071,607</b>    | <b>5,365,310</b>    | <b>5,345,610</b>     | <b>4,835,140</b>    | <b>(10)%</b> | <b>5,215,030</b>    | <b>8 %</b>  |
| <b>Expenditures</b>             |                        |                     |                     |                      |                     |              |                     |             |
| FD Admin                        | 1,045,754              | 1,229,558           | 1,444,611           | 1,345,500            | 1,523,890           | 5 %          | 1,488,890           | (2)%        |
| FD Prevention                   | 881,149                | 1,018,869           | 1,219,695           | 1,075,316            | 1,234,390           | 1 %          | 1,273,140           | 3 %         |
| FD Operations                   | 19,851,313             | 21,056,572          | 21,949,521          | 21,375,594           | 21,956,260          | — %          | 22,464,400          | 2 %         |
| <b>Total Expenditures</b>       | <b>\$ 21,778,215</b>   | <b>23,304,999</b>   | <b>24,613,828</b>   | <b>23,796,410</b>    | <b>24,714,540</b>   | <b>— %</b>   | <b>25,226,430</b>   | <b>2 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>\$ (15,601,779)</b> | <b>(17,233,392)</b> | <b>(19,248,517)</b> | <b>(18,450,800)</b>  | <b>(19,879,400)</b> | <b>— %</b>   | <b>(20,011,400)</b> | <b>— %</b>  |

### Department Expenditures by Fund

|                           | 2020/21<br>Actual    | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|---------------------------|----------------------|-------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| General Fund              | 21,612,002           | 23,145,273        | 24,356,274          | 23,606,270           | 24,544,040          | 1 %         | 25,168,930          | 3 %         |
| General Non-Recurring     | 110,423              | 102,741           | 200,054             | 132,640              | 113,000             | (44)%       | —                   | (100)%      |
| DIF Fire/Paramedic        | 55,787               | 53,006            | 57,500              | 57,500               | 57,500              | — %         | 57,500              | — %         |
| Fire Education Programs   | 3                    | 3,979             | —                   | —                    | —                   | — %         | —                   | — %         |
| <b>Total Expenditures</b> | <b>\$ 21,778,215</b> | <b>23,304,999</b> | <b>24,613,828</b>   | <b>23,796,410</b>    | <b>24,714,540</b>   | <b>— %</b>  | <b>25,226,430</b>   | <b>2 %</b>  |

# Fire Department

## Department Revenues and Expenditures by Category - All Funds

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|----------------------|-------------|
| Property Tax                    | 2,743,426            | 2,984,947            | 2,963,000            | 2,965,000            | 3,081,520            | 4 %          | 3,420,490            | 11 %        |
| Sales Tax                       | 627,324              | 693,136              | 711,000              | 1,060,000            | 763,500              | 7 %          | 786,500              | 3 %         |
| Business License Taxes          | 7,742                | 11,723               | 8,000                | 11,500               | 8,320                | 4 %          | 8,650                | 4 %         |
| Licenses and Permits            | 201,158              | 228,720              | 200,000              | 200,000              | 206,000              | 3 %          | 212,200              | 3 %         |
| Charges for Services            | 521,529              | 657,655              | 592,500              | 278,200              | 606,800              | 2 %          | 613,290              | 1 %         |
| Intergovernmental               | 1,787,069            | 1,462,241            | 882,810              | 748,410              | 166,000              | (81)%        | 170,900              | 3 %         |
| Investment Earnings             | 172                  | 4,158                | 3,000                | 3,000                | 3,000                | — %          | 3,000                | — %         |
| Miscellaneous Revenues          | 50,517               | 29,027               | 5,000                | 79,500               | —                    | (100)%       | —                    | — %         |
| Transfers In                    | 237,500              | —                    | —                    | —                    | —                    | — %          | —                    | — %         |
| <b>Total Revenues</b>           | <b>\$ 6,176,436</b>  | <b>\$ 6,071,607</b>  | <b>\$ 5,365,310</b>  | <b>\$ 5,345,610</b>  | <b>\$ 4,835,140</b>  | <b>(10)%</b> | <b>\$ 5,215,030</b>  | <b>8 %</b>  |
| Salaries & Wages                | 12,251,783           | 12,509,926           | 13,211,877           | 12,856,002           | 13,105,790           | (1)%         | 13,565,890           | 4 %         |
| Benefits                        | 7,815,944            | 8,712,872            | 8,714,670            | 8,456,013            | 9,115,100            | 5 %          | 9,013,880            | (1)%        |
| Services - External             | 267,438              | 405,916              | 417,424              | 308,870              | 414,870              | (1)%         | 339,870              | (18)%       |
| Debt Service                    | 55,622               | 52,551               | 57,000               | 57,000               | 57,000               | — %          | 57,000               | — %         |
| Services - Internal             | 1,012,600            | 1,137,790            | 1,352,740            | 1,353,390            | 1,619,410            | 20 %         | 1,855,420            | 15 %        |
| Materials and Supplies          | 298,131              | 485,943              | 812,917              | 720,135              | 319,370              | (61)%        | 349,370              | 9 %         |
| Capital Outlay                  | 76,697               | —                    | 47,200               | 45,000               | 83,000               | 76 %         | 45,000               | (46)%       |
| <b>Total Expenditures</b>       | <b>\$ 21,778,215</b> | <b>\$ 23,304,999</b> | <b>\$ 24,613,828</b> | <b>\$ 23,796,410</b> | <b>\$ 24,714,540</b> | <b>— %</b>   | <b>\$ 25,226,430</b> | <b>2 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(15,601,779)</b>  | <b>(17,233,392)</b>  | <b>(19,248,517)</b>  | <b>(18,450,800)</b>  | <b>(19,879,400)</b>  | <b>— %</b>   | <b>(20,011,400)</b>  | <b>— %</b>  |

## Department General Fund Revenues and Expenditures

|                                 | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change | 2024/25<br>Proposed  | %<br>Change |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|----------------------|-------------|
| Property Tax                    | 2,743,426            | 2,984,947            | 2,963,000            | 2,965,000            | 3,081,520            | 4 %         | 3,420,490            | 11 %        |
| Sales Tax                       | 627,324              | 693,136              | 711,000              | 1,060,000            | 763,500              | 7 %         | 786,500              | 3 %         |
| Business License Taxes          | 7,742                | 11,723               | 8,000                | 11,500               | 8,320                | 4 %         | 8,650                | 4 %         |
| Licenses and Permits            | 201,158              | 228,720              | 200,000              | 200,000              | 206,000              | 3 %         | 212,200              | 3 %         |
| Charges for Services            | 254,162              | 361,381              | 392,500              | 188,200              | 406,800              | 4 %         | 413,290              | 2 %         |
| Intergovernmental               | 1,754,494            | 1,429,503            | 752,089              | 709,000              | 166,000              | (78)%       | 170,900              | 3 %         |
| Miscellaneous Revenues          | 26,100               | —                    | —                    | —                    | —                    | — %         | —                    | — %         |
| Transfers In                    | 237,500              | —                    | —                    | —                    | —                    | — %         | —                    | — %         |
| <b>Total Revenues</b>           | <b>\$ 5,851,906</b>  | <b>\$ 5,709,410</b>  | <b>\$ 5,026,589</b>  | <b>\$ 5,133,700</b>  | <b>\$ 4,632,140</b>  | <b>(8)%</b> | <b>\$ 5,012,030</b>  | <b>8 %</b>  |
| Salaries & Wages                | 12,251,200           | 12,509,926           | 13,211,877           | 12,843,402           | 13,105,790           | (1)%        | 13,565,890           | 4 %         |
| Benefits                        | 7,815,894            | 8,712,872            | 8,714,670            | 8,453,283            | 9,115,100            | 5 %         | 9,013,880            | (1)%        |
| Services - External             | 209,103              | 304,602              | 358,366              | 282,060              | 339,370              | (5)%        | 339,370              | — %         |
| Services - Internal             | 1,012,600            | 1,137,790            | 1,352,740            | 1,353,390            | 1,619,410            | 20 %        | 1,855,420            | 15 %        |
| Materials and Supplies          | 246,508              | 480,082              | 671,421              | 629,135              | 319,370              | (52)%       | 349,370              | 9 %         |
| Capital Outlay                  | 76,697               | —                    | 47,200               | 45,000               | 45,000               | (5)%        | 45,000               | — %         |
| <b>Total Expenditures</b>       | <b>\$ 21,612,002</b> | <b>\$ 23,145,273</b> | <b>\$ 24,356,274</b> | <b>\$ 23,606,270</b> | <b>\$ 24,544,040</b> | <b>1 %</b>  | <b>\$ 25,168,930</b> | <b>3 %</b>  |
| <b>Net Contribution / (Use)</b> | <b>(15,760,096)</b>  | <b>(17,435,862)</b>  | <b>(19,329,685)</b>  | <b>(18,472,570)</b>  | <b>(19,911,900)</b>  | <b>— %</b>  | <b>(20,156,900)</b>  | <b>— %</b>  |



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# Fire Division Summary

## Operations

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### Division Overview:

The Fire Suppression and Operations program is responsible for the delivery of both emergency and non-emergency services to the residents 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; Apparatus and Equipment Program; Fire Explorer Program; and OES Mutual Aid Response.

### Major Accomplishments in Fiscal Year 2022/23:

- Completed the Hazard Mitigation Plan
- Added Extrication Capability to Engine 3
- Brought back the Fire Explorer Program
- Responded to six out of County assignments
- Initiated Standards of Cover Study

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Continue to seek grant funding opportunities
- Complete Tablet Command and EFD implementation
- Complete CIP projects for Fire Station access control and Fire Station alerting upgrades
- Place into service 3 replacement Fire Engines
- Implement Lexipol for Departments SOPs and Task Books

### Performance Metrics:

| Metric                                   | Indicator                          | Target                        | CY 2021 Actual | CY 2022 Actual |
|------------------------------------------|------------------------------------|-------------------------------|----------------|----------------|
| Emergency Response Time                  | % calls responded to within target | 90% response within 7 minutes | 90%            | 89.03%         |
| Certification in Specialized Disciplines | % certification                    | 100%                          | 90%            | 100%           |
| Call Volume                              | Total Call Volume                  | Trend                         | 10,199         | 11,098         |

# Fire Division Summary

## Operations

### Division Detail:

|                                 | 2020/21<br>Actual   | 2021/22<br>Actual   | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change  |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-------------|---------------------|--------------|
| Sales Tax                       | 627,324             | 693,136             | 711,000             | 1,060,000            | 763,500             | 7 %         | 786,500             | 3 %          |
| Charges for Services            | 267,862             | 297,560             | 201,000             | 91,000               | 200,600             | — %         | 200,610             | — %          |
| Investment Earnings             | 176                 | 4,301               | 3,000               | 3,000                | 3,000               | — %         | 3,000               | — %          |
| <b>Total Revenues</b>           | <b>\$ 895,362</b>   | <b>\$ 994,997</b>   | <b>\$ 915,000</b>   | <b>\$ 1,154,000</b>  | <b>\$ 967,100</b>   | <b>6 %</b>  | <b>\$ 990,110</b>   | <b>2 %</b>   |
| Salaries & Wages                | 458,706             | 490,199             | 579,340             | 509,160              | 582,720             | 1 %         | 593,110             | 2 %          |
| Benefits                        | 325,139             | 366,856             | 368,751             | 344,910              | 384,790             | 4 %         | 379,860             | (1)%         |
| Services - External             | 8,226               | 44,549              | 60,266              | 55,710               | 135,270             | 124 %       | 60,270              | (55)%        |
| Debt Service                    | 55,622              | 52,551              | 57,000              | 57,000               | 57,000              | — %         | 57,000              | — %          |
| Services - Internal             | 194,670             | 248,460             | 375,820             | 375,820              | 360,950             | (4)%        | 395,490             | 10 %         |
| Materials and Supplies          | 3,390               | 26,943              | 3,434               | 2,900                | 3,160               | (8)%        | 3,160               | — %          |
| <b>Total Expenditures</b>       | <b>\$ 1,045,754</b> | <b>\$ 1,229,558</b> | <b>\$ 1,444,611</b> | <b>\$ 1,345,500</b>  | <b>\$ 1,523,890</b> | <b>5 %</b>  | <b>\$ 1,488,890</b> | <b>(2)%</b>  |
| <b>Net Contribution / (Use)</b> | <b>(150,392)</b>    | <b>(234,561)</b>    | <b>(529,611)</b>    | <b>(191,500)</b>     | <b>(556,790)</b>    | <b>— %</b>  | <b>(498,780)</b>    | <b>— %</b>   |
| <b>Source of Funds</b>          |                     |                     |                     |                      |                     |             |                     |              |
| General Fund                    | 362,147             | 482,131             | 675,111             | 227,000              | 627,290             | (7)%        | 644,280             | 3 %          |
| General Non-Recurring           | —                   | —                   | —                   | —                    | 75,000              | 100 %       | —                   | (100)%       |
| DIF Fire/Paramedic              | (211,755)           | (247,570)           | (145,500)           | (35,500)             | (145,500)           | — %         | (145,500)           | — %          |
| <b>Source of Funds Total</b>    | <b>\$ 150,392</b>   | <b>\$ 234,561</b>   | <b>\$ 529,611</b>   | <b>\$ 191,500</b>    | <b>\$ 556,790</b>   | <b>5 %</b>  | <b>\$ 498,780</b>   | <b>(10)%</b> |

### Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- Adjustment in Salaries and Wages due to staffing costs related to MOU updates
- Increase in Internal Service Budget to allocate funds to the Department's Fire Apparatus Replacement Fund.
- Increase in budgeted revenue received from Property Tax

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# Fire Division Summary

## Fire Prevention

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### **Division Overview:**

The Fire Prevention program includes the review and approval of planned unit development projects and new construction activities. Additionally, The Fire Prevention Division program is also responsible for conducting inspection of all state mandated and other elective occupancies, testing and acceptance of fire protection systems, fire investigations, review, adoption and amendments of local codes and standards, weed abatement, internal training and education, public education and responding to internal referrals and external complaints 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. The department reaches out to the community and educates targeted at-risk population of children and elderly. An example of these services has been teaching all elementary schools "Student Awareness of Fire Education" (SAFE).

### **Major Accomplishments in Fiscal Year 2022/23:**

- Updated the new False Alarm Ordinance
- Adopted new Fire Codes
- Hired 1 FT Employee for a fully staffed Fire Prevention Division
- Completed 2,817 Fire & Life Safety Inspections
- Completed 679 Construction Inspections and 71 weed abatement Inspections

### **Key Initiatives for Fiscal Years 2023/24 and 2024/25:**

- Continue strategic planning for the Fire Prevention Division.
- Continue training workforce to ensure workforce development and succession is in place.
- Continue developing FPD Webpage to enhance user experience and create internal and external efficiencies.
- Implement Operational Permits
- Continue work with groups responsible for implementing the Land Management Software replacement and review of city-wide development review processes that will include updating of Divisional Website / Webpages.

# Fire Division Summary

## Fire Prevention

### Performance Metrics:

| Metric                      | Indicator                                                                                                        | Target | CY 2021 Actual | CY 2022 Actual                   |
|-----------------------------|------------------------------------------------------------------------------------------------------------------|--------|----------------|----------------------------------|
| Community Outreach          | # of events                                                                                                      | 100    | 1              | 1                                |
|                             | # of participants in SAFE program                                                                                | 6,000  | 2,000          | 250                              |
|                             | # of participants taught Hands Only CPR                                                                          | 2,000  | 648            | 1,270                            |
| Fire is Everyone's Fight    | # smoke alarms installed                                                                                         | 40     | 24             | 51 alarms & 32 battery exchanges |
| Fire Prevention Inspections | # construction inspections                                                                                       | Trend  | 1,013          | 679                              |
|                             | # plan checks                                                                                                    | Trend  | 2,176          | 1,476                            |
|                             | % of mandatory inspections completed (schools, institutions, hotels, motels, multifamily residential properties) | 100%   | 100.0%         | 100%                             |
|                             | # Weed Abatement Inspections                                                                                     | Trend  | 329            | 71                               |

### Division Detail:

|                                 | 2020/21 Actual    | 2021/22 Actual      | 2022/23 Adjusted    | 2022/23 Projected   | 2023/24 Proposed    | % Change   | 2024/25 Proposed    | % Change   |
|---------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|------------|---------------------|------------|
| Business License Taxes          | 7,742             | 11,723              | 8,000               | 11,500              | 8,320               | 4 %        | 8,650               | 4 %        |
| Licenses and Permits            | 201,158           | 228,720             | 200,000             | 200,000             | 206,000             | 3 %        | 212,200             | 3 %        |
| Charges for Services            | 162,338           | 252,082             | 232,500             | 137,200             | 231,660             | — %        | 236,290             | 2 %        |
| Investment Earnings             | (4)               | (144)               | —                   | —                   | —                   | — %        | —                   | — %        |
| Miscellaneous Revenues          | 830               | —                   | —                   | —                   | —                   | — %        | —                   | — %        |
| <b>Total Revenues</b>           | <b>\$ 372,064</b> | <b>\$ 492,381</b>   | <b>\$ 440,500</b>   | <b>\$ 348,700</b>   | <b>\$ 445,980</b>   | <b>1 %</b> | <b>\$ 457,140</b>   | <b>3 %</b> |
| Salaries & Wages                | 494,457           | 553,972             | 712,325             | 578,800             | 753,530             | 6 %        | 781,050             | 4 %        |
| Benefits                        | 302,106           | 347,081             | 414,370             | 395,511             | 390,150             | (6)%       | 400,620             | 3 %        |
| Services - External             | 43,474            | 55,507              | 43,600              | 46,650              | 43,600              | — %        | 43,600              | — %        |
| Services - Internal             | 34,100            | 34,760              | 35,090              | 35,740              | 32,120              | (8)%       | 32,880              | 2 %        |
| Materials and Supplies          | 7,012             | 27,550              | 14,310              | 18,615              | 14,990              | 5 %        | 14,990              | — %        |
| <b>Total Expenditures</b>       | <b>\$ 881,149</b> | <b>\$ 1,018,869</b> | <b>\$ 1,219,695</b> | <b>\$ 1,075,316</b> | <b>\$ 1,234,390</b> | <b>1 %</b> | <b>\$ 1,273,140</b> | <b>3 %</b> |
| <b>Net Contribution / (Use)</b> | <b>(509,085)</b>  | <b>(526,488)</b>    | <b>(779,195)</b>    | <b>(726,616)</b>    | <b>(788,410)</b>    | <b>— %</b> | <b>(816,000)</b>    | <b>— %</b> |
| <b>Source of Funds</b>          |                   |                     |                     |                     |                     |            |                     |            |
| General Fund                    | 509,908           | 522,365             | 779,195             | 726,616             | 788,410             | 1 %        | 816,000             | 3 %        |
| Fire Education Programs         | (823)             | 4,123               | —                   | —                   | —                   | — %        | —                   | — %        |
| <b>Source of Funds Total</b>    | <b>\$ 509,085</b> | <b>\$ 526,488</b>   | <b>\$ 779,195</b>   | <b>\$ 726,616</b>   | <b>\$ 788,410</b>   | <b>1 %</b> | <b>\$ 816,000</b>   | <b>3 %</b> |

### Major Budget Changes in Fiscal Years 2023/24 and 2024/25:

- None.



# Housing Authority of the City of Napa

*Fiscal Years  
2023/24 and 2024/25*

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# Housing Authority of the City of Napa

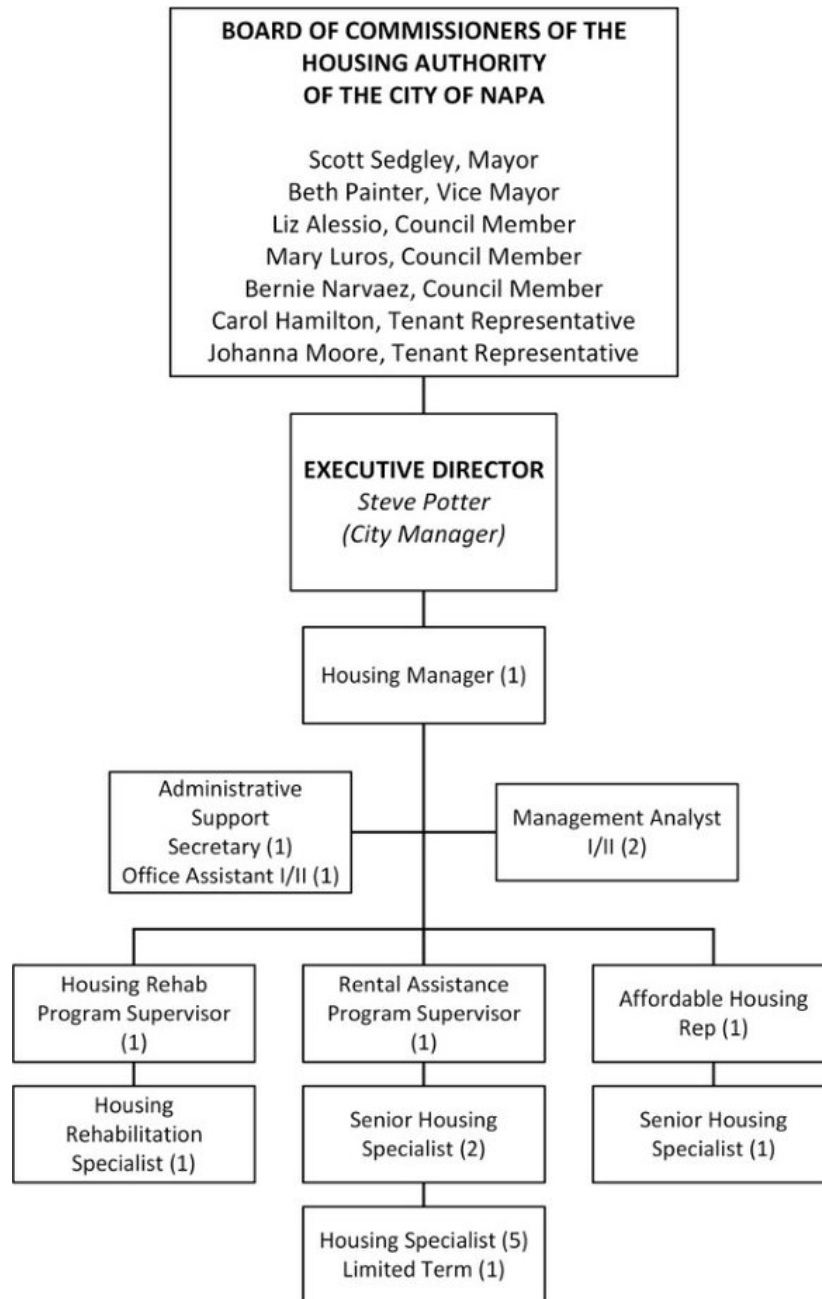
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**Agency Objectives:**

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 Choice Vouchers countywide, Mainstream vouchers countywide; and Continuum of Care funds within Napa. It also administers the Housing Set-Aside Fund and the Local Housing Fund and manages 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 to the Housing Authority.

# Housing Authority of the City of Napa



## Full-Time Equivalent (FTE) Employees (also included in CDD totals):

| Housing Division               | Actual       |              | Adj          | Proposed     |              |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                | 2020/2       | 2021/2       | 2022/2       | 2023/2       | 2024/2       |
| Full-Time                      | 13.00        | 14.00        | 17.00        | 17.00        | 17.00        |
| Limited-Term                   | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| <b>Total FTE</b>               | <b>14.00</b> | <b>15.00</b> | <b>18.00</b> | <b>18.00</b> | <b>17.00</b> |
| Part-Time Salaries / Temp Help | \$68,892     | \$26,256     | \$30,000     | \$0          | \$0          |

# 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 Year 2022/23:

- Continued to operate at full occupancy.
- Continued to provide 12 units through a below-market rate program for low-income seniors without Section 8 vouchers where the rent charged is equal to 30% of the household's income.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Continue to provide well maintained and affordable housing to low-income seniors.
- Continue to provide 12 affordable units to low-income seniors through the below-market rate rent program.

### Revenue / Expenditure Detail:

|                                          | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|------------------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|--------------|
| Charges for Services                     | 4,172             | 3,819             | 3,500               | 2,041                | 2,000               | (43)%        | 2,000               | — %          |
| Investment Earnings                      | 8,572             | 2,230             | 24,500              | 24,500               | 24,500              | — %          | 24,500              | — %          |
| Misc Revenues                            | 400,267           | 427,408           | 413,500             | 406,654              | 413,500             | — %          | 413,500             | — %          |
| <b>Total Revenues</b>                    | <b>\$ 413,011</b> | <b>\$ 433,457</b> | <b>\$ 441,500</b>   | <b>\$ 433,195</b>    | <b>\$ 440,000</b>   | <b>— %</b>   | <b>\$ 440,000</b>   | <b>— %</b>   |
| Salaries & Wages                         | 53,500            | 57,328            | 63,530              | 41,991               | 30,410              | (52)%        | 31,560              | 4 %          |
| Benefits                                 | 28,162            | 30,511            | 28,380              | 21,454               | 13,110              | (54)%        | 14,830              | 13 %         |
| Services - External                      | 226,925           | 188,285           | 213,500             | 249,607              | 247,500             | 16 %         | 248,000             | — %          |
| Debt Service                             | 42,654            | 42,654            | 43,500              | 42,654               | 43,000              | (1)%         | 44,000              | 2 %          |
| Services - Internal                      | 7,100             | 8,500             | 11,400              | 11,400               | 19,090              | 67 %         | 20,950              | 10 %         |
| Transfers Out                            | 58,800            | 64,700            | 67,000              | 67,000               | 20,170              | (70)%        | 20,980              | 4 %          |
| <b>Total Expenditures</b>                | <b>\$ 417,140</b> | <b>\$ 391,979</b> | <b>\$ 427,310</b>   | <b>\$ 434,106</b>    | <b>\$ 373,280</b>   | <b>(13)%</b> | <b>\$ 380,320</b>   | <b>2 %</b>   |
| <b>Net Contribution / (Use)</b>          | <b>(4,130)</b>    | <b>41,477</b>     | <b>14,190</b>       | <b>(911)</b>         | <b>66,720</b>       | <b>370 %</b> | <b>59,680</b>       | <b>(11)%</b> |
| <b>Projected Fund Balance at June 30</b> | <b>1,964,331</b>  | <b>2,005,808</b>  | <b>2,019,998</b>    | <b>2,004,897</b>     | <b>2,071,617</b>    | <b>3 %</b>   | <b>2,131,297</b>    | <b>3 %</b>   |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

None.



# 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 another City department.

### Major Accomplishments in Fiscal Year 2022/23:

- Maintained full occupancy of the building to assure financial stability.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Maintain full occupancy to insure financial stability.

### Revenue / Expenditure Detail:

|                                          | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|------------------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|--------------|
| Investment Earnings                      | 2,956             | 360               | 13,000              | 13,000               | 13,000              | — %          | 13,000              | — %          |
| Misc Revenues                            | 236,724           | 244,171           | 243,800             | 254,985              | 222,280             | (9)%         | 230,000             | 3 %          |
| <b>Total Revenues</b>                    | <b>\$ 239,681</b> | <b>\$ 244,531</b> | <b>\$ 256,800</b>   | <b>\$ 267,985</b>    | <b>\$ 235,280</b>   | <b>(8)%</b>  | <b>\$ 243,000</b>   | <b>3 %</b>   |
| Salaries & Wages                         | 10,969            | 8,352             | 16,700              | 11,874               | 7,160               | (57)%        | 7,370               | 3 %          |
| Benefits                                 | 7,305             | 6,891             | 8,380               | 5,321                | 2,900               | (65)%        | 3,320               | 14 %         |
| Services - External                      | 21,033            | 19,348            | 33,500              | 26,601               | 36,500              | 9 %          | 36,500              | — %          |
| Debt Service                             | 93,519            | 93,519            | 95,000              | 105,208              | 105,000             | 11 %         | 105,000             | — %          |
| Services - Internal                      | 2,500             | 2,800             | 3,500               | 3,500                | 5,880               | 68 %         | 6,470               | 10 %         |
| Materials & Supplies                     | 1,434             | 2,464             | 2,000               | 4,539                | 11,000              | 450 %        | 11,000              | — %          |
| Transfers Out                            | 86,300            | 94,900            | 98,300              | 98,300               | 171,990             | 75 %         | 178,870             | 4 %          |
| <b>Total Expenditures</b>                | <b>\$ 223,060</b> | <b>\$ 228,274</b> | <b>\$ 257,380</b>   | <b>\$ 255,343</b>    | <b>\$ 340,430</b>   | <b>32 %</b>  | <b>\$ 348,530</b>   | <b>2 %</b>   |
| <b>Net Contribution / (Use)</b>          | <b>16,621</b>     | <b>16,257</b>     | <b>(580)</b>        | <b>12,642</b>        | <b>(105,150)</b>    | <b>— %</b>   | <b>(105,530)</b>    | <b>— %</b>   |
| <b>Projected Fund Balance at June 30</b> | <b>846,036</b>    | <b>862,293</b>    | <b>861,713</b>      | <b>874,935</b>       | <b>769,785</b>      | <b>(11)%</b> | <b>664,255</b>      | <b>(14)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

None.

# Housing Authority of the City of Napa

## Section 8 Housing Fund

### Fund Purpose:

The Housing Choice Voucher Program provides rental assistance to approximately eleven hundred households in the Napa Valley. This program is a federally funded program and is required to meet the rigorous standards set by HUD. The Fund also includes the Mainstream Program which currently includes 75 rental assistance subsidies specifically designated for the disabled as well as the Emergency Housing Voucher Program which currently includes 56 rental assistance subsidies for the chronically homeless.

### Major Accomplishments in Fiscal Year 2022/23:

- Expanded the landlord mitigation and incentive program which encourages landlord participation in Section 8 program.
- Received grant in 2023 of approximately \$113,000 for one Family Self Sufficiency coordinator.
- Awarded 11 new Emergency Housing vouchers for chronically homeless persons.
- Entered into agreements to project-based 38 vouchers in a rehabilitation and reuse project for affordable housing.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Maintain program quality and obtain a SEMAP performance rating of high performer.
- Continue to assist the maximum number of households possible while dealing with a market experiencing low vacancies and escalating rents.
- Explore additional project-based voucher opportunities to expand affordable housing options for voucher holders.

### Revenue / Expenditure Detail:

|                                          | 2020/21<br>Actual    | 2021/22<br>Actual    | 2022/23<br>Adjusted  | 2022/23<br>Projected | 2023/24<br>Proposed  | %<br>Change  | 2024/25<br>Proposed  | %<br>Change     |
|------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|----------------------|-----------------|
| Charges for Services                     | 89,102               | 33,416               | 45,500               | 25,580               | 20,000               | (56)%        | 20,000               | — %             |
| Intergovernmental                        | 14,904,009           | 14,799,874           | 16,676,321           | 16,332,861           | 18,504,260           | 11 %         | 18,426,170           | — %             |
| Misc Revenues                            | 23,488               | 4,007                | —                    | —                    | —                    | — %          | —                    | — %             |
| Transfers In                             | 32,650               | 26,875               | 39,050               | 6,945                | —                    | (100)%       | —                    | — %             |
| <b>Total Revenues</b>                    | <b>\$ 15,049,249</b> | <b>\$ 14,864,171</b> | <b>\$ 16,760,871</b> | <b>\$ 16,365,386</b> | <b>\$ 18,524,260</b> | <b>11 %</b>  | <b>\$ 18,446,170</b> | <b>— %</b>      |
| Salaries & Wages                         | 708,255              | 674,718              | 817,540              | 812,264              | 1,030,430            | 26 %         | 1,081,610            | 5 %             |
| Benefits                                 | 349,885              | 375,742              | 412,760              | 391,957              | 500,070              | 21 %         | 559,670              | 12 %            |
| Services - External                      | 13,333,124           | 13,845,161           | 15,423,243           | 15,097,947           | 16,843,170           | 9 %          | 17,151,530           | 2 %             |
| Services - Internal                      | 16,800               | 21,300               | 25,200               | 25,200               | 42,870               | 70 %         | 46,950               | 10 %            |
| Materials & Supplies                     | 6,236                | 17,181               | 11,500               | 16,129               | 19,500               | 70 %         | 19,500               | — %             |
| Transfers Out                            | 105,250              | 99,830               | 121,850              | 82,800               | 328,990              | 170 %        | 342,150              | 4 %             |
| <b>Total Expenditures</b>                | <b>\$ 14,519,550</b> | <b>\$ 15,033,932</b> | <b>\$ 16,812,093</b> | <b>\$ 16,426,297</b> | <b>\$ 18,765,030</b> | <b>12 %</b>  | <b>\$ 19,201,410</b> | <b>2 %</b>      |
| <b>Net Contribution / (Use)</b>          | <b>529,699</b>       | <b>(169,762)</b>     | <b>(51,222)</b>      | <b>(60,911)</b>      | <b>(240,770)</b>     | <b>— %</b>   | <b>(755,240)</b>     | <b>— %</b>      |
| <b>Projected Fund Balance at June 30</b> | <b>541,899</b>       | <b>372,138</b>       | <b>320,915</b>       | <b>311,226</b>       | <b>70,456</b>        | <b>(78)%</b> | <b>(684,784)</b>     | <b>(1,072)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

Increased FTE allocated to Section 8 program resulting in increased wages and benefits as well as an increase in vouchers issued and Housing Assistance Payments.

# 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 Year 2022/23:

- Continued monitoring of projects previously assisted and loan servicing of existing loans to ensure continued affordability of assisted units and to maintain a funding source for future needs.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Continue to monitor and administer loans and projects.
- Continue to fund home sharing program.
- Continue to fund landlord mitigation and incentive program.

### Revenue / Expenditure Detail:

|                                          | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change |
|------------------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|-------------|
| Investment Earnings                      | 4,362             | 4,549             | 24,000              | 24,000               | 24,000              | — %          | 24,000              | — %         |
| Financing Revenues                       | 119,175           | 187,112           | 2,000               | 55,815               | 151,500             | 7,475 %      | 151,500             | — %         |
| Misc Revenues                            | 1                 | —                 | —                   | —                    | —                   | — %          | —                   | — %         |
| <b>Total Revenues</b>                    | <b>\$ 123,538</b> | <b>\$ 191,661</b> | <b>\$ 26,000</b>    | <b>\$ 79,815</b>     | <b>\$ 175,500</b>   | <b>575 %</b> | <b>\$ 175,500</b>   | <b>— %</b>  |
| Salaries & Wages                         | 3,652             | 4,410             | 9,560               | 8,463                | 6,570               | (31)%        | 6,950               | 6 %         |
| Benefits                                 | 3,683             | 3,419             | 4,620               | 4,420                | 2,870               | (38)%        | 3,280               | 14 %        |
| Services - External                      | 81,833            | 116,371           | 172,000             | 172,704              | 174,360             | 1 %          | 175,360             | 1 %         |
| Services - Internal                      | 200               | 300               | 300                 | 300                  | 220                 | (27)%        | 250                 | 14 %        |
| Transfers Out                            | 10,200            | 11,200            | 11,600              | 11,600               | 23,890              | 106 %        | 24,850              | 4 %         |
| <b>Total Expenditures</b>                | <b>\$ 99,569</b>  | <b>\$ 135,700</b> | <b>\$ 198,080</b>   | <b>\$ 197,487</b>    | <b>\$ 207,910</b>   | <b>5 %</b>   | <b>\$ 210,690</b>   | <b>1 %</b>  |
| <b>Net Contribution / (Use)</b>          | <b>23,969</b>     | <b>55,961</b>     | <b>(172,080)</b>    | <b>(117,672)</b>     | <b>(32,410)</b>     | <b>— %</b>   | <b>(35,190)</b>     | <b>— %</b>  |
| <b>Projected Fund Balance at June 30</b> | <b>1,392,950</b>  | <b>1,448,911</b>  | <b>1,276,831</b>    | <b>1,331,239</b>     | <b>1,298,829</b>    | <b>2 %</b>   | <b>1,263,639</b>    | <b>(3)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

None.

# 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 Year 2022/23:

- Provided affordable housing services to the Cities of American Canyon, Calistoga and St. Helena and the Town of Yountville.
- Assisted the Cities of American Canyon, St. Helena, and Calistoga and the Town of Yountville in expending more than \$100,000 for homeowner rehabilitation loans through State funding from Cal Home, HOME and CDBG.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- Administer owner occupied rehabilitation loan programs for American Canyon, Calistoga, St. Helena, and the Town of Yountville as grant funding is available.
- Implement management of PLHA funding for American Canyon, Calistoga, St. Helena and the Town of Yountville.
- Continue to support homeless programs and the Continuum of Care grant program.
- Continue to provide housing services and monitoring for American Canyon, Calistoga, St. Helena and Yountville.
- Additional funding allocated to keep FHNV

### Revenue / Expenditure Detail:

|                                          | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change  | 2024/25<br>Proposed | %<br>Change  |
|------------------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|--------------|---------------------|--------------|
| Charges for Services                     | 343,094           | 538,830           | 491,450             | 359,181              | 378,150             | (23)%        | 378,150             | — %          |
| Intergovernmental                        | —                 | —                 | —                   | —                    | —                   | — %          | —                   | — %          |
| Investment Earnings                      | 1,859             | (2,476)           | 5,500               | 5,500                | 5,500               | — %          | 5,500               | — %          |
| Financing Revenues                       | 72,555            | —                 | —                   | —                    | —                   | — %          | —                   | — %          |
| Misc Revenues                            | 8,273             | —                 | 7,000               | 1,023                | 7,000               | — %          | 7,000               | — %          |
| Transfers In                             | 18,500            | 20,436            | —                   | —                    | —                   | — %          | —                   | — %          |
| <b>Total Revenues</b>                    | <b>\$ 444,281</b> | <b>\$ 556,790</b> | <b>\$ 503,950</b>   | <b>\$ 365,704</b>    | <b>\$ 390,650</b>   | <b>(22)%</b> | <b>\$ 390,650</b>   | <b>— %</b>   |
| Salaries & Wages                         | 193,232           | 183,397           | 345,180             | 192,583              | 292,250             | (15)%        | 306,190             | 5 %          |
| Benefits                                 | 91,162            | 119,036           | 141,430             | 152,162              | 130,320             | (8)%         | 148,200             | 14 %         |
| Services - External                      | 132,421           | 92,500            | 114,500             | 36,734               | 116,500             | 2 %          | 117,000             | — %          |
| Services - Internal                      | 4,300             | 7,100             | 6,700               | 6,700                | 10,140              | 51 %         | 11,100              | 9 %          |
| Materials & Supplies                     | 7,582             | 819               | 7,500               | 4,316                | 11,250              | 50 %         | 3,000               | (73)%        |
| Transfers Out                            | 31,300            | 41,345            | 35,600              | 35,600               | 51,380              | 44 %         | 51,440              | — %          |
| <b>Total Expenditures</b>                | <b>\$ 459,998</b> | <b>\$ 444,197</b> | <b>\$ 650,910</b>   | <b>\$ 428,094</b>    | <b>\$ 611,840</b>   | <b>(6)%</b>  | <b>\$ 636,930</b>   | <b>4 %</b>   |
| <b>Net Contribution / (Use)</b>          | <b>(15,717)</b>   | <b>112,593</b>    | <b>(146,960)</b>    | <b>(62,390)</b>      | <b>(221,190)</b>    | <b>— %</b>   | <b>(246,280)</b>    | <b>— %</b>   |
| <b>Projected Fund Balance at June 30</b> | <b>440,762</b>    | <b>553,355</b>    | <b>406,395</b>      | <b>490,964</b>       | <b>269,774</b>      | <b>(34)%</b> | <b>23,494</b>       | <b>(91)%</b> |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None.

# Housing Authority of the City of Napa

## Homeless Continuum of Care Fund

### Fund Purpose:

This fund accounts for federal Department of Housing and Urban Development (HUD) 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. The activities funded in this budget include rental assistance for special needs populations administered by the Housing Authority.

### Major Accomplishments in Fiscal Year 2022/23:

- Received Shelter Plus Care grant renewal funding from HUD.
- Actively participated in the Napa County Continuum of Care to help obtain federal and State funding for housing and services for homeless community members.

### Key Initiatives for Fiscal Years 2023/24 and 2024/25:

- 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.
- Continue to actively participate in the Napa County Continuum of Care Homeless Collaborative.

### Revenue / Expenditure Detail:

|                                          | 2020/21<br>Actual | 2021/22<br>Actual | 2022/23<br>Adjusted | 2022/23<br>Projected | 2023/24<br>Proposed | %<br>Change | 2024/25<br>Proposed | %<br>Change |
|------------------------------------------|-------------------|-------------------|---------------------|----------------------|---------------------|-------------|---------------------|-------------|
| Intergovernmental                        | 114,016           | 122,551           | 156,550             | 147,050              | 167,280             | 7 %         | 175,650             | 5 %         |
| Transfers In                             | —                 | —                 | —                   | —                    | —                   | — %         | —                   | — %         |
| <b>Total Revenues</b>                    | <b>\$ 114,016</b> | <b>\$ 122,551</b> | <b>\$ 156,550</b>   | <b>\$ 147,050</b>    | <b>\$ 167,280</b>   | <b>7 %</b>  | <b>\$ 175,650</b>   | <b>5 %</b>  |
| Salaries & Wages                         | 3,979             | 4,601             | 6,350               | 5,625                | 9,420               | 48 %        | 9,800               | 4 %         |
| Benefits                                 | 2,416             | 2,999             | 3,350               | 2,265                | 4,540               | 36 %        | 5,080               | 12 %        |
| Services - External                      | 107,623           | 114,953           | 147,100             | 139,143              | 153,320             | 4 %         | 160,540             | 5 %         |
| Services - Internal                      | —                 | —                 | —                   | —                    | 330                 | 100 %       | 370                 | 12 %        |
| <b>Total Expenditures</b>                | <b>\$ 114,018</b> | <b>\$ 122,552</b> | <b>\$ 156,800</b>   | <b>\$ 147,033</b>    | <b>\$ 167,610</b>   | <b>7 %</b>  | <b>\$ 175,790</b>   | <b>5 %</b>  |
| <b>Net Contribution / (Use)</b>          | <b>(2)</b>        | <b>(1)</b>        | <b>(250)</b>        | <b>17</b>            | <b>(330)</b>        | <b>— %</b>  | <b>(140)</b>        | <b>— %</b>  |
| <b>Projected Fund Balance at June 30</b> | <b>17</b>         | <b>16</b>         | <b>(234)</b>        | <b>33</b>            | <b>(297)</b>        | <b>— %</b>  | <b>(437)</b>        | <b>— %</b>  |

### Major Budget Changes for Fiscal Years 2023/24 and 2024/25:

- None.



# Capital Improvement Program

*Fiscal Years  
2023/24 and 2024/25*

# Capital Improvement Program

## Overview

### 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 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 one year of budget appropriations and an expectation of when projects are to be advanced and 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.

There are several different funding sources that support the Capital Improvement Program:

| Funding Source                                  | Source of Revenue                                         | Project Types                                                                                    |
|-------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| CIP General Reserve                             | General Fund contribution (1% of annual operating budget) | Parks, playgrounds, city infrastructure                                                          |
| CIP Facilities Reserve                          | General Fund contribution (2% of annual operating budget) | Government buildings                                                                             |
| American Rescue Plan Act                        | American Rescue Plan Act                                  | Council Approved                                                                                 |
| Gas Tax                                         | State Gasoline Tax                                        | Transportation                                                                                   |
| Measure T                                       | Sales Tax                                                 | Street maintenance and rehab                                                                     |
| Underground Utility                             | User fees                                                 | Utility infrastructure                                                                           |
| Street Improvement Fee                          | User fees                                                 | Streets                                                                                          |
| Development Impact Fees (DIF)                   | Impact fees                                               | City Infrastructure                                                                              |
| Quadrant Fees                                   | Subdivision developer impact fees                         | Parks, playgrounds, community centers                                                            |
| Parking Fees                                    | Impact fees, parking agreements                           | Parking facilities, including parking lots and structures                                        |
| Community Development Block Grant               | Grants                                                    | Housing, community development and new sidewalks                                                 |
| Assessment Districts                            | Property Tax, business license tax                        | Maintenance of existing facilities                                                               |
| ATP (Active Transportation Program)             | Federal/State                                             | Bicycle, pedestrian and non-motorized facilities                                                 |
| TFCA (Transportation Funds for Clean Air)       | State                                                     | Air quality, public transit, bicycle and pedestrian facilities                                   |
| CMAQ (Congestion Mitigation and Air Quality)    | Federal                                                   | Transportation, alternative fuel vehicles, emission reduction, bicycle and pedestrian facilities |
| Highway Bridge Program                          | Federal Maintenance Money                                 | Bridge replacement, rehabilitation and preventative maintenance                                  |
| STIP (State Transportation Improvement Program) | State                                                     | Transportation infrastructure                                                                    |
| Materials Diversion Enterprise Fund             | User fees                                                 | Materials Diversion Facility infrastructure                                                      |
| Water Enterprise Fund                           | User fees                                                 | Water System infrastructure                                                                      |
| Grants                                          | Miscellaneous Funding Sources                             | Specific to the type of grant                                                                    |
| Other Agencies                                  | Project Specific                                          | Impact to City infrastructure                                                                    |
| Developer Contributions                         | Project Specific                                          | Mitigation for impact by private developments                                                    |

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# Capital Improvement Program

## Overview

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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, 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.

The following pages list all current and planned 5-year CIP projects, sorted by project category. Available budget as of April 30, 2021 is shown, as is the current project phase. Project phases are listed below:

|                         |                                                                                                                   |
|-------------------------|-------------------------------------------------------------------------------------------------------------------|
| Completed               | Project is completed and will be removed from CIP.                                                                |
| Construction            | Project is currently in construction or beginning construction in FY 2023/24.                                     |
| Delayed                 | Project is not active due to insufficient funding and/or staffing.                                                |
| Design                  | Project is in development stage (planning, environmental review, engineering, and/or property acquisition phase). |
| Monitoring / Mitigation | Project construction is completed and environmental monitoring phase active per permit requirements.              |
| New                     | Future project added in FY 2023/24 Budget Adoption / 5-Year CIP.                                                  |
| Not Moving Forward      | Project is cancelled and will be removed from CIP.                                                                |
| Ongoing                 | Project is continuing to move forward and does not fit in other categories.                                       |

More detail on current projects can be found within the [CIP Project Detail Sheets](#).



# Capital Improvement Program

## All Projects

| Project Category         | Project # | New Project # for FY24 Forward | Project Name                                           | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)                                  | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|--------------------------|-----------|--------------------------------|--------------------------------------------------------|-------------------------------|-------------------------------------|--------------------|----------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Bike/Pedestrian Facility | BP12PW01  | n/a                            | SR 29 Undercrossing                                    | 3,724,550                     | 926,542                             | Construction       | ARPA, ATP, BTC, General Fund, MTC, TFCA            | —                                          | —                                          | —                                          |
| Bridge                   | BR22PW01  | n/a                            | Bridge Assessment and Repair                           | 95,128                        | 45,564                              | Ongoing            | General Fund                                       | 100,000                                    | 100,000                                    | 75,000                                     |
| Bridge                   | BR24PW01  | n/a                            | Feasibility Study for Oxbow/Third St. Connector        | —                             | —                                   | New                | General Fund                                       | 50,000                                     | —                                          | —                                          |
| Facilities               | FC13PD01  | n/a                            | Police Range Improvements                              | 256,879                       | 222,811                             | Construction       | General Fund, Other Agencies                       | —                                          | —                                          | —                                          |
| Facilities               | FC13PR01  | n/a                            | Second Street Garage Elevator Modernization            | 380,153                       | 247,860                             | Construction       | GF - Building Reserve                              | 400,000                                    | —                                          | —                                          |
| Facilities               | FC16PR01  | n/a                            | Senior Center Renovations                              | 22,285                        | 1,095                               | Completed          | CDBG, General Fund, Other Agencies, Quadrant Funds | —                                          | —                                          | —                                          |
| Facilities               | FC20PW01  | n/a                            | Building Facility Asset Management                     | 267,602                       | 86,447                              | Ongoing            | GF - Building Reserve                              | —                                          | —                                          | —                                          |
| Facilities               | FC20PW03  | n/a                            | Police & Fire Admin Building HVAC Chiller              | 1,622,168                     | 1,560,592                           | Not Moving Forward | GF - Building Reserve, ARPA                        | —                                          | —                                          | —                                          |
| Facilities               | FC21PW01  | n/a                            | City Hall Office Space Modification                    | 157,231                       | 156,632                             | Design             | GF - Building Reserve                              | —                                          | —                                          | —                                          |
| Facilities               | FC22FD01  | n/a                            | Fire Stations Access Control Replacement Project       | 50,000                        | 20,373                              | Completed          | GF Building Reserve                                | —                                          | —                                          | —                                          |
| Facilities               | FC22PW01  | n/a                            | City Hall (HVAC, Roof)                                 | 745,284                       | 594,639                             | Design             | GF - Building Reserve                              | —                                          | —                                          | —                                          |
| Facilities               | FC22PW02  | n/a                            | Senior Center (paving, site work & ADA)                | 687,317                       | 647,051                             | Design             | GF - Building Reserve                              | —                                          | 500,000                                    | —                                          |
| Facilities               | FC22PW03  | n/a                            | Las Flores Community Center Paving and ADA             | 162,386                       | 94,815                              | Design             | GF - Building Reserve                              | —                                          | 300,000                                    | —                                          |
| Facilities               | FC22PW04  | n/a                            | Corp Yard Electrical System Evaluation and Plan        | 679,702                       | 564,405                             | Design             | GF - Building Reserve                              | —                                          | —                                          | —                                          |
| Facilities               | FC22PW05  | n/a                            | CSB Electrical System Evaluation and Design            | 197,317                       | 182,407                             | Design             | GF Building Reserve                                | —                                          | —                                          | —                                          |
| Facilities               | FC22PW06  | n/a                            | Parking Facilities FCA and ADA Assessments             | 133,813                       | 5,949                               | Design             | GF - Building Reserve                              | —                                          | —                                          | —                                          |
| Facilities               | FC22PW07  | n/a                            | Senior Center Pedestrian Bridge Repair                 | 383,195                       | 219,399                             | Design             | GF - Building Reserve                              | —                                          | —                                          | —                                          |
| Facilities               | FC23CM01  | n/a                            | City Facility Planning                                 | 300,000                       | 300,000                             | Design             | GF - Building Reserve                              | 1,000,000                                  | —                                          | —                                          |
| Facilities               | FC23FD01  | n/a                            | Fire Stations 1,2,&3 Alerting Systems                  | 150,000                       | 150,000                             | Completed          | ARPA                                               | —                                          | —                                          | —                                          |
| Facilities               | FC23PD01  | n/a                            | Napa Central Dispatch Alternate Answering Point        | 1,500,000                     | 1,503,158                           | Design             | ARPA                                               | —                                          | —                                          | —                                          |
| Facilities               | FC23PD02  | n/a                            | Alternate EOC & Emergency Cooling Centers Backup Power | 100,000                       | 98,653                              | Design             | ARPA                                               | —                                          | —                                          | —                                          |
| Facilities               | FC23PW01  | n/a                            | Citywide Roofing Restorations                          | 1,000,000                     | 987,528                             | Design             | GF - Building Reserve                              | 500,000                                    | 500,000                                    | 500,000                                    |

# Capital Improvement Program

## All Projects

| Project Category    | Project # | New Project # for FY24 Forward | Project Name                                       | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)                       | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|---------------------|-----------|--------------------------------|----------------------------------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Facilities          | FC23PW02  | n/a                            | Citywide Building Facilities Exterior Repairs      | 500,000                       | 498,417                             | Design             | GF - Building Reserve                   | 500,000                                    | 500,000                                    | 900,000                                    |
| Facilities          | FC23PW03  | n/a                            | Citywide Access Barrier Removals                   | 400,000                       | 400,000                             | Design             | GF - Building Reserve                   | 100,000                                    | 100,000                                    | 1,500,000                                  |
| Facilities          | FC23PW04  | n/a                            | Generators for Facilities - PD, EOC & Dispatch     | 300,000                       | 228,771                             | Design             | ARPA                                    | —                                          | —                                          | —                                          |
| Facilities          | FC23PW05  | n/a                            | Generators for Facilities - Corporation Yard       | 400,000                       | 358,875                             | Design             | ARPA                                    | —                                          | —                                          | —                                          |
| Facilities          | FC24FD01  | n/a                            | Fire Station Dorm & Bathroom Reconfiguration Study | —                             | —                                   | New                | GF - Building Reserve                   | 100,000                                    | —                                          | —                                          |
| Facilities          | FC24FD02  | n/a                            | Fire Station #2 Electrical Repair & Upgrade        | —                             | —                                   | New                | GF - Building Reserve                   | 250,000                                    | —                                          | —                                          |
| Facilities          | FC24FD03  | n/a                            | Fire Station #2 Draft Pit Repair                   | —                             | —                                   | New                | GF - Building Reserve                   | 75,000                                     | —                                          | —                                          |
| Facilities          | FC24PD01  | n/a                            | PD Admin Parking Lot Gates                         | —                             | —                                   | New                | GF - Building Reserve                   | 75,000                                     | —                                          | —                                          |
| Facilities          | FC24PW01  | n/a                            | Facilities Asset Management                        | —                             | —                                   | New                | GF - Building Reserve                   | 100,000                                    | 100,000                                    | 450,000                                    |
| Facilities          | FC24PW02  | n/a                            | Clay St. Parking Garage Structural Repair          | —                             | —                                   | New                | GF - Building Reserve                   | 250,000                                    | —                                          | —                                          |
| Facilities          | FC24PW03  | n/a                            | City Hall Transformer                              | —                             | —                                   | New                | GF - Building Reserve                   | 200,000                                    | —                                          | —                                          |
| Facilities          | FC24PW04  | n/a                            | Planning Project for City Fleet EV Charging        | —                             | —                                   | New                | GF - Building Reserve                   | 50,000                                     | —                                          | —                                          |
| Facilities          | FC24PW05  | n/a                            | Pearl St Depot Demolition                          | —                             | —                                   | New                | GF - Building Reserve                   | 50,000                                     | 250,000                                    | —                                          |
| Facilities          | FC24PW06  | n/a                            | Surface Repair City Parking Lots (PD/CityHall/FS1) | —                             | —                                   | New                | GF - Building Reserve                   | 200,000                                    | —                                          | —                                          |
| Facilities          | FC24PW07  | n/a                            | Congressionally Directed Funding for EV Charging   | —                             | —                                   | New                | GF - Building Reserve                   | 570,000                                    | —                                          | —                                          |
| Facilities          | FC25FD01  | n/a                            | Fire Station #3 Parking Lot Access Control         | —                             | —                                   | New                | GF - Building Reserve                   | —                                          | 50,000                                     | —                                          |
| Facilities          | PK18PR06  | n/a                            | Covered Canopy for Corp Yard Equipment Storage     | 148,120                       | 139,039                             | Construction       | GF - Building Reserve                   | —                                          | —                                          | —                                          |
| Facilities          | MS23PW01  | n/a                            | Lake Park Pump Station                             | 250,000                       | 243,539                             | Design             | Lake Park Assessment                    | —                                          | —                                          | —                                          |
| Materials Diversion | MD20UT01  | n/a                            | MDF Electrical System                              | 235,861                       | 235,861                             | Completed          | Solid Waste & Recycling Enterprise Fund | —                                          | —                                          | —                                          |
| Materials Diversion | MD22UT04  | n/a                            | MDF Concrete Pad Partial Replacement               | 300,609                       | 300,609                             | Ongoing            | Solid Waste & Recycling Enterprise Fund | 450,000                                    | 500,000                                    | 1,000,000                                  |
| Materials Diversion | MD23UT04  | n/a                            | Raise MDF Compost Stormwater Retention Basin Berm  | 110,000                       | 110,000                             | Not Moving Forward | Solid Waste & Recycling Enterprise Fund | —                                          | —                                          | —                                          |
| Materials Diversion | MD23UT05  | n/a                            | MDF Periodic Repair of Interior Concrete           | 75,000                        | 75,000                              | Not Moving Forward | Solid Waste & Recycling Enterprise Fund | —                                          | —                                          | —                                          |

# Capital Improvement Program

## All Projects

| Project Category    | Project # | New Project # for FY24 Forward | Project Name                             | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)                                    | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|---------------------|-----------|--------------------------------|------------------------------------------|-------------------------------|-------------------------------------|--------------------|------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Materials Diversion | MD24UT04  | n/a                            | MDF MRF Roll Doors                       | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | 75,000                                     | —                                          | —                                          |
| Materials Diversion | MD24UT05  | n/a                            | MDF MRF Building Exterior Painting       | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | 75,000                                     | —                                          | —                                          |
| Materials Diversion | MD24UT06  | n/a                            | MDF Lighting Upgrade                     | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | 130,000                                    | —                                          | —                                          |
| Materials Diversion | MD24UT08  | n/a                            | MDF In-Ground Vehicle Weigh Scale        | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | 150,000                                    | —                                          | —                                          |
| Materials Diversion | MD24UT09  | n/a                            | MDF Periodic Repair of Interior Concrete | —                             | —                                   | New                | Solid Waste & Recycling Enterprise Fund              | 75,000                                     | —                                          | —                                          |
| Materials Diversion | MD24UT10  | n/a                            | MDF Stormwater Improvements              | —                             | —                                   | New                | Solid Waste & Recycling Enterprise Fund              | 200,000                                    | —                                          | —                                          |
| Materials Diversion | MD25UT01  | n/a                            | MDF Fencing Partial Replacement          | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | —                                          | 250,000                                    | —                                          |
| Materials Diversion | MD26UT01  | n/a                            | MDF Parking Lots                         | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | —                                          | —                                          | 280,000                                    |
| Materials Diversion | MD26UT03  | n/a                            | Replace Metal Roof Admin/ Scalehouse     | —                             | —                                   | Ongoing            | Solid Waste & Recycling Enterprise Fund              | —                                          | —                                          | 100,000                                    |
| Materials Diversion | MD28UT01  | n/a                            | Replacement/Rehab of MDF Scalehouse      | —                             | —                                   | New                | Solid Waste & Recycling Enterprise Fund              | —                                          | —                                          | 250,000                                    |
| Miscellaneous       | MS14PW01  | n/a                            | Workorder Asset Management               | 142,262                       | 115,659                             | Ongoing            | General Fund                                         | —                                          | —                                          | —                                          |
| Miscellaneous       | MS14RA01  | n/a                            | Downtown Vehicular Directional Signs     | 8,802                         | 8,802                               | Ongoing            | Successor Agency Bond                                | —                                          | —                                          | —                                          |
| Miscellaneous       | MS17CD02  | n/a                            | Electronic Garage Occupy Signs           | 146,360                       | 146,360                             | Design             | General Fund                                         | —                                          | —                                          | —                                          |
| Miscellaneous       | MS17PW01  | n/a                            | Arterial/Gateway Enhancement             | 685,505                       | 685,505                             | Ongoing            | General Fund                                         | —                                          | —                                          | —                                          |
| Miscellaneous       | MS18CD01  | n/a                            | Downtown Parking Garage                  | 34,035                        | 34,035                              | Delayed            | General Fund, Parking DIF, Parking Replacement Funds | —                                          | —                                          | —                                          |
| Miscellaneous       | MS18CD02  | n/a                            | General Plan Update                      | 101,514                       | 38,822                              | Ongoing            | General Fund                                         | —                                          | —                                          | —                                          |
| Miscellaneous       | MS18PW01  | n/a                            | McKinstry St Parking Lot                 | 516,077                       | 516,077                             | Delayed            | Parking Replacement Funds                            | —                                          | —                                          | —                                          |
| Miscellaneous       | MS21PW01  | n/a                            | River Park Slope Repair                  | 533,480                       | 533,234                             | Ongoing            | River Park Assessment                                | —                                          | —                                          | —                                          |
| Miscellaneous       | MS24HG01  | n/a                            | Jefferson/Trower Housing Project         | —                             | —                                   | New                | Housing Funds                                        | 500,000                                    | —                                          | —                                          |
| Miscellaneous       | MS24PW01  | n/a                            | Survey Monument Network Project          | —                             | —                                   | New                | General Fund                                         | 100,000                                    | —                                          | —                                          |
| Miscellaneous       | MS24PW02  | n/a                            | Jefferson Street Corridor Plan           | —                             | —                                   | New                | State Gas Tax, North Jefferson Street Traffic Fund   | 100,000                                    | —                                          | —                                          |
| Miscellaneous       | MS24PW03  | n/a                            | HSIP Grant Matching                      | —                             | —                                   | New                | State Gas Tax                                        | 300,000                                    | —                                          | —                                          |
| Public Art          | PA22PR02  | n/a                            | Downtown Parking Garages Public Art      | 235,000                       | 235,000                             | Ongoing            | Public Art Fund                                      | —                                          | —                                          | —                                          |

# Capital Improvement Program

## All Projects

| Project Category                     | Project # | New Project # for FY24 Forward | Project Name                                     | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24      | Funding Source(s)                    | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|--------------------------------------|-----------|--------------------------------|--------------------------------------------------|-------------------------------|-------------------------------------|-------------------------|--------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Public Art                           | PA22PR03  | n/a                            | Public Art in Parks                              | 750,000                       | 750,000                             | Ongoing                 | Public Art Fund                      | —                                          | —                                          | —                                          |
| Public Art                           | PA22PR04  | n/a                            | Soscol Median Public Art Project                 | 250,000                       | 234,300                             | Design                  | Public Art Fund                      | —                                          | —                                          | —                                          |
| Public Art                           | PA23PR01  | n/a                            | Vine Trail Public Art                            | 75,000                        | 75,000                              | Ongoing                 | Public Art Fund                      | —                                          | —                                          | —                                          |
| Public Art                           | PA23PR02  | n/a                            | SR29 Undercrossing Public Art                    | —                             | —                                   | Ongoing                 | Public Art Fund                      | 75,000                                     | —                                          | —                                          |
| Public Art                           | PA23PR03  | n/a                            | Main St. / 2nd St. Ped Scramble Artwork          | —                             | —                                   | Ongoing                 | Public Art Fund                      | 200,000                                    | —                                          | —                                          |
| Park                                 | PK06PW01  | n/a                            | Hidden Glen Park                                 | 300,000                       | 270,000                             | Ongoing                 | Risk Management Fund                 | —                                          | —                                          | —                                          |
| Park                                 | PK16PR01  | n/a                            | Sports Court Resurfacing                         | 211,150                       | 101,047                             | Ongoing                 | General Fund                         | —                                          | —                                          | —                                          |
| Park                                 | PK16PR02  | n/a                            | Parks Parking Lot and Pathway Repair Project     | 672,396                       | 620,617                             | Ongoing                 | General Fund                         | 215,000                                    | 300,000                                    | 500,000                                    |
| Park                                 | PK16PR03  | n/a                            | Park Playground Equipment Replacement            | 5,357                         | 5,357                               | Ongoing                 | General Fund                         | —                                          | —                                          | —                                          |
| Park                                 | PK16PR04  | n/a                            | Park Shade Shelters                              | —                             | —                                   | Delayed                 | General Fund                         | —                                          | —                                          | —                                          |
| Park                                 | PK18PR02  | n/a                            | Park Restrooms                                   | 4,381                         | 3,170                               | Design                  | General Fund                         | 75,000                                     | 300,000                                    | —                                          |
| Park                                 | PK18PR05  | n/a                            | Park Furnishing & Infrastructure Replacements    | 488,617                       | 403,687                             | Ongoing                 | General Fund                         | —                                          | 275,000                                    | 300,000                                    |
| Park                                 | PK18PR07  | n/a                            | Playground Equipment Replacement                 | 1,168,068                     | 1,153,158                           | Ongoing                 | General Fund                         | —                                          | 150,000                                    | 365,000                                    |
| Park                                 | PK22PR01  | n/a                            | Abruzzini Park Improvements                      | 47,960                        | 47,960                              | Ongoing                 | Orchard Avenue Area DIF - Park       | —                                          | —                                          | —                                          |
| Park                                 | PK23PR01  | n/a                            | Kennedy Golf Course Backflow Device              | 75,000                        | 72,697                              | Design                  | General Fund                         | —                                          | —                                          | —                                          |
| Park                                 | PK24PR01  | n/a                            | Irrigation Controller Replacement                | —                             | —                                   | New                     | General Fund                         | 427,000                                    | —                                          | —                                          |
| Storm Drain                          | SD11PW01  | n/a                            | Camille Creek Bank Stabilization                 | 9,683                         | 9,683                               | Monitoring / Mitigation | Storm Water Assessment               | —                                          | —                                          | —                                          |
| Storm Drain                          | SD16PW01  | n/a                            | Rose Lane Sewer Separation                       | 144,928                       | 40,426                              | Design                  | Storm Water Assessment               | —                                          | —                                          | —                                          |
| Storm Drain                          | SD17PW03  | n/a                            | Trower Stormdrain Improvements                   | 570,299                       | 570,299                             | Delayed                 | General Fund                         | —                                          | —                                          | —                                          |
| Storm Drain                          | SD22PW01  | n/a                            | Storm Drain System Condition Assessments         | 500,000                       | 499,768                             | Design                  | ARPA                                 | —                                          | —                                          | —                                          |
| Storm Drain                          | SD23PW01  | n/a                            | Stormdrain Infrastructure Funding                | 4,715,000                     | 3,460,249                           | Design                  | ARPA                                 | —                                          | —                                          | —                                          |
| Storm Drain                          | SW18PW01  | n/a                            | Stormwater Trash Reduction Policy Implementation | 343,345                       | 340,181                             | Design                  | General Fund, Storm Water Assessment | 400,000                                    | —                                          | 2,350,000                                  |
| Storm Drain                          | SD24PW01  | n/a                            | Stormdrain & Conveyance Repairs                  | —                             | —                                   | New                     | State Gas Tax                        | 200,000                                    | 200,000                                    | 600,000                                    |
| Streets, Traffic Safety, Multi-Modal | ST10PW05  | n/a                            | Pavement Management Program                      | 152,495                       | 120,464                             | Ongoing                 | State Gas Tax                        | 75,000                                     | 75,000                                     | 150,000                                    |

# Capital Improvement Program

## All Projects

| Project Category                     | Project # | New Project # for FY24 Forward | Project Name                                            | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24      | Funding Source(s)                                                                      | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|--------------------------------------|-----------|--------------------------------|---------------------------------------------------------|-------------------------------|-------------------------------------|-------------------------|----------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Streets, Traffic Safety, Multi-Modal | ST11PW02  | n/a                            | Big Ranch Road Widening                                 | 1,921,892                     | 1,894,022                           | Design                  | Big Ranch Specific Plan DIF, Underground Utility                                       | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST14PW02  | n/a                            | 1st & 2nd St Roundabouts & Public Art                   | 945,428                       | 905,538                             | Design                  | CMAQ, Gas Tax, CIP General Reserve, Public Art, STIP, Street Improvement DIF - Streets | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST14PW04  | n/a                            | Silverado-Third- Coombsville-East (5- way) Intersection | 4,040,847                     | 4,040,231                           | Design                  | Street Improvement DIF - Streets, Street Mitigation, State Grant                       | 500,000                                    | 500,000                                    | 1,500,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST14PW05  | n/a                            | Trower Ave Widening                                     | 2,039,848                     | 1,995,606                           | Design                  | Linda Vista DIF - Residential Development, Underground Utility                         | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST14PW07  | n/a                            | Sierra Ave Extension to Villa                           | —                             | (93)                                | Delayed                 | Big Ranch Specific Plan DIF                                                            | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST15PW02  | n/a                            | Trower Ave Extension to Big Ranch                       | 66,458                        | 66,458                              | Delayed                 | Big Ranch Specific Plan DIF                                                            | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST16PW01  | n/a                            | Roundabouts West of SR29                                | 100,000                       | 98,363                              | Design                  | Street Improvement DIF - Streets                                                       | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST16PW02  | n/a                            | Salvador Avenue Widening                                | 2,031,484                     | 1,847,187                           | Design                  | North Jefferson DIF - Street Improvement                                               | 900,000                                    | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST18PW01  | n/a                            | Linda Vista Ave Widening-E Side-Redwood to Trower       | 1,536,032                     | 1,532,520                           | Delayed                 | Linda Vista DIF - Residential Development                                              | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST18PW03  | n/a                            | Browns Valley Ped Improvements                          | 50,000                        | 37,318                              | Design                  | General Fund                                                                           | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST18PW07  | n/a                            | Soscol/Imola Intersection Improvements                  | 450,000                       | 450,000                             | Delayed                 | Developer Contribution, Street Improvement DIF - Streets                               | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST19PW02  | n/a                            | Uncontrolled Crosswalk Improvement Program              | 156,979                       | 149,294                             | Ongoing                 | State GasTax                                                                           | 100,000                                    | 100,000                                    | 300,000                                    |
| Streets, Traffic Safety, Multi-Modal | ST19PW03  | n/a                            | 1st 2nd & California Utility Maintenance                | 125,265                       | 125,265                             | Ongoing                 | General Fund                                                                           | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST19PW09  | n/a                            | Browns Valley Creek/ Valley Glen                        | 133,823                       | 79,359                              | Monitoring / Mitigation | General Fund                                                                           | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST19PW10  | n/a                            | Browns Valley Creek Bank Repair on Buhman Park          | 367,331                       | 254,055                             | Monitoring / Mitigation | General Fund                                                                           | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST20PW02  | n/a                            | Main St & Lincoln Ave Intersection Signal Rehab         | 54,583                        | 47,963                              | Completed               | Measure T                                                                              | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST20PW04  | n/a                            | ATMS-Traffic Signal With Interconnect Measure T         | 922,730                       | 717,820                             | Design                  | Measure T                                                                              | 1,200,000                                  | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST20PW09  | n/a                            | Coombs St & S Coombs Rehab Sth to Imola                 | 308,751                       | 292,120                             | Design                  | Measure T                                                                              | 4,700,000                                  | —                                          | —                                          |

# Capital Improvement Program

## All Projects

| Project Category                     | Project # | New Project # for FY24 Forward | Project Name                                                    | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)     | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|--------------------------------------|-----------|--------------------------------|-----------------------------------------------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Streets, Traffic Safety, Multi-Modal | ST20PW10  | n/a                            | Laurel Street Rehabilitation                                    | 6,004,822                     | 5,852,523                           | Design             | Measure T             | 2,500,000                                  | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST21PW06  | n/a                            | Sustainable Transportation Grant Project for Affordable Housing | 595,491                       | 562,415                             | Design             | Developer Grant, RMRA | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST22PW01  | n/a                            | Rd Maint. Project FY21/22-Oak St. Emergency Repair              | 240,631                       | 238,513                             | Completed          | RMRA                  | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST22PW02  | n/a                            | W. Lincoln Ave-Lone Oak to Solano Ave.                          | 146,571                       | 146,347                             | Delayed            | Measure T             | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST22PW03  | n/a                            | Browns Valley Road/1st Street-Westview to 29                    | 4,519,418                     | 4,239,011                           | Design             | Measure T             | 1,000,000                                  | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST22PW04  | n/a                            | Coombsville Rd. Rehabilitation-3rd St. to Pascale               | 142,994                       | 102,240                             | Design             | Measure T             | —                                          | —                                          | 1,000,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST22PW05  | n/a                            | Westwood Neighborhood Rehab Interior Streets                    | 1,477,228                     | 1,361,440                           | Design             | Measure T             | —                                          | 3,000,000                                  | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST22PW06  | n/a                            | Jefferson Street Rehab- Trower to Sierra                        | 2,416,394                     | 933,908                             | Construction       | Measure T             | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST22PW07  | n/a                            | Imola Avenue Rehab-Soscol to East End                           | 250,000                       | 250,000                             | Ongoing            | Measure T             | —                                          | —                                          | 2,500,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST22PW08  | n/a                            | Coombsville Rd.-Pascale to East End                             | 145,833                       | 121,757                             | Ongoing            | Measure T             | —                                          | —                                          | 2,000,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST22PW09  | n/a                            | Westwood Neighborhood Street Lighting                           | 81,146                        | 8,164                               | Design             | Measure T             | —                                          | 200,000                                    | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST23PW02  | n/a                            | Freeway Drive Rehabilitation                                    | 2,724,918                     | 2,670,240                           | Construction       | Measure T             | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST23PW03  | n/a                            | Lincoln Ave Rehab- California to Silverado                      | 150,000                       | 145,584                             | Design             | Measure T             | 500,000                                    | 3,000,000                                  | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST23PW04  | n/a                            | Redwood Drive Rehabilitation-Dry Creek to Carol                 | —                             | —                                   | Ongoing            | Measure T             | —                                          | 150,000                                    | 1,000,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST23PW06  | n/a                            | Street Preventative Maintenance FY22/23                         | 1,000,000                     | 1,000,000                           | Construction       | Measure T             | —                                          | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST24PW05  | n/a                            | Street Preventative Maintenance FY23/24                         | —                             | —                                   | New                | Measure T             | 1,000,000                                  | —                                          | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST25PW01  | n/a                            | Street Preventative Maintenance FY24/25                         | —                             | —                                   | New                | Measure T             | —                                          | 1,000,000                                  | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST25PW02  | n/a                            | Old Sonoma Road Rehabilitation                                  | —                             | —                                   | New                | Measure T             | —                                          | 500,000                                    | —                                          |
| Streets, Traffic Safety, Multi-Modal | ST26PW01  | n/a                            | Jefferson Street Trancas to Lincoln                             | —                             | —                                   | Ongoing            | Measure T             | —                                          | 150,000                                    | 5,000,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST26PW02  | n/a                            | Street Preventative Maintenance FY25/26                         | —                             | —                                   | New                | Measure T             | —                                          | —                                          | 1,000,000                                  |

# Capital Improvement Program

## All Projects

| Project Category                     | Project # | New Project # for FY24 Forward | Project Name                                       | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)                                                                  | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|--------------------------------------|-----------|--------------------------------|----------------------------------------------------|-------------------------------|-------------------------------------|--------------------|------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Streets, Traffic Safety, Multi-Modal | ST26PW03  | n/a                            | Riverside Neighborhood Rehabilitation              | —                             | —                                   | New                | Measure T                                                                          | —                                          | —                                          | 4,500,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST26PW04  | n/a                            | Montgomery Neighborhood Rehabilitation             | —                             | —                                   | New                | Measure T                                                                          | —                                          | —                                          | 4,500,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST26PW05  | n/a                            | Jefferson St. Rehab (Sierra to Trancas)            | —                             | —                                   | New                | Measure T                                                                          | —                                          | —                                          | 2,500,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST27PW01  | n/a                            | Street Preventative Maintenance FY26/27            | —                             | —                                   | New                | Measure T                                                                          | —                                          | —                                          | 1,000,000                                  |
| Streets, Traffic Safety, Multi-Modal | ST28PW01  | n/a                            | Street Preventative Maintenance FY27/28            | —                             | —                                   | New                | Measure T                                                                          | —                                          | —                                          | 1,000,000                                  |
| Sidewalk                             | SW20PW02  | n/a                            | Westwood Avenue Sidewalks                          | 560,072                       | 453,297                             | Design             | RMRA                                                                               | —                                          | —                                          | —                                          |
| Sidewalk                             | SW23PW01  | n/a                            | Yajome Sidewalk Repair                             | 85,000                        | 85,000                              | Design             | Street Improvement DIF - Streets                                                   | —                                          | —                                          | —                                          |
| Traffic Signal                       | TS01PW01  | n/a                            | Redwood/Solano Signal                              | 134,838                       | 134,838                             | Delayed            | Gas Tax, Street Improvement DIF - Streets                                          | —                                          | —                                          | —                                          |
| Traffic Signal                       | TS24PW01  | n/a                            | Trancas Street at Claremont Signal                 | —                             | —                                   | Design             | Measure T                                                                          | —                                          | 250,000                                    | 2,000,000                                  |
| Traffic Signal                       | TS24PW02  | n/a                            | Traffic Signal Upgrades                            | —                             | —                                   | Ongoing            | State Gas Tax                                                                      | 200,000                                    | 200,000                                    | 600,000                                    |
| Traffic Signal                       | TS25PW01  | n/a                            | Traffic Signal Upgrade Pueblo at Soscol            | —                             | —                                   | Design             | Measure T                                                                          | —                                          | —                                          | 150,000                                    |
| Underground Utility                  | UU12PW01  | n/a                            | Jefferson St Rule 20A Undergrounding Project       | 580,485                       | 536,920                             | Design             | Street Improvement DIF - Underground Utility, CPUC Electric Tariff Rule 20 credits | —                                          | —                                          | —                                          |
| Underground Utility                  | UU17PW01  | n/a                            | Trancas St Rule 20A Underground Project            | 512,048                       | 512,048                             | Delayed            | Street Improvement DIF - Underground Utility                                       | —                                          | —                                          | —                                          |
| Underground Utility                  | UU18PW01  | n/a                            | Jefferson St Rule 20A - City Streetlight Component | 1,299,977                     | 1,298,102                           | Design             | Street Improvement DIF - Underground Utility                                       | —                                          | —                                          | —                                          |
| Underground Utility                  | UU18PW02  | n/a                            | Third Street Rule 20B Undergrounding Project       | 360,000                       | 360,000                             | Delayed            | Street Improvement DIF - Underground Utility                                       | —                                          | —                                          | —                                          |
| Water Administration                 | WA20UT01  | n/a                            | Water Workorder Asset Mgmt                         | 112,215                       | 106,388                             | Ongoing            | Water Enterprise Fund                                                              | —                                          | —                                          | —                                          |
| Water Administration                 | WA25UT01  | n/a                            | Water Workorder Asset Mgmt                         | —                             | —                                   | New                | Water Enterprise Fund                                                              | —                                          | 100,000                                    | —                                          |
| Water Distribution                   | WD22UT05  | n/a                            | Meter Replcmt and ERT Upgrade Program              | —                             | —                                   | Completed          | Water Enterprise Fund                                                              | —                                          | —                                          | —                                          |
| Water Distribution                   | WD22UT06  | n/a                            | Development Related Imprv                          | —                             | —                                   | Completed          | Water Enterprise Fund                                                              | —                                          | —                                          | —                                          |
| Water Distribution                   | WD22UT08  | n/a                            | Browns Valley Rd Water Main Replacements           | 977,675                       | 960,198                             | Construction       | Water Enterprise Fund                                                              | 500,000                                    | —                                          | —                                          |
| Water Distribution                   | WD22UT11  | n/a                            | Old Sonoma Rd Wtr Main Replacement                 | 198,875                       | 194,565                             | Construction       | Water Enterprise Fund                                                              | 300,000                                    | —                                          | —                                          |



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|--------------------|-----------|--------------------------------|------------------------------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Water Distribution | WD22UT12  | n/a                            | Westgate Pressure Regulation Station           | 200,000                       | 200,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD22UT13  | n/a                            | Old Sonoma Rd Pressure Regulating Station      | 200,000                       | 188,145                             | Design             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT01  | n/a                            | Water Main Rehab & Replacement                 | 1,300,000                     | 788,966                             | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT02  | n/a                            | Meter Replacemt and ERT Upgrade Program        | 200,000                       | 313                                 | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT04  | n/a                            | Water Main CIPP Lining                         | 200,000                       | 198,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT05  | n/a                            | Hydrant and Valve Rehab & Replacement          | 150,000                       | —                                   | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT06  | n/a                            | Development Related Imprv                      | 300,000                       | 263,725                             | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT08  | n/a                            | Downtown East Side Pressure Regulation Station | 1,000,000                     | 983,866                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD23UT09  | n/a                            | Water Main Rehab & Replacement Montgomery Area | 500,000                       | 485,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD24UT01  | WD24UTRR                       | Water Main Rehab/ Replacement                  | —                             | —                                   | New                | Water Enterprise Fund | 150,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT02  | WD24UTDV                       | Development Related Improvements               | —                             | —                                   | New                | Water Enterprise Fund | 200,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT03  | WD24UTHV                       | Hydrant and Valve Rehab & Replacement          | —                             | —                                   | New                | Water Enterprise Fund | 120,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT04  | WD24UTMT                       | Meter Replace & ERT Upgrade Program            | —                             | —                                   | New                | Water Enterprise Fund | 500,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT05  | n/a                            | Coombs St Water Main Upgrade, Fifth to Ash     | —                             | —                                   | cancel             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD24UT06  | n/a                            | Automated Meter Infrastructure (AMI)           | —                             | —                                   | cancel             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD24UT07  | n/a                            | Park Ave and El Centro Hwy Crossings Design    | —                             | —                                   | cancel             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Distribution | WD24UT08  | WD24UT11                       | Downtown East Side Pressure Regulating Station | —                             | —                                   | New                | Water Enterprise Fund | 200,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT09  | n/a                            | Westwood Harrison Cornwall R&R                 | —                             | —                                   | New                | Water Enterprise Fund | 600,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT10  | n/a                            | Laurel Griggs to Freeway R&R                   | —                             | —                                   | New                | Water Enterprise Fund | 1,200,000                                  | —                                          | —                                          |
| Water Distribution | WD24UT11  | WD24UT08                       | Regal Forest Camilla Installation and Upgrades | —                             | —                                   | New                | Water Enterprise Fund | 275,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT13  | n/a                            | Westgate Pressure Regulation Station           | —                             | —                                   | New                | Water Enterprise Fund | 200,000                                    | —                                          | —                                          |
| Water Distribution | WD24UT14  | n/a                            | East Ave Water Main Replacements               | —                             | —                                   | New                | Water Enterprise Fund | 800,000                                    | —                                          | —                                          |



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|---------------------------|-----------|--------------------------------|-------------------------------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Water Distribution        | WD25UT01  | WD25UTRR                       | Water Main Rehab & Replacement                  | —                             | —                                   | New                | Water Enterprise Fund | —                                          | 200,000                                    | —                                          |
| Water Distribution        | WD25UT02  | WD25UTDV                       | Development Related Improvements                | —                             | —                                   | New                | Water Enterprise Fund | —                                          | 200,000                                    | —                                          |
| Water Distribution        | WD25UT03  | WD25UTHV                       | Hydrant and Valve Rehab & Replacement           | —                             | —                                   | New                | Water Enterprise Fund | —                                          | 200,000                                    | —                                          |
| Water Distribution        | WD25UT04  | WD25UTMT                       | Meter Replacement and ERT Upgrade Program       | —                             | —                                   | New                | Water Enterprise Fund | —                                          | 500,000                                    | —                                          |
| Water Distribution        | WD25UT05  | n/a                            | Congress Valley Water Meter Replacements        | —                             | —                                   | New                | Other Agencies        | —                                          | 80,000                                     | —                                          |
| Water Distribution        | WD25UT07  | n/a                            | Montgomery Area Water Main R&R                  | —                             | —                                   | New                | Water Enterprise Fund | —                                          | 500,000                                    | —                                          |
| Water Distribution        | WD26UT01  | WD26UTRR                       | Water Main Rehab/ Replacement                   | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 1,500,000                                  |
| Water Distribution        | WD26UT02  | WD26UTDV                       | Development Related Improvements                | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 200,000                                    |
| Water Distribution        | WD26UT03  | WD26UTHV                       | Hydrant and Valve Rehab & Replacement           | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 200,000                                    |
| Water Distribution        | WD26UT04  | WD26UTMT                       | Meter Replacement and ERT Upgrade Program       | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 500,000                                    |
| Water Distribution        | WD27UT01  | WD27UTRR                       | Water Main Rehab/ Replacement                   | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 1,500,000                                  |
| Water Distribution        | WD27UT02  | WD27UTDV                       | Development Related Improvements                | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 200,000                                    |
| Water Distribution        | WD27UT03  | WD27UTHV                       | Hydrant and Valve Rehab & Replacement           | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 200,000                                    |
| Water Distribution        | WD27UT04  | WD27UTMT                       | Meter Replacement and ERT Upgrade Program       | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 500,000                                    |
| Water Distribution        | WD28UT01  | WD28UTRR                       | Water Main Rehab & Replacement                  | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 1,500,000                                  |
| Water Distribution        | WD28UT02  | WD28UTDV                       | Development Related Imprv                       | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 200,000                                    |
| Water Distribution        | WD28UT03  | WD28UTHV                       | Hydrant and Valve Rehab & Replacement           | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 200,000                                    |
| Water Distribution        | WD28UT04  | WD28UTMT                       | Meter Replacemt and ERT Upgrade Program         | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 500,000                                    |
| Water Quality (Treatment) | WQ20UT02  | n/a                            | SCADA Improvement                               | 361,100                       | 355,628                             | Construction       | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ20UT03  | n/a                            | BJTP Clearwell Mixer/ Aerator for DBP's Phase 1 | 538,786                       | 536,941                             | Design             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ20UT05  | n/a                            | BJTP Catwalk & Handrails                        | —                             | —                                   | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |

# Capital Improvement Program

## All Projects

| Project Category          | Project # | New Project # for FY24 Forward | Project Name                                 | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)     | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|---------------------------|-----------|--------------------------------|----------------------------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Water Quality (Treatment) | WQ22UT03  | n/a                            | BJTP Treatment Improvements                  | —                             | —                                   | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ22UT05  | n/a                            | HTP Improvements                             | 77,579                        | 76,525                              | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT01  | n/a                            | HTP Rehab and Improvements Design            | 1,000,000                     | 999,876                             | Design             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT02  | n/a                            | SCADA Improvement                            | 90,000                        | 78,166                              | Completed          | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT03  | n/a                            | HTP Rehab Improvements & Upgrades Phase      | 1,000,000                     | 1,000,000                           | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT04  | n/a                            | BJTP Treatment Improvements                  | 200,000                       | 200,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT05  | n/a                            | BJTP Clearwell Mixer/ aerator for DBPs Ph II | 250,000                       | 250,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT06  | n/a                            | BJTP Chain & Flight Assessment & Renovate    | 500,000                       | 500,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT07  | n/a                            | HTP Paving Improvements                      | 250,000                       | 250,000                             | Design             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT08  | n/a                            | Watershed Road/ Culvert Repairs              | 100,000                       | 100,000                             | Not Moving Forward | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ23UT09  | n/a                            | MTP Rehab Existing Facilities                | 100,000                       | 100,000                             | Design             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ24UT01  | n/a                            | HTP Improvements and Upgrades Design         | —                             | —                                   | Cancel             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ24UT03  | WQ24UTBP                       | BJTP Treatment Improvements                  | —                             | —                                   | New                | Water Enterprise Fund | 150,000                                    | —                                          | —                                          |
| Water Quality (Treatment) | WQ24UT04  | n/a                            | SCADA Improvement                            | —                             | —                                   | Cancel             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ24UT06  | n/a                            | BJTP Chain & Flight Renovation               | —                             | —                                   | New                | Water Enterprise Fund | 700,000                                    | —                                          | —                                          |
| Water Quality (Treatment) | WQ24UT09  | n/a                            | Milliken TP Upgrade Design                   | —                             | —                                   | New                | Water Enterprise Fund | 500,000                                    | —                                          | —                                          |
| Water Quality (Treatment) | WQ25UT02  | n/a                            | HTP Rehab Improvements & Upgrades Phase II   | —                             | —                                   | Cancel             | Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ25UT09  | n/a                            | Milliken TP Upgrades                         | —                             | —                                   | New                | Water Enterprise Fund | —                                          | 5,000,000                                  | —                                          |
| Water Quality (Treatment) | WQ26UT01  | n/a                            | BJTP Dewatering Facility Construction        | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 9,000,000                                  |
| Water Quality (Treatment) | WQ26UT02  | n/a                            | HTP Upgrades Design                          | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 6,000,000                                  |

# Capital Improvement Program

## All Projects

| Project Category          | Project # | New Project # for FY24 Forward | Project Name                                | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)                     | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|---------------------------|-----------|--------------------------------|---------------------------------------------|-------------------------------|-------------------------------------|--------------------|---------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Water Quality (Treatment) | WQ27UT01  | n/a                            | HTP Rehab Improvements & Upgrades Phase III | —                             | —                                   | Cancel             | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Quality (Treatment) | WQ27UT02  | n/a                            | HTP Upgrades Phase I                        | —                             | —                                   | New                | Water Enterprise Fund                 | —                                          | —                                          | 8,000,000                                  |
| Water Quality (Treatment) | WQ28UT02  | n/a                            | HTP Upgrades Ph II                          | —                             | —                                   | New                | Water Enterprise Fund                 | —                                          | —                                          | 20,000,000                                 |
| Watershed (Supply Source) | WS20UT01  | n/a                            | Hennessey Spillway Spot Repairs             | 183,374                       | 116,861                             | Completed          | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS20UT02  | n/a                            | Miliken Pipeline Support Alignment          | 239,743                       | 239,743                             | Completed          | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS22UT02  | n/a                            | Hennessey Aeration System                   | 299,470                       | 299,470                             | Not Moving Forward | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS22UT03  | n/a                            | Hennessey Source Water Assessment           | 100,000                       | 100,000                             | Not Moving Forward | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS23UT01  | n/a                            | Hennessey Spillway Flow Expansion Design    | 1,000,000                     | 998,960                             | Design             | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS23UT02  | n/a                            | Watershed Sampling and Analysis Program     | 200,000                       | (76,851)                            | Completed          | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS23UT03  | n/a                            | Feasibility Study for PURE Water            | 150,000                       | 150,000                             | Not Moving Forward | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS24UT02  | WTRSHDM OU                     | Watershed Sampling and Analysis Program     | —                             | —                                   | Cancel             | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS24UT03  | n/a                            | Watershed Road/Culvert Repairs              | —                             | —                                   | New                | Water Enterprise Fund                 | 200,000                                    | —                                          | —                                          |
| Watershed (Supply Source) | WS25UT01  | n/a                            | Hennessey Spillway Flow Expansion           | —                             | —                                   | Cancel             | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS25UT02  | WTRSHDM OU                     | Watershed Sampling and Analysis Program     | —                             | —                                   | Cancel             | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS26UT01  | WTRSHDM OU                     | Watershed Sampling and Analysis Program     | —                             | —                                   | Cancel             | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS27UT01  | WTRSHDM OU                     | Watershed Sampling and Analysis Program     | —                             | —                                   | Cancel             | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Watershed (Supply Source) | WS27UT02  | n/a                            | Hennessey Spillway Flow Expansion           | —                             | —                                   | New                | Water Enterprise Fund                 | —                                          | —                                          | 10,000,000                                 |
| Watershed (Supply Source) | WS28UT01  | WTRSHDM OU                     | Watershed Sampling and Analysis Program     | —                             | —                                   | Cancel             | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Transmission        | DR17FR01  | 9017FR01                       | PUMP STATION AT HILLCREST                   | 684,916                       | 676,499                             | Construction       | Water Enterprise Fund, FEMA, CalOES   | —                                          | —                                          | —                                          |
| Water Transmission        | DR17FR02  | 9017FR02                       | PUMP STATION AT SILVERADO                   | 402,413                       | 387,078                             | Construction       | Water Enterprise Fund, FEMA, CalOES   | —                                          | —                                          | —                                          |

## Capital Improvement Program

### All Projects

| Project Category          | Project # | New Project # for FY24 Forward | Project Name                                  | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)                     | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|---------------------------|-----------|--------------------------------|-----------------------------------------------|-------------------------------|-------------------------------------|--------------------|---------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Watershed (Supply Source) | DR17FR10  | 9017FR10                       | Milliken Raw Water Pipeline                   | 571,772                       | 571,741                             | Construction       | Water Enterprise Fund, FEMA, CalOES   | —                                          | —                                          | —                                          |
| Water Supply              | DR17FR11  | 9017FR11                       | Milliken Access Walkways                      | 983,984                       | 943,613                             | Design             | Water Enterprise Fund, FEMA, CalOES   | —                                          | —                                          | —                                          |
| Water Supply              | DR17FR20  | 9017FR20                       | Milliken Raw Water Pipeline Hardening HMGP    | 5,429,680                     | 5,361,734                           | Design             | Water Enterprise Fund, FEMA, CalOES   | 1,200,000                                  | —                                          | —                                          |
| Water Distribution        | 9015F206  | n/a                            | HDD Line Repair-PW206/LOP68                   | —                             | 889,153                             | Design             | Water Enterprise Fund, FEMA, CalOES   | —                                          | —                                          | —                                          |
| Water Transmission        | 9015F117  | n/a                            | HDD - 1st & HWY29                             | —                             | 742,790                             | Cancel             | Water Enterprise Fund, FEMA, CalOES   | —                                          | —                                          | —                                          |
| Water Transmission        | WT19PW04  | n/a                            | Alta Heights II Pressure Tank                 | 353,377                       | 17,309                              | Completed          | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT20UT01  | n/a                            | CIPP Pipeline Improvements (Sheehy Ct - NVTa) | 1,557,857                     | 190,964                             | Completed          | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Transmission        | WT20UT02  | n/a                            | CIPP Pipeline Improvements (PG&E Valve Lot)   | 499,703                       | 499,703                             | Design             | Other Agencies, Water Enterprise Fund | —                                          | —                                          | —                                          |
| Water Transmission        | WT20UT04  | n/a                            | Falcon Ridge Tank Replacement                 | 174,350                       | 153,405                             | Design             | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT21UT01  | n/a                            | Storage Tank Cleaning & Coat                  | —                             | —                                   | Not Moving Forward | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT22UT02  | n/a                            | Conn Line Coating                             | 700,000                       | 699,775                             | Design             | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT22UT03  | n/a                            | Transmission Line Valve Rehab/ Replace        | 1,380,019                     | 221,042                             | Construction       | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT23UT05  | n/a                            | Hillcrest Dr Pipeline Imprvmts Design         | —                             | —                                   | Not Moving Forward | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT24UT01  | n/a                            | Conn Line Transmission Valve Rehab            | —                             | —                                   | Cancel             | Water Enterprise Fund                 | —                                          | —                                          | —                                          |
| Water Transmission        | WT24UT02  | WT24UTTK                       | Storage Tank Cleaning and Coating             | —                             | —                                   | New                | Water Enterprise Fund                 | 500,000                                    | —                                          | —                                          |
| Water Transmission        | WT24UT04  | WT24UTTV                       | Transmission Line Valve Rehab/ Replace        | —                             | —                                   | New                | Water Enterprise Fund                 | 150,000                                    | —                                          | —                                          |
| Water Transmission        | WT24UT05  | n/a                            | Hillcrest Dr Pipeline Improvements Phase 1    | —                             | —                                   | New                | Water Enterprise Fund                 | 800,000                                    | —                                          | —                                          |
| Water Transmission        | WT24UT06  | n/a                            | Shoreline Main for Flood Control Proj         | —                             | —                                   | New                | Water Enterprise Fund, Other Agencies | 1,050,000                                  | —                                          | —                                          |
| Water Transmission        | WT24UT07  | n/a                            | DOT Soscol Tulocay Bridge Main Replacement    | —                             | —                                   | New                | Water Enterprise Fund, Other Agencies | 1,000,000                                  | —                                          | —                                          |
| Water Transmission        | WT24UT08  | n/a                            | Access Rd for 36-in Transm Main               | —                             | —                                   | New                | Water Enterprise Fund                 | 150,000                                    | —                                          | —                                          |
| Water Transmission        | WT25UT01  | WT25UTTK                       | Storage Tank Cleaning and Coating             | —                             | —                                   | New                | Water Enterprise Fund                 | —                                          | 500,000                                    | —                                          |
| Water Transmission        | WT25UT02  | WT25UTTV                       | Transmission Valve Rehab                      | —                             | —                                   | New                | Water Enterprise Fund                 | —                                          | 150,000                                    | —                                          |

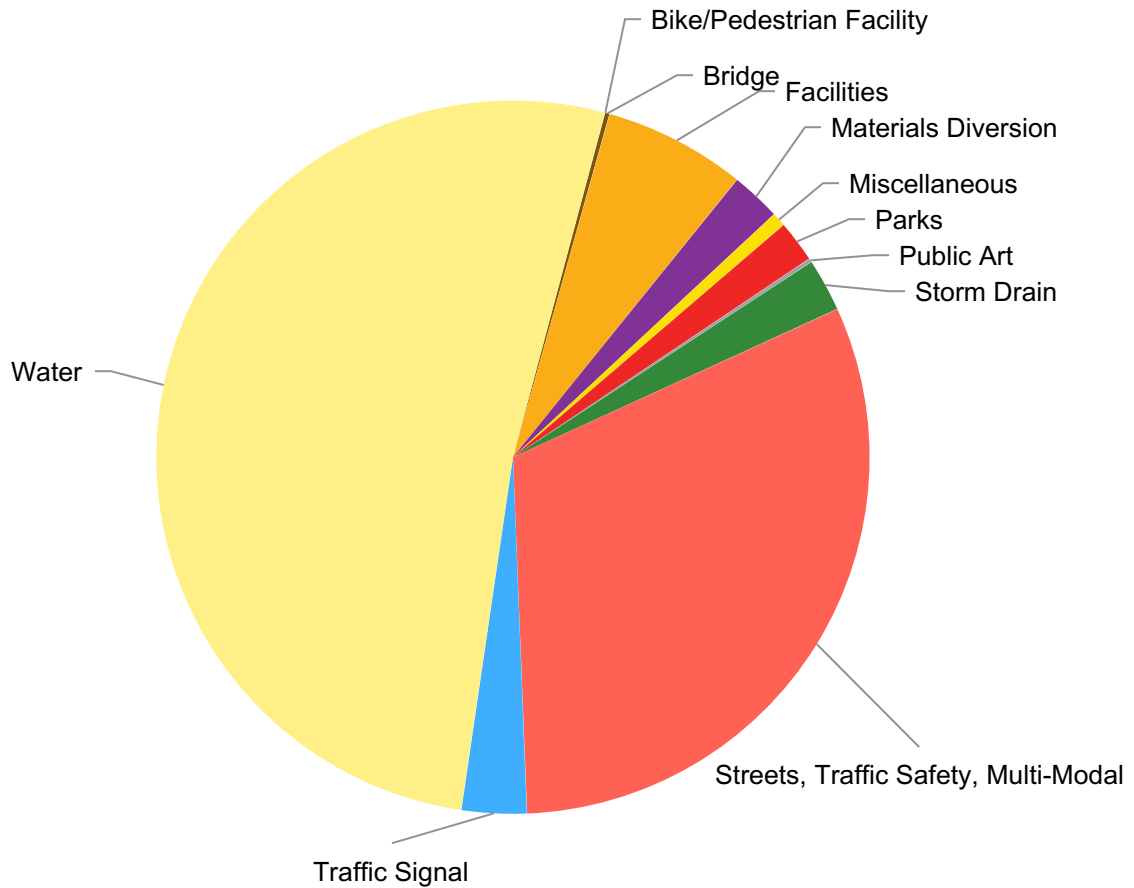
Capital Improvement Program

All Projects

| Project Category   | Project # | New Project # for FY24 Forward | Project Name                      | Total Budget as of 05/15/2023 | Unobligated Budget as of 05/15/2023 | Project Phase FY24 | Funding Source(s)     | Additional Funding in Proposed FY24 Budget | Additional Funding in Proposed FY25 Budget | Additional Funding in FY26 - FY28 CIP Plan |
|--------------------|-----------|--------------------------------|-----------------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|
| Water Transmission | WT26UT01  | WT26UTTK                       | Storage Tank Cleaning and Coating | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 500,000                                    |
| Water Transmission | WT26UT02  | WT26UTTV                       | Transmission Valve Rehab          | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 150,000                                    |
| Water Transmission | WT27UT01  | WT27UTTK                       | Storage Tank Cleaning and Coating | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 500,000                                    |
| Water Transmission | WT27UT02  | WT27UTTV                       | Transmission Valve Rehab          | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 150,000                                    |
| Water Transmission | WT28UT01  | WT28UTTK                       | Storage Tank Cleaning and Coating | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 500,000                                    |
| Water Transmission | WT28UT02  | WT28UTTV                       | Transmission Valve Rehab          | —                             | —                                   | New                | Water Enterprise Fund | —                                          | —                                          | 150,000                                    |
| Totals             |           |                                |                                   | 91,617,519                    | 79,842,252                          |                    |                       | 32,437,000                                 | 20,930,000                                 | 102,020,000                                |

# Capital Improvement Program

## Five-Year CIP Plan by Project Type



| Project Type                         | CIP Funding Plan      | %              |
|--------------------------------------|-----------------------|----------------|
| Bike/Pedestrian Facility             | \$ —                  | — %            |
| Bridge                               | 325,000               | 0.2 %          |
| Facilities                           | 10,070,000            | 6.4 %          |
| Materials Diversion                  | 3,535,000             | 2.3 %          |
| Miscellaneous                        | 1,000,000             | 0.6 %          |
| Parks                                | 2,950,000             | 1.9 %          |
| Public Art                           | 275,000               | 0.2 %          |
| Storm Drain                          | 3,750,000             | 2.4 %          |
| Streets, Traffic Safety, Multi-Modal | 48,750,000            | 31.2 %         |
| Traffic Signal                       | 4,600,000             | 2.9 %          |
| Water                                | 81,025,000            | 51.8 %         |
| <b>TOTAL</b>                         | <b>\$ 156,280,000</b> | <b>100.0 %</b> |

City of Napa, California  
*Capital Improvement Program*  
FY 24 thru FY 28

**PROJECTS BY CATEGORY**

| Category                                           | Project # | FY 24            | FY 25            | FY 26            | FY 27          | FY 28          | Total             |
|----------------------------------------------------|-----------|------------------|------------------|------------------|----------------|----------------|-------------------|
| <b>Bridge</b>                                      |           |                  |                  |                  |                |                |                   |
| Bridge Assessment & Repair                         | BR22PW01  | 100,000          | 100,000          | 75,000           |                |                | 275,000           |
| Feasibility Study for Oxbow/Third St. Connector    | BR24PW01  | 50,000           |                  |                  |                |                | 50,000            |
| <b>Bridge Total</b>                                |           | <b>150,000</b>   | <b>100,000</b>   | <b>75,000</b>    |                |                | <b>325,000</b>    |
| <b>Facilities</b>                                  |           |                  |                  |                  |                |                |                   |
| Second Street Garage Elevator Modernization        | FC13PR01  | 400,000          |                  |                  |                |                | 400,000           |
| Senior Center (paving, site work & ADA)            | FC22PW02  |                  | 500,000          |                  |                |                | 500,000           |
| Las Flores Community Center Paving and ADA         | FC22PW03  |                  | 300,000          |                  |                |                | 300,000           |
| City Facility Planning                             | FC23CM01  | 1,000,000        |                  |                  |                |                | 1,000,000         |
| City Building Facilities Roof Restorations         | FC23PW01  | 500,000          | 500,000          | 500,000          |                |                | 1,500,000         |
| City Building Facilities Exterior Repairs          | FC23PW02  | 500,000          | 500,000          | 500,000          | 200,000        | 200,000        | 1,900,000         |
| City Building Facilities Access Barrier Removals   | FC23PW03  | 100,000          | 100,000          | 500,000          | 500,000        | 500,000        | 1,700,000         |
| Fire Station Dorm & Bathroom Reconfiguration Study | FC24FD01  | 100,000          |                  |                  |                |                | 100,000           |
| Fire Station #2 Electrical Repair & Upgrade        | FC24FD02  | 250,000          |                  |                  |                |                | 250,000           |
| Fire Station #2 Draft Pit Repair                   | FC24FD03  | 75,000           |                  |                  |                |                | 75,000            |
| PD Admin Parking Lot Gates                         | FC24PD01  | 75,000           |                  |                  |                |                | 75,000            |
| Facilities Asset Management                        | FC24PW01  | 100,000          | 100,000          | 150,000          | 150,000        | 150,000        | 650,000           |
| Clay St. Parking Garage Structural Repair          | FC24PW02  | 250,000          |                  |                  |                |                | 250,000           |
| City Hall Transformer                              | FC24PW03  | 200,000          |                  |                  |                |                | 200,000           |
| Planning Project for City Fleet EV Charging        | FC24PW04  | 50,000           |                  |                  |                |                | 50,000            |
| Pearl St Depot Demolition                          | FC24PW05  | 50,000           | 250,000          |                  |                |                | 300,000           |
| Surface Repair City Parking Lots (PD/CityHall/FS1) | FC24PW06  | 200,000          |                  |                  |                |                | 200,000           |
| Congressionally Directed Funding for EV Charging   | FC24PW07  | 570,000          |                  |                  |                |                | 570,000           |
| Fire Station #3 Parking Lot Access Control         | FC25FD01  |                  | 50,000           |                  |                |                | 50,000            |
| <b>Facilities Total</b>                            |           | <b>4,420,000</b> | <b>2,300,000</b> | <b>1,650,000</b> | <b>850,000</b> | <b>850,000</b> | <b>10,070,000</b> |
| <b>Materials Diversion</b>                         |           |                  |                  |                  |                |                |                   |
| MDF Concrete Pad Partial Replacement               | MD22UT04  | 450,000          | 500,000          | 500,000          | 500,000        |                | 1,950,000         |
| MDF MRF Roll Doors                                 | MD24UT04  | 75,000           |                  |                  |                |                | 75,000            |
| MDF MRF Building Exterior Painting                 | MD24UT05  | 75,000           |                  |                  |                |                | 75,000            |
| MDF Lighting Upgrade                               | MD24UT06  | 130,000          |                  |                  |                |                | 130,000           |
| MDF In-Ground Vehicle Weigh Scale                  | MD24UT08  | 150,000          |                  |                  |                |                | 150,000           |
| MDF Periodic Repair of Interior Concrete           | MD24UT09  | 75,000           |                  |                  |                |                | 75,000            |
| MDF Stormwater Improvements                        | MD24UT10  | 200,000          |                  |                  |                |                | 200,000           |
| MDF Fencing Partial Replacement                    | MD25UT01  |                  | 250,000          |                  |                |                | 250,000           |
| MDF Parking Lots                                   | MD26UT01  |                  |                  | 280,000          |                |                | 280,000           |
| Replace Metal Roof Admin/Scalehouse                | MD26UT03  |                  |                  | 100,000          |                |                | 100,000           |
| Replacement/Rehab of MDF Scalehouse                | MD28UT01  |                  |                  |                  |                | 250,000        | 250,000           |
| <b>Materials Diversion Total</b>                   |           | <b>1,155,000</b> | <b>750,000</b>   | <b>880,000</b>   | <b>500,000</b> | <b>250,000</b> | <b>3,535,000</b>  |
| <b>Miscellaneous</b>                               |           |                  |                  |                  |                |                |                   |
| Jefferson/Trower Housing Project                   | MS24HG01  | 500,000          |                  |                  |                |                | 500,000           |
| Survey Monument Network Project                    | MS24PW01  | 100,000          |                  |                  |                |                | 100,000           |

| Category                                           | Project # | FY 24             | FY 25            | FY 26            | FY 27            | FY 28            | Total             |
|----------------------------------------------------|-----------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Jefferson Street Corridor Plan                     | MS24PW02  | 100,000           |                  |                  |                  |                  | 100,000           |
| HSIP Grant Matching                                | MS24PW03  | 300,000           |                  |                  |                  |                  | 300,000           |
| <b>Miscellaneous Total</b>                         |           | <b>1,000,000</b>  |                  |                  |                  |                  | <b>1,000,000</b>  |
|                                                    |           |                   |                  |                  |                  |                  |                   |
| <b>Park</b>                                        |           |                   |                  |                  |                  |                  |                   |
| Parks Parking Lot and Pathway Repair Project       | PK16PR02  | 215,000           | 300,000          |                  | 250,000          | 250,000          | 1,015,000         |
| Park Restrooms                                     | PK18PR02  | 75,000            | 300,000          |                  |                  |                  | 375,000           |
| Park Furnishing & Infrastructure Replacements      | PK18PR05  |                   | 275,000          | 100,000          | 100,000          | 100,000          | 575,000           |
| Playground Equipment Replacement                   | PK18PR07  |                   | 150,000          | 165,000          | 100,000          | 100,000          | 515,000           |
| Irrigation Controller Replacement                  | PK24PR01  | 427,000           |                  |                  |                  |                  | 427,000           |
| <b>Park Total</b>                                  |           | <b>717,000</b>    | <b>1,025,000</b> | <b>265,000</b>   | <b>450,000</b>   | <b>450,000</b>   | <b>2,907,000</b>  |
|                                                    |           |                   |                  |                  |                  |                  |                   |
| <b>Public Art</b>                                  |           |                   |                  |                  |                  |                  |                   |
| SR29 Undercrossing Public Art                      | PA23PR02  | 75,000            |                  |                  |                  |                  | 75,000            |
| Main St. / 2nd St. Ped Scramble Artwork            | PA23PR03  | 200,000           |                  |                  |                  |                  | 200,000           |
| <b>Public Art Total</b>                            |           | <b>275,000</b>    |                  |                  |                  |                  | <b>275,000</b>    |
|                                                    |           |                   |                  |                  |                  |                  |                   |
| <b>Storm Drain</b>                                 |           |                   |                  |                  |                  |                  |                   |
| Stormdrain & Conveyance Repairs                    | SD24PW01  | 200,000           | 200,000          | 200,000          | 200,000          | 200,000          | 1,000,000         |
| Stormwater Trash Reduction Policy Implementation   | SW18PW01  | 400,000           |                  | 900,000          | 700,000          | 750,000          | 2,750,000         |
| <b>Storm Drain Total</b>                           |           | <b>600,000</b>    | <b>200,000</b>   | <b>1,100,000</b> | <b>900,000</b>   | <b>950,000</b>   | <b>3,750,000</b>  |
|                                                    |           |                   |                  |                  |                  |                  |                   |
| <b>Streets,Traffic Safety, Multi-Modal</b>         |           |                   |                  |                  |                  |                  |                   |
| Pavement Management Program                        | ST10PW05  | 75,000            | 75,000           | 75,000           | 75,000           |                  | 300,000           |
| Silverado-Third-Coombsville-East (5-way) Intersect | ST14PW04  | 500,000           | 500,000          | 1,500,000        |                  |                  | 2,500,000         |
| Salvador Avenue Complete Streets                   | ST16PW02  | 900,000           |                  |                  |                  |                  | 900,000           |
| Uncontrolled Crosswalk Improvement Program         | ST19PW02  | 100,000           | 100,000          | 100,000          | 100,000          | 100,000          | 500,000           |
| Coombs St & S Coombs Rehab 5th to Imola            | ST20PW09  | 4,700,000         |                  |                  |                  |                  | 4,700,000         |
| Laurel Street Rehabilitation                       | ST20PW10  | 2,500,000         |                  |                  |                  |                  | 2,500,000         |
| Browns Valley Road/1st Street-Westview to 29       | ST22PW03  | 1,000,000         |                  |                  |                  |                  | 1,000,000         |
| Coombsville Rd. Rehabilitation-3rd St. to Pascale  | ST22PW04  |                   |                  | 1,000,000        |                  |                  | 1,000,000         |
| Westwood Neighborhood Rehab Interior Streets       | ST22PW05  |                   | 3,000,000        |                  |                  |                  | 3,000,000         |
| Imola Avenue Rehab-Soscol to East End              | ST22PW07  |                   |                  | 2,500,000        |                  |                  | 2,500,000         |
| Coombsville Rd.-Pascale to East End                | ST22PW08  |                   |                  | 2,000,000        |                  |                  | 2,000,000         |
| Westwood Neighborhood Street Lighting              | ST22PW09  |                   | 200,000          |                  |                  |                  | 200,000           |
| Lincoln Ave Rehab-California to Silverado          | ST23PW03  | 500,000           | 3,000,000        |                  |                  |                  | 3,500,000         |
| Redwood Road Rehabilitation-Dry Creek to Carol     | ST23PW04  |                   | 150,000          |                  | 1,000,000        |                  | 1,150,000         |
| Street Preventive Maintenance FY23/24              | ST24PW05  | 1,000,000         |                  |                  |                  |                  | 1,000,000         |
| Street Preventive Maintenance FY24/25              | ST25PW01  |                   | 1,000,000        |                  |                  |                  | 1,000,000         |
| Old Sonoma Road Rehabilitation                     | ST25PW02  |                   | 500,000          |                  |                  |                  | 500,000           |
| Jefferson Street Trancas to Lincoln                | ST26PW01  |                   | 150,000          |                  | 5,000,000        |                  | 5,150,000         |
| Street Preventive Maintenance FY25/26              | ST26PW02  |                   |                  | 1,000,000        |                  |                  | 1,000,000         |
| Riverside Neighborhood Rehabilitation              | ST26PW03  |                   |                  | 500,000          |                  | 4,000,000        | 4,500,000         |
| Montgomery Neighborhood Rehabilitation             | ST26PW04  |                   |                  | 500,000          |                  | 4,000,000        | 4,500,000         |
| Jefferson St. Rehab (Sierra to Trancas)            | ST26PW05  |                   |                  | 500,000          | 2,000,000        |                  | 2,500,000         |
| Street Preventive Maintenance FY26/27              | ST27PW01  |                   |                  |                  | 1,000,000        |                  | 1,000,000         |
| Street Preventive Maintenance FY27/28              | ST28PW01  |                   |                  |                  |                  | 1,000,000        | 1,000,000         |
| <b>Streets,Traffic Safety, Multi-Modal Total</b>   |           | <b>11,275,000</b> | <b>8,675,000</b> | <b>9,675,000</b> | <b>9,175,000</b> | <b>9,100,000</b> | <b>47,900,000</b> |
|                                                    |           |                   |                  |                  |                  |                  |                   |
| <b>Traffic Signal</b>                              |           |                   |                  |                  |                  |                  |                   |
| Automated Traffic Management Systems (ATMS)        | ST20PW04  | 1,200,000         |                  |                  |                  |                  | 1,200,000         |
| Trancas Street at Claremont Signal                 | TS24PW01  |                   | 250,000          | 2,000,000        |                  |                  | 2,250,000         |
| Traffic Signal Equipment Upgrades                  | TS24PW02  | 200,000           | 200,000          | 200,000          | 200,000          | 200,000          | 1,000,000         |



| Category                                       | Project # | FY 24            | FY 25            | FY 26             | FY 27            | FY 28             | Total             |
|------------------------------------------------|-----------|------------------|------------------|-------------------|------------------|-------------------|-------------------|
| Traffic Signal Upgrade Pueblo at Soscol        | TS25PW01  |                  |                  |                   | 150,000          |                   | 150,000           |
| <b>Traffic Signal Total</b>                    |           | <b>1,400,000</b> | <b>450,000</b>   | <b>2,200,000</b>  | <b>350,000</b>   | <b>200,000</b>    | <b>4,600,000</b>  |
| <b>Water Distribution</b>                      |           |                  |                  |                   |                  |                   |                   |
| Workorder Asset Management                     | WA25UT01  |                  | 100,000          |                   |                  |                   | 100,000           |
| Browns Valley Rd Water Main Replacements       | WD22UT08  | 500,000          |                  |                   |                  |                   | 500,000           |
| Old Sonoma Rd Wtr Main Replacement             | WD22UT11  | 300,000          |                  |                   |                  |                   | 300,000           |
| Regal Forest Camilla Installation and Upgrades | WD24UT08  | 275,000          |                  |                   |                  |                   | 275,000           |
| Westwood Harrison Cornwall R&R                 | WD24UT09  | 600,000          |                  |                   |                  |                   | 600,000           |
| Laurel Griggs to Freeway R&R                   | WD24UT10  | 1,200,000        |                  |                   |                  |                   | 1,200,000         |
| Downtown East Side Pressure Regulating Station | WD24UT11  | 200,000          |                  |                   |                  |                   | 200,000           |
| Westgate Pressure Regulation Station           | WD24UT13  | 200,000          |                  |                   |                  |                   | 200,000           |
| East Ave Water Main Replacements               | WD24UT14  | 800,000          |                  |                   |                  |                   | 800,000           |
| Development Related Imprv                      | WD24UTDV  | 200,000          |                  |                   |                  |                   | 200,000           |
| Hydrant and Valve Rehab & Replacement          | WD24UTHV  | 120,000          |                  |                   |                  |                   | 120,000           |
| Meter Replacement and ERT Upgrade Program      | WD24UTMT  | 500,000          |                  |                   |                  |                   | 500,000           |
| Water Main Rehab & Replacement                 | WD24UTRR  | 150,000          |                  |                   |                  |                   | 150,000           |
| Congress Valley Water Meter Replacements       | WD25UT05  |                  | 80,000           |                   |                  |                   | 80,000            |
| Montgomery Area Water Main R&R                 | WD25UT07  |                  | 500,000          |                   |                  |                   | 500,000           |
| Development Related Imprv                      | WD25UTDV  |                  | 200,000          |                   |                  |                   | 200,000           |
| Hydrant and Valve Rehab & Replacement          | WD25UTHV  |                  | 200,000          |                   |                  |                   | 200,000           |
| Meter Replacement and ERT Upgrade Program      | WD25UTMT  |                  | 500,000          |                   |                  |                   | 500,000           |
| Water Main Rehab & Replacement                 | WD25UTRR  |                  | 200,000          |                   |                  |                   | 200,000           |
| Development Related Imprv                      | WD26UTDV  |                  |                  | 200,000           |                  |                   | 200,000           |
| Hydrant and Valve Rehab & Replacement          | WD26UTHV  |                  |                  | 200,000           |                  |                   | 200,000           |
| Meter Replacemt and ERT Upgrade Program        | WD26UTMT  |                  |                  | 500,000           |                  |                   | 500,000           |
| Water Main Rehab & Replacement                 | WD26UTRR  |                  |                  | 1,500,000         |                  |                   | 1,500,000         |
| Development Related Imprv                      | WD27UTDV  |                  |                  |                   | 200,000          |                   | 200,000           |
| Hydrant and Valve Rehab & Replacement          | WD27UTHV  |                  |                  |                   | 200,000          |                   | 200,000           |
| Meter Replacemt and ERT Upgrade Program        | WD27UTMT  |                  |                  |                   | 500,000          |                   | 500,000           |
| Water Main Rehab & Replacement                 | WD27UTRR  |                  |                  |                   | 1,500,000        |                   | 1,500,000         |
| Development Related Imprv                      | WD28UTDV  |                  |                  |                   |                  | 200,000           | 200,000           |
| Hydrant and Valve Rehab & Replacement          | WD28UTHV  |                  |                  |                   |                  | 200,000           | 200,000           |
| Meter Replacemt and ERT Upgrade Program        | WD28UTMT  |                  |                  |                   |                  | 500,000           | 500,000           |
| Water Main Rehab & Replacement                 | WD28UTRR  |                  |                  |                   |                  | 1,500,000         | 1,500,000         |
| <b>Water Distribution Total</b>                |           | <b>5,045,000</b> | <b>1,780,000</b> | <b>2,400,000</b>  | <b>2,400,000</b> | <b>2,400,000</b>  | <b>14,025,000</b> |
| <b>Water Quality (Treatment)</b>               |           |                  |                  |                   |                  |                   |                   |
| BJTP Chain & Flight Renovation                 | WQ24UT06  | 700,000          |                  |                   |                  |                   | 700,000           |
| Milliken TP Upgrade Design                     | WQ24UT09  | 500,000          |                  |                   |                  |                   | 500,000           |
| BJTP Treatment Improvements                    | WQ24UTBP  | 150,000          |                  |                   |                  |                   | 150,000           |
| Milliken TP Upgrades                           | WQ25UT09  |                  | 5,000,000        |                   |                  |                   | 5,000,000         |
| BJTP Dewatering Facility Construction          | WQ26UT01  |                  |                  | 9,000,000         |                  |                   | 9,000,000         |
| HTP Upgrades Design                            | WQ26UT02  |                  |                  | 6,000,000         |                  |                   | 6,000,000         |
| HTP Upgrades Phase I                           | WQ27UT02  |                  |                  |                   | 8,000,000        |                   | 8,000,000         |
| HTP Upgrades Ph II                             | WQ28UT02  |                  |                  |                   |                  | 20,000,000        | 20,000,000        |
| <b>Water Quality (Treatment) Total</b>         |           | <b>1,350,000</b> | <b>5,000,000</b> | <b>15,000,000</b> | <b>8,000,000</b> | <b>20,000,000</b> | <b>49,350,000</b> |
| <b>Water Transmission</b>                      |           |                  |                  |                   |                  |                   |                   |
| Hillcrest Dr Pipeline Improvements Phase 1     | WT24UT05  | 800,000          |                  |                   |                  |                   | 800,000           |
| Shoreline Main for Flood Control Proj          | WT24UT06  | 1,050,000        |                  |                   |                  |                   | 1,050,000         |
| DOT Soscol Tulocay Bridge Main Replacement     | WT24UT07  | 1,000,000        |                  |                   |                  |                   | 1,000,000         |
| Access Rd for 36-in Transm Main                | WT24UT08  | 150,000          |                  |                   |                  |                   | 150,000           |
| Storage Tank Cleaning & Coating                | WT24UTTK  | 500,000          |                  |                   |                  |                   | 500,000           |
| Transmission Line Valve Rehab/Replace          | WT24UTTV  | 150,000          |                  |                   |                  |                   | 150,000           |

| Category                                   | Project # | FY 24             | FY 25             | FY 26             | FY 27             | FY 28             | Total              |
|--------------------------------------------|-----------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Storage Tank Cleaning & Coating            | WT25UTTK  |                   | 500,000           |                   |                   |                   | 500,000            |
| Transmission Main Valve Rehab              | WT25UTTV  |                   | 150,000           |                   |                   |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT26UTTK  |                   |                   | 500,000           |                   |                   | 500,000            |
| Transmission Main Valve Rehab              | WT26UTTV  |                   |                   | 150,000           |                   |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT27UTTK  |                   |                   |                   | 500,000           |                   | 500,000            |
| Transmission Main Valve Rehab              | WT27UTTV  |                   |                   |                   | 150,000           |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT28UTTK  |                   |                   |                   |                   | 500,000           | 500,000            |
| Transmission Main Valve Rehab              | WT28UTTV  |                   |                   |                   |                   | 150,000           | 150,000            |
| <b>Water Transmission Total</b>            |           | <b>3,650,000</b>  | <b>650,000</b>    | <b>650,000</b>    | <b>650,000</b>    | <b>650,000</b>    | <b>6,250,000</b>   |
| <b>Watershed (Supply Source)</b>           |           |                   |                   |                   |                   |                   |                    |
| Milliken Raw Water Pipeline Hardening HMGP | 9017FR20  | 1,200,000         |                   |                   |                   |                   | 1,200,000          |
| Watershed Road/Culvert Repairs             | WS24UT03  | 200,000           |                   |                   |                   |                   | 200,000            |
| Hennessey Spillway Flow Expansion          | WS27UT02  |                   |                   |                   | 10,000,000        |                   | 10,000,000         |
| <b>Watershed (Supply Source) Total</b>     |           | <b>1,400,000</b>  |                   |                   | <b>10,000,000</b> |                   | <b>11,400,000</b>  |
| <b>GRAND TOTAL</b>                         |           | <b>32,437,000</b> | <b>20,930,000</b> | <b>33,895,000</b> | <b>33,275,000</b> | <b>34,850,000</b> | <b>155,387,000</b> |

City of Napa, California  
*Capital Improvement Program*  
FY 24 thru FY 28

**PROJECTS BY FUNDING SOURCE**

| Source                                             | Project # | FY 24            | FY 25            | FY 26            | FY 27            | FY 28            | Total             |
|----------------------------------------------------|-----------|------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>CIP Facilities Reserve</b>                      |           |                  |                  |                  |                  |                  |                   |
| Second Street Garage Elevator Modernization        | FC13PR01  | 400,000          |                  |                  |                  |                  | 400,000           |
| Senior Center (paving, site work & ADA)            | FC22PW02  |                  | 500,000          |                  |                  |                  | 500,000           |
| Las Flores Community Center Paving and ADA         | FC22PW03  |                  | 300,000          |                  |                  |                  | 300,000           |
| City Facility Planning                             | FC23CM01  | 1,000,000        |                  |                  |                  |                  | 1,000,000         |
| City Building Facilities Roof Restorations         | FC23PW01  | 500,000          | 500,000          | 500,000          |                  |                  | 1,500,000         |
| City Building Facilities Exterior Repairs          | FC23PW02  | 500,000          | 500,000          | 500,000          | 200,000          | 200,000          | 1,900,000         |
| City Building Facilities Access Barrier Removals   | FC23PW03  | 100,000          | 100,000          | 500,000          | 500,000          | 500,000          | 1,700,000         |
| Fire Station Dorm & Bathroom Reconfiguration Study | FC24FD01  | 100,000          |                  |                  |                  |                  | 100,000           |
| Fire Station #2 Electrical Repair & Upgrade        | FC24FD02  | 250,000          |                  |                  |                  |                  | 250,000           |
| Fire Station #2 Draft Pit Repair                   | FC24FD03  | 75,000           |                  |                  |                  |                  | 75,000            |
| PD Admin Parking Lot Gates                         | FC24PD01  | 75,000           |                  |                  |                  |                  | 75,000            |
| Facilities Asset Management                        | FC24PW01  | 100,000          | 100,000          | 150,000          | 150,000          | 150,000          | 650,000           |
| Clay St. Parking Garage Structural Repair          | FC24PW02  | 250,000          |                  |                  |                  |                  | 250,000           |
| City Hall Transformer                              | FC24PW03  | 200,000          |                  |                  |                  |                  | 200,000           |
| Planning Project for City Fleet EV Charging        | FC24PW04  | 50,000           |                  |                  |                  |                  | 50,000            |
| Pearl St Depot Demolition                          | FC24PW05  | 50,000           | 250,000          |                  |                  |                  | 300,000           |
| Surface Repair City Parking Lots (PD/CityHall/FS1) | FC24PW06  | 200,000          |                  |                  |                  |                  | 200,000           |
| Congressionally Directed Funding for EV Charging   | FC24PW07  | 570,000          |                  |                  |                  |                  | 570,000           |
| Fire Station #3 Parking Lot Access Control         | FC25FD01  |                  | 50,000           |                  |                  |                  | 50,000            |
| <b>CIP Facilities Reserve Total</b>                |           | <b>4,420,000</b> | <b>2,300,000</b> | <b>1,650,000</b> | <b>850,000</b>   | <b>850,000</b>   | <b>10,070,000</b> |
| <b>CIP General Reserve</b>                         |           |                  |                  |                  |                  |                  |                   |
| Bridge Assessment & Repair                         | BR22PW01  | 100,000          | 100,000          | 75,000           |                  |                  | 275,000           |
| Feasibility Study for Oxbow/Third St. Connector    | BR24PW01  | 50,000           |                  |                  |                  |                  | 50,000            |
| Survey Monument Network Project                    | MS24PW01  | 100,000          |                  |                  |                  |                  | 100,000           |
| Parks Parking Lot and Pathway Repair Project       | PK16PR02  | 215,000          | 300,000          |                  | 250,000          | 250,000          | 1,015,000         |
| Park Restrooms                                     | PK18PR02  | 75,000           | 300,000          |                  |                  |                  | 375,000           |
| Park Furnishing & Infrastructure Replacements      | PK18PR05  |                  | 275,000          | 100,000          | 100,000          | 100,000          | 575,000           |
| Playground Equipment Replacement                   | PK18PR07  |                  | 150,000          | 165,000          | 100,000          | 100,000          | 515,000           |
| Irrigation Controller Replacement                  | PK24PR01  | 427,000          |                  |                  |                  |                  | 427,000           |
| Stormwater Trash Reduction Policy Implementation   | SW18PW01  | 400,000          |                  | 900,000          | 700,000          | 750,000          | 2,750,000         |
| <b>CIP General Reserve Total</b>                   |           | <b>1,367,000</b> | <b>1,125,000</b> | <b>1,240,000</b> | <b>1,150,000</b> | <b>1,200,000</b> | <b>6,082,000</b>  |
| <b>Housing</b>                                     |           |                  |                  |                  |                  |                  |                   |
| Jefferson/Trower Housing Project                   | MS24HG01  | 500,000          |                  |                  |                  |                  | 500,000           |
| <b>Housing Total</b>                               |           | <b>500,000</b>   |                  |                  |                  |                  | <b>500,000</b>    |
| <b>Materials Diversion Enterprise Fund</b>         |           |                  |                  |                  |                  |                  |                   |
| MDF Concrete Pad Partial Replacement               | MD22UT04  | 450,000          | 500,000          | 500,000          | 500,000          |                  | 1,950,000         |
| MDF MRF Roll Doors                                 | MD24UT04  | 75,000           |                  |                  |                  |                  | 75,000            |

| Source                                           | Project # | FY 24            | FY 25          | FY 26          | FY 27          | FY 28          | Total            |
|--------------------------------------------------|-----------|------------------|----------------|----------------|----------------|----------------|------------------|
| MDF MRF Building Exterior Painting               | MD24UT05  | 75,000           |                |                |                |                | 75,000           |
| MDF Lighting Upgrade                             | MD24UT06  | 130,000          |                |                |                |                | 130,000          |
| MDF In-Ground Vehicle Weigh Scale                | MD24UT08  | 150,000          |                |                |                |                | 150,000          |
| MDF Periodic Repair of Interior Concrete         | MD24UT09  | 75,000           |                |                |                |                | 75,000           |
| MDF Stormwater Improvements                      | MD24UT10  | 200,000          |                |                |                |                | 200,000          |
| MDF Fencing Partial Replacement                  | MD25UT01  |                  | 250,000        |                |                |                | 250,000          |
| MDF Parking Lots                                 | MD26UT01  |                  |                | 280,000        |                |                | 280,000          |
| Replace Metal Roof Admin/Scalehouse              | MD26UT03  |                  |                | 100,000        |                |                | 100,000          |
| Replacement/Rehab of MDF Scalehouse              | MD28UT01  |                  |                |                |                | 250,000        | 250,000          |
| <b>Materials Diversion Enterprise Fund Total</b> |           | <b>1,155,000</b> | <b>750,000</b> | <b>880,000</b> | <b>500,000</b> | <b>250,000</b> | <b>3,535,000</b> |

### Measure T

|                                                   |          |                   |                  |                   |                  |                  |                   |
|---------------------------------------------------|----------|-------------------|------------------|-------------------|------------------|------------------|-------------------|
| Automated Traffic Management Systems (ATMS)       | ST20PW04 | 1,200,000         |                  |                   |                  |                  | 1,200,000         |
| Coombs St & S Coombs Rehab 5th to Imola           | ST20PW09 | 4,700,000         |                  |                   |                  |                  | 4,700,000         |
| Laurel Street Rehabilitation                      | ST20PW10 | 2,500,000         |                  |                   |                  |                  | 2,500,000         |
| Browns Valley Road/1st Street-Westview to 29      | ST22PW03 | 1,000,000         |                  |                   |                  |                  | 1,000,000         |
| Coombsville Rd. Rehabilitation-3rd St. to Pascale | ST22PW04 |                   |                  | 1,000,000         |                  |                  | 1,000,000         |
| Westwood Neighborhood Rehab Interior Streets      | ST22PW05 |                   | 3,000,000        |                   |                  |                  | 3,000,000         |
| Imola Avenue Rehab-Soscol to East End             | ST22PW07 |                   |                  | 2,500,000         |                  |                  | 2,500,000         |
| Coombsville Rd.-Pascale to East End               | ST22PW08 |                   |                  | 2,000,000         |                  |                  | 2,000,000         |
| Westwood Neighborhood Street Lighting             | ST22PW09 |                   | 200,000          |                   |                  |                  | 200,000           |
| Lincoln Ave Rehab-California to Silverado         | ST23PW03 | 500,000           | 3,000,000        |                   |                  |                  | 3,500,000         |
| Redwood Road Rehabilitation-Dry Creek to Carol    | ST23PW04 |                   | 150,000          |                   | 1,000,000        |                  | 1,150,000         |
| Street Preventive Maintenance FY23/24             | ST24PW05 | 1,000,000         |                  |                   |                  |                  | 1,000,000         |
| Street Preventive Maintenance FY24/25             | ST25PW01 |                   | 1,000,000        |                   |                  |                  | 1,000,000         |
| Old Sonoma Road Rehabilitation                    | ST25PW02 |                   | 500,000          |                   |                  |                  | 500,000           |
| Jefferson Street Trancas to Lincoln               | ST26PW01 |                   | 150,000          |                   | 5,000,000        |                  | 5,150,000         |
| Street Preventive Maintenance FY25/26             | ST26PW02 |                   |                  | 1,000,000         |                  |                  | 1,000,000         |
| Riverside Neighborhood Rehabilitation             | ST26PW03 |                   |                  | 500,000           |                  | 4,000,000        | 4,500,000         |
| Montgomery Neighborhood Rehabilitation            | ST26PW04 |                   |                  | 500,000           |                  | 4,000,000        | 4,500,000         |
| Jefferson St. Rehab (Sierra to Trancas)           | ST26PW05 |                   |                  | 500,000           | 2,000,000        |                  | 2,500,000         |
| Street Preventive Maintenance FY26/27             | ST27PW01 |                   |                  |                   | 1,000,000        |                  | 1,000,000         |
| Street Preventive Maintenance FY27/28             | ST28PW01 |                   |                  |                   |                  | 1,000,000        | 1,000,000         |
| Trancas Street at Claremont Signal                | TS24PW01 |                   | 250,000          | 2,000,000         |                  |                  | 2,250,000         |
| Traffic Signal Upgrade Pueblo at Soscol           | TS25PW01 |                   |                  |                   | 150,000          |                  | 150,000           |
| <b>Measure T Total</b>                            |          | <b>10,900,000</b> | <b>8,250,000</b> | <b>10,000,000</b> | <b>9,150,000</b> | <b>9,000,000</b> | <b>47,300,000</b> |

### North Jefferson DIF - Street Improve

|                                                       |          |                |  |  |  |  |                |
|-------------------------------------------------------|----------|----------------|--|--|--|--|----------------|
| Jefferson Street Corridor Plan                        | MS24PW02 | 22,000         |  |  |  |  | 22,000         |
| Salvador Avenue Complete Streets                      | ST16PW02 | 900,000        |  |  |  |  | 900,000        |
| <b>North Jefferson DIF - Street Improvement Total</b> |          | <b>922,000</b> |  |  |  |  | <b>922,000</b> |

### Other Agencies

|                                            |          |                  |               |  |  |  |                  |
|--------------------------------------------|----------|------------------|---------------|--|--|--|------------------|
| Congress Valley Water Meter Replacements   | WD25UT05 |                  | 80,000        |  |  |  | 80,000           |
| Shoreline Main for Flood Control Proj      | WT24UT06 | 1,000,000        |               |  |  |  | 1,000,000        |
| DOT Soscol Tulocay Bridge Main Replacement | WT24UT07 | 700,000          |               |  |  |  | 700,000          |
| Access Rd for 36-in Transm Main            | WT24UT08 | 100,000          |               |  |  |  | 100,000          |
| <b>Other Agencies Total</b>                |          | <b>1,800,000</b> | <b>80,000</b> |  |  |  | <b>1,880,000</b> |

| Source                                             | Project # | FY 24          | FY 25          | FY 26            | FY 27          | FY 28          | Total            |
|----------------------------------------------------|-----------|----------------|----------------|------------------|----------------|----------------|------------------|
| <b>Public Art Fund</b>                             |           |                |                |                  |                |                |                  |
| SR29 Undercrossing Public Art                      | PA23PR02  | 75,000         |                |                  |                |                | 75,000           |
| Main St. / 2nd St. Ped Scramble Artwork            | PA23PR03  | 200,000        |                |                  |                |                | 200,000          |
| <b>Public Art Fund Total</b>                       |           | <b>275,000</b> |                |                  |                |                | <b>275,000</b>   |
| <b>State Gas Tax</b>                               |           |                |                |                  |                |                |                  |
| Jefferson Street Corridor Plan                     | MS24PW02  | 78,000         |                |                  |                |                | 78,000           |
| HSIP Grant Matching                                | MS24PW03  | 300,000        |                |                  |                |                | 300,000          |
| Stormdrain & Conveyance Repairs                    | SD24PW01  | 200,000        | 200,000        | 200,000          | 200,000        | 200,000        | 1,000,000        |
| Pavement Management Program                        | ST10PW05  | 75,000         | 75,000         | 75,000           | 75,000         |                | 300,000          |
| Silverado-Third-Coombsville-East (5-way) Intersect | ST14PW04  |                |                | 1,500,000        |                |                | 1,500,000        |
| Uncontrolled Crosswalk Improvement Program         | ST19PW02  | 100,000        | 100,000        | 100,000          | 100,000        | 100,000        | 500,000          |
| Traffic Signal Equipment Upgrades                  | TS24PW02  | 200,000        | 200,000        | 200,000          | 200,000        | 200,000        | 1,000,000        |
| <b>State Gas Tax Total</b>                         |           | <b>953,000</b> | <b>575,000</b> | <b>2,075,000</b> | <b>575,000</b> | <b>500,000</b> | <b>4,678,000</b> |
| <b>Street Improvement DIF - Streets</b>            |           |                |                |                  |                |                |                  |
| Silverado-Third-Coombsville-East (5-way) Intersect | ST14PW04  | 500,000        | 500,000        |                  |                |                | 1,000,000        |
| <b>Street Improvement DIF - Streets Total</b>      |           | <b>500,000</b> | <b>500,000</b> |                  |                |                | <b>1,000,000</b> |
| <b>Water Enterprise Fund</b>                       |           |                |                |                  |                |                |                  |
| Milliken Raw Water Pipeline Hardening HMGP         | 9017FR20  | 1,200,000      |                |                  |                |                | 1,200,000        |
| Workorder Asset Management                         | WA25UT01  |                | 100,000        |                  |                |                | 100,000          |
| Browns Valley Rd Water Main Replacements           | WD22UT08  | 500,000        |                |                  |                |                | 500,000          |
| Old Sonoma Rd Wtr Main Replacement                 | WD22UT11  | 300,000        |                |                  |                |                | 300,000          |
| Regal Forest Camilla Installation and Upgrades     | WD24UT08  | 275,000        |                |                  |                |                | 275,000          |
| Westwood Harrison Cornwall R&R                     | WD24UT09  | 600,000        |                |                  |                |                | 600,000          |
| Laurel Griggs to Freeway R&R                       | WD24UT10  | 1,200,000      |                |                  |                |                | 1,200,000        |
| Downtown East Side Pressure Regulating Station     | WD24UT11  | 200,000        |                |                  |                |                | 200,000          |
| Westgate Pressure Regulation Station               | WD24UT13  | 200,000        |                |                  |                |                | 200,000          |
| East Ave Water Main Replacements                   | WD24UT14  | 800,000        |                |                  |                |                | 800,000          |
| Development Related Imprv                          | WD24UTDV  | 200,000        |                |                  |                |                | 200,000          |
| Hydrant and Valve Rehab & Replacement              | WD24UTHV  | 120,000        |                |                  |                |                | 120,000          |
| Meter Replacement and ERT Upgrade Program          | WD24UTMT  | 500,000        |                |                  |                |                | 500,000          |
| Water Main Rehab & Replacement                     | WD24UTRR  | 150,000        |                |                  |                |                | 150,000          |
| Montgomery Area Water Main R&R                     | WD25UT07  |                | 500,000        |                  |                |                | 500,000          |
| Development Related Imprv                          | WD25UTDV  |                | 200,000        |                  |                |                | 200,000          |
| Hydrant and Valve Rehab & Replacement              | WD25UTHV  |                | 200,000        |                  |                |                | 200,000          |
| Meter Replacement and ERT Upgrade Program          | WD25UTMT  |                | 500,000        |                  |                |                | 500,000          |
| Water Main Rehab & Replacement                     | WD25UTRR  |                | 200,000        |                  |                |                | 200,000          |
| Development Related Imprv                          | WD26UTDV  |                |                | 200,000          |                |                | 200,000          |
| Hydrant and Valve Rehab & Replacement              | WD26UTHV  |                |                | 200,000          |                |                | 200,000          |
| Meter Replacemt and ERT Upgrade Program            | WD26UTMT  |                |                | 500,000          |                |                | 500,000          |
| Water Main Rehab & Replacement                     | WD26UTRR  |                |                | 1,500,000        |                |                | 1,500,000        |
| Development Related Imprv                          | WD27UTDV  |                |                |                  | 200,000        |                | 200,000          |
| Hydrant and Valve Rehab & Replacement              | WD27UTHV  |                |                |                  | 200,000        |                | 200,000          |
| Meter Replacemt and ERT Upgrade Program            | WD27UTMT  |                |                |                  | 500,000        |                | 500,000          |
| Water Main Rehab & Replacement                     | WD27UTRR  |                |                |                  | 1,500,000      |                | 1,500,000        |
| Development Related Imprv                          | WD28UTDV  |                |                |                  |                | 200,000        | 200,000          |
| Hydrant and Valve Rehab & Replacement              | WD28UTHV  |                |                |                  |                | 200,000        | 200,000          |
| Meter Replacemt and ERT Upgrade Program            | WD28UTMT  |                |                |                  |                | 500,000        | 500,000          |

| Source                                     | Project # | FY 24             | FY 25             | FY 26             | FY 27             | FY 28             | Total              |
|--------------------------------------------|-----------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Water Main Rehab & Replacement             | WD28UTRR  |                   |                   |                   |                   | 1,500,000         | 1,500,000          |
| BJTP Chain & Flight Renovation             | WQ24UT06  | 700,000           |                   |                   |                   |                   | 700,000            |
| Milliken TP Upgrade Design                 | WQ24UT09  | 500,000           |                   |                   |                   |                   | 500,000            |
| BJTP Treatment Improvements                | WQ24UTBP  | 150,000           |                   |                   |                   |                   | 150,000            |
| Milliken TP Upgrades                       | WQ25UT09  |                   | 5,000,000         |                   |                   |                   | 5,000,000          |
| BJTP Dewatering Facility Construction      | WQ26UT01  |                   |                   | 9,000,000         |                   |                   | 9,000,000          |
| HTP Upgrades Design                        | WQ26UT02  |                   |                   | 6,000,000         |                   |                   | 6,000,000          |
| HTP Upgrades Phase I                       | WQ27UT02  |                   |                   |                   | 8,000,000         |                   | 8,000,000          |
| HTP Upgrades Ph II                         | WQ28UT02  |                   |                   |                   |                   | 20,000,000        | 20,000,000         |
| Watershed Road/Culvert Repairs             | WS24UT03  | 200,000           |                   |                   |                   |                   | 200,000            |
| Hennessey Spillway Flow Expansion          | WS27UT02  |                   |                   |                   | 10,000,000        |                   | 10,000,000         |
| Hillcrest Dr Pipeline Improvements Phase 1 | WT24UT05  | 800,000           |                   |                   |                   |                   | 800,000            |
| Shoreline Main for Flood Control Proj      | WT24UT06  | 50,000            |                   |                   |                   |                   | 50,000             |
| DOT Soscol Tulocay Bridge Main Replacement | WT24UT07  | 300,000           |                   |                   |                   |                   | 300,000            |
| Access Rd for 36-in Transm Main            | WT24UT08  | 50,000            |                   |                   |                   |                   | 50,000             |
| Storage Tank Cleaning & Coating            | WT24UTTK  | 500,000           |                   |                   |                   |                   | 500,000            |
| Transmission Line Valve Rehab/Replace      | WT24UTTV  | 150,000           |                   |                   |                   |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT25UTTK  |                   | 500,000           |                   |                   |                   | 500,000            |
| Transmission Main Valve Rehab              | WT25UTTV  |                   | 150,000           |                   |                   |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT26UTTK  |                   |                   | 500,000           |                   |                   | 500,000            |
| Transmission Main Valve Rehab              | WT26UTTV  |                   |                   | 150,000           |                   |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT27UTTK  |                   |                   |                   | 500,000           |                   | 500,000            |
| Transmission Main Valve Rehab              | WT27UTTV  |                   |                   |                   | 150,000           |                   | 150,000            |
| Storage Tank Cleaning & Coating            | WT28UTTK  |                   |                   |                   |                   | 500,000           | 500,000            |
| Transmission Main Valve Rehab              | WT28UTTV  |                   |                   |                   |                   | 150,000           | 150,000            |
| <b>Water Enterprise Fund Total</b>         |           | <b>9,645,000</b>  | <b>7,350,000</b>  | <b>18,050,000</b> | <b>21,050,000</b> | <b>23,050,000</b> | <b>79,145,000</b>  |
| <b>GRAND TOTAL</b>                         |           | <b>32,437,000</b> | <b>20,930,000</b> | <b>33,895,000</b> | <b>33,275,000</b> | <b>34,850,000</b> | <b>155,387,000</b> |



# Appendices

*Fiscal Year*  
*2023/24 & 2024/25*



## Appendix A

# Five-Year Staffing Plan

*Fiscal Years  
2023/24 & 2024/25*



# Five-Year Staffing Plan

| Department/<br>Division               | Position Title                                   | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|---------------------------------------|--------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>City Manager</b>                   |                                                  |                    |                    |                    |                     |                     |
| <i>Administration</i>                 | City Manager                                     | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Assistant City Manager                           | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Assistant to the City Manager                    | 1.00               | 1.00               | —                  | —                   | —                   |
|                                       | Deputy City Manager [C]                          | 2.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Risk Manager [C]                                 | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                       | Community Relations and Media Manager            | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Management Analyst I/II [2]                      | —                  | —                  | 1.00               | 2.00                | 2.00                |
|                                       | Secretary to the City Manager                    | —                  | —                  | —                  | —                   | —                   |
|                                       | <i>Management Fellow (LT), TBD end date [E]</i>  | —                  | —                  | 1.00               | 1.00                | 1.00                |
| <i>Administration Total</i>           |                                                  | 5.00               | 5.00               | 7.00               | 8.00                | 8.00                |
| <i>Housing [G]</i>                    | Housing Manager                                  | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Assistant Housing Manager [E]                    | —                  | —                  | —                  | —                   | —                   |
|                                       | Management Analyst I/II [E]                      | —                  | —                  | —                  | 2.00                | 2.00                |
|                                       | Housing Rehab Program Supervisor                 | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Rental Assistance Program Supervisor             | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Affordable Housing Representative                | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Housing Rehabilitation Specialist                | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Secretary                                        | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Senior Housing Specialist [E]                    | —                  | —                  | —                  | 3.00                | 3.00                |
|                                       | Housing Specialist                               | —                  | —                  | —                  | 5.00                | 5.00                |
|                                       | <i>Housing Specialist (LT), 6/30/24 end date</i> | —                  | —                  | —                  | 1.00                | —                   |
|                                       | Office Assistant I/II                            | —                  | —                  | —                  | 1.00                | 1.00                |
| <i>Housing Total</i>                  |                                                  | —                  | —                  | —                  | 18.00               | 17.00               |
| <i>Information Technology [H]</i>     | Information Technology Manager                   | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Systems Administrator                            | —                  | —                  | —                  | 5.00                | 5.00                |
|                                       | Systems Analyst [3]                              | —                  | —                  | —                  | 4.00                | 4.00                |
|                                       | Management Analyst I/II                          | —                  | —                  | —                  | —                   | —                   |
|                                       | GIS Coordinator                                  | —                  | —                  | —                  | —                   | —                   |
|                                       | Telecommunication Specialist                     | —                  | —                  | —                  | 1.00                | 1.00                |
|                                       | Telecommunication Technician                     | —                  | —                  | —                  | 1.00                | 1.00                |
| <i>Information Technology Total</i>   |                                                  | —                  | —                  | —                  | 12.00               | 12.00               |
| Total budgeted full time positions    |                                                  | 5.00               | 5.00               | 6.00               | 36.00               | 36.00               |
| Total budgeted limited term positions |                                                  | —                  | —                  | 1.00               | 2.00                | 1.00                |
| <b>Total City Manager</b>             |                                                  | <b>5.00</b>        | <b>5.00</b>        | <b>7.00</b>        | <b>38.00</b>        | <b>37.00</b>        |

# Five-Year Staffing Plan

| Department/<br>Division | Position Title                                                                      | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|-------------------------|-------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>City Clerk</b>       | 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 [E]                                                                 | 1.00               | 1.00               | —                  | —                   | —                   |
|                         | Management Analyst I/II [E]                                                         | —                  | —                  | 2.00               | 2.00                | 2.00                |
|                         | Imaging Clerk                                                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Office Assistant I/II                                                               | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | <b>Total City Clerk</b>                                                             | <b>5.00</b>        | <b>5.00</b>        | <b>6.00</b>        | <b>6.00</b>         | <b>6.00</b>         |
| <b>City Attorney</b>    | City Attorney                                                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Assistant City Attorney [B]                                                         | 1.00               | 1.00               | 2.00               | 2.00                | 2.00                |
|                         | Deputy City Attorney [B] [1]                                                        | 1.00               | 1.00               | —                  | —                   | 1.00                |
|                         | Legal Secretary [B]                                                                 | —                  | —                  | —                  | —                   | —                   |
|                         | Legal Analyst                                                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Legal Assistant [B]                                                                 | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                         | <b>Total City Attorney</b>                                                          | <b>4.00</b>        | <b>4.00</b>        | <b>5.00</b>        | <b>5.00</b>         | <b>6.00</b>         |
| <b>Human Resources</b>  | Human Resources Director                                                            | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Human Resources Manager                                                             | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                         | Management Analyst I/II                                                             | 1.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                         | Safety Analyst                                                                      | 1.00               | —                  | —                  | —                   | —                   |
|                         | Human Resources Coordinator                                                         | 1.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                         | Office Assistant I/II                                                               | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | <b>Total Human Resources</b>                                                        | <b>7.00</b>        | <b>9.00</b>        | <b>9.00</b>        | <b>9.00</b>         | <b>9.00</b>         |
| <b>Finance</b>          |                                                                                     |                    |                    |                    |                     |                     |
| <i>Administration</i>   | Finance Director                                                                    | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Deputy Finance Director                                                             | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Finance Manager                                                                     | 1.00               | —                  | —                  | —                   | —                   |
|                         | Budget Officer                                                                      | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Finance Analyst                                                                     | 1.00               | —                  | —                  | —                   | —                   |
|                         | Administrative Assistant                                                            | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                         | Senior Budget Analyst                                                               | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Budget Analyst                                                                      | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                         | Management Analyst I/II                                                             | 1.00               | —                  | 1.00               | 1.00                | 1.00                |
|                         | Office Assistant I/II [4]                                                           | 1.00               | 1.00               | —                  | —                   | —                   |
|                         | <i>Accounting Technician / Accounting Technician (Entry) (LT), 12/9/22 end date</i> | <i>2.00</i>        | <i>2.00</i>        | <i>1.00</i>        | <i>—</i>            | <i>—</i>            |
|                         | <i>Systems Analyst (LT), 6/30/21 end date</i>                                       | <i>1.00</i>        | <i>—</i>           | <i>—</i>           | <i>—</i>            | <i>—</i>            |
|                         | <i>Administration Total</i>                                                         | <i>8.00</i>        | <i>8.00</i>        | <i>8.00</i>        | <i>7.00</i>         | <i>7.00</i>         |

# Five-Year Staffing Plan

| Department/<br>Division           | Position Title                                        | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|-----------------------------------|-------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Finance - Continued</b>        |                                                       |                    |                    |                    |                     |                     |
| <i>Accounting &amp; Auditing</i>  | Accounting Supervisor                                 | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                   | Accounting & Audit Supervisor                         | 1.00               | —                  | —                  | —                   | —                   |
|                                   | Senior Accountant                                     | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                   | Accountant II                                         | —                  | 2.00               | 2.00               | 2.00                | 2.00                |
|                                   | Accountant                                            | 2.00               | —                  | —                  | —                   | —                   |
|                                   | Payroll Specialist                                    | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                   | Accounting Technician / Accounting Technician (Entry) | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                   | Account Clerk I/II                                    | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                   | <i>Accounting &amp; Auditing Total</i>                | 9.00               | 9.00               | 9.00               | 9.00                | 9.00                |
| <i>Revenue</i>                    | Accounting Supervisor                                 | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                   | Revenue Operations Supervisor                         | 1.00               | —                  | —                  | —                   | —                   |
|                                   | Accountant I                                          | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                   | Accountant                                            | 1.00               | —                  | —                  | —                   | —                   |
|                                   | Accounting Technician / Accounting Technician (Entry) | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                   | Account Clerk I/II                                    | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                   | <i>Revenue Total</i>                                  | 9.00               | 9.00               | 9.00               | 9.00                | 9.00                |
| <i>Purchasing</i>                 | Purchasing Services Manager                           | 1.00               | 1.00               | —                  | —                   | —                   |
|                                   | Purchasing & Inventory Specialist                     | —                  | —                  | —                  | —                   | —                   |
|                                   | <i>Purchasing Total</i>                               | 1.00               | 1.00               | —                  | —                   | —                   |
| <i>Information Technology [H]</i> | Information Technology Manager                        | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                   | Systems Administrator                                 | 5.00               | 5.00               | 5.00               | —                   | —                   |
|                                   | Systems Analyst                                       | 2.00               | 3.00               | 3.00               | —                   | —                   |
|                                   | Management Analyst I/II                               | 1.00               | —                  | —                  | —                   | —                   |
|                                   | GIS Coordinator                                       | 1.00               | 1.00               | —                  | —                   | —                   |
|                                   | Telecommunication Specialist                          | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                   | Telecommunication Technician                          | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                   | <i>Information Technology Total</i>                   | 12.00              | 12.00              | 11.00              | —                   | —                   |
|                                   | Total budgeted full time positions                    | 36.00              | 37.00              | 36.00              | 25.00               | 25.00               |
|                                   | Total budgeted limited term positions                 | 3.00               | 2.00               | 1.00               | —                   | —                   |
|                                   | <b>Total Finance</b>                                  | <b>39.00</b>       | <b>39.00</b>       | <b>37.00</b>       | <b>25.00</b>        | <b>25.00</b>        |

## 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 |
|                       | Administrative Assistant             | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
|                       | <i>Administration Total</i>          | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |

# Five-Year Staffing Plan

| Department/<br>Division                            | Position Title                                      | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|----------------------------------------------------|-----------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Parks &amp; Recreation Services - Continued</b> |                                                     |                    |                    |                    |                     |                     |
| <i>Recreation</i>                                  | Recreation Manager                                  | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Senior Office Assistant                             | 1.00               | 1.00               | 1.00               | 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>Recreation Total</i>                             | 8.00               | 8.00               | 8.00               | 8.00                | 8.00                |
| <i>Parks</i>                                       | Parks, Trees & Facilities Maintenance Manager       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Senior Office Assistant                             | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Parks Trees & Facilities Supervisor                 | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                                    | Park Maintenance Worker III                         | 7.00               | 7.00               | 7.00               | 7.00                | 7.00                |
|                                                    | Park Maintenance Worker I/II                        | 12.00              | 13.00              | 13.00              | 13.00               | 13.00               |
|                                                    | Senior Park Ranger                                  | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | <i>Park Ranger I/II (LT), 6/30/23 end date</i>      | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                                    | Maintenance Laborer                                 | 4.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                                    | <i>Parks Total</i>                                  | 30.00              | 30.00              | 30.00              | 29.00               | 29.00               |
|                                                    | Total budgeted full time positions                  | 40.00              | 40.00              | 40.00              | 40.00               | 40.00               |
|                                                    | Total budgeted limited term positions               | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                                    | <b>Total Parks &amp; Recreation Services</b>        | <b>41.00</b>       | <b>41.00</b>       | <b>41.00</b>       | <b>40.00</b>        | <b>40.00</b>        |
| <b>Community Development</b>                       |                                                     |                    |                    |                    |                     |                     |
| <i>Administration</i>                              | Community Development Director                      | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Management Analyst I/II [D]                         | 2.00               | 1.00               | —                  | 1.00                | 1.00                |
|                                                    | Office Assistant I/II                               | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | <i>Administration Total</i>                         | 4.00               | 3.00               | 2.00               | 3.00                | 3.00                |
| <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                |
|                                                    | Assistant / Associate Planner                       | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                                    | Planning Aide                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Secretary                                           | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | <i>Planning Total</i>                               | 8.00               | 8.00               | 8.00               | 8.00                | 8.00                |
| <i>Building Inspection</i>                         | Chief Building Official                             | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Deputy Chief Building Official                      | 1.00               | 1.00               | —                  | —                   | —                   |
|                                                    | Plans Examiner                                      | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Senior Building Inspector                           | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                                    | Building Inspector I/II                             | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                                    | Senior Permit Technician                            | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                                    | Permit Technician                                   | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                                    | <i>Office Assistant I/II (LT), 6/30/22 end date</i> | 1.00               | 1.00               | —                  | —                   | —                   |
|                                                    | <i>Building Inspection Total</i>                    | 10.00              | 10.00              | 9.00               | 9.00                | 9.00                |
| <i>Code Enforcement</i>                            | Code Enforcement Officer                            | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                                    | <i>Code Enforcement Total</i>                       | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |

# Five-Year Staffing Plan

| Department/<br>Division                  | Position Title                                               | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|------------------------------------------|--------------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Community Development - Continued</b> |                                                              |                    |                    |                    |                     |                     |
| <i>Economic Development</i>              | Econ Dev & Redevelopment Manager                             | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                          | Economic Development Program Coordinator [F]                 | —                  | —                  | 2.00               | 2.00                | 2.00                |
|                                          | Sr Development Project Coordinator                           | 1.00               | 1.00               | —                  | —                   | —                   |
|                                          | Development Project Coordinator                              | 1.00               | 1.00               | —                  | —                   | —                   |
|                                          | <i>Economic Development Total</i>                            | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
| <i>Parking Programs</i>                  | Parking Programs Manager                                     | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                          | Community Service Officer I/II                               | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                          | <i>Community Service Officer I/II (LT), 6/30/24 end date</i> | —                  | —                  | 1.00               | 1.00                | —                   |
|                                          | <i>Parking Programs Total</i>                                | 3.00               | 3.00               | 4.00               | 4.00                | 3.00                |
| <i>Housing [G]</i>                       | Housing Manager                                              | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | Assistant Housing Manager [E]                                | 1.00               | 1.00               | —                  | —                   | —                   |
|                                          | Management Analyst I/II [E]                                  | —                  | —                  | 2.00               | —                   | —                   |
|                                          | Housing Rehab Program Supervisor                             | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | Rental Assistance Program Supervisor                         | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | Affordable Housing Representative                            | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | Housing Rehabilitation Specialist                            | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | Secretary                                                    | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | Senior Housing Specialist [E]                                | —                  | 1.00               | 3.00               | —                   | —                   |
|                                          | Housing Specialist                                           | 5.00               | 5.00               | 5.00               | —                   | —                   |
|                                          | <i>Housing Specialist (LT), 6/30/22 end date</i>             | 1.00               | 1.00               | —                  | —                   | —                   |
|                                          | <i>Housing Specialist (LT), 6/30/24 end date</i>             | —                  | —                  | 1.00               | —                   | —                   |
|                                          | Office Assistant I/II                                        | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                          | <i>Housing Total</i>                                         | 14.00              | 15.00              | 18.00              | —                   | —                   |
|                                          | Total budgeted full time positions                           | 42.00              | 42.00              | 44.00              | 28.00               | 28.00               |
|                                          | Total budgeted limited term positions                        | 2.00               | 2.00               | 2.00               | 1.00                | —                   |
|                                          | <b>Total Community Development</b>                           | <b>44.00</b>       | <b>44.00</b>       | <b>46.00</b>       | <b>29.00</b>        | <b>28.00</b>        |
| <b>Public Works</b>                      |                                                              |                    |                    |                    |                     |                     |
| <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                |
|                                          | Admin Services Manager                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                          | Management Analyst I/II                                      | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                          | Administrative 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                                        | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                          | <i>Administration Total</i>                                  | 9.00               | 9.00               | 9.00               | 9.00                | 9.00                |
| <i>Fleet Management</i>                  | Fleet Shop Supervisor                                        | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                          | Equipment Mechanic Entry/Journey/Master                      | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                          | <i>Fleet Management Total</i>                                | 5.00               | 5.00               | 5.00               | 5.00                | 5.00                |

# Five-Year Staffing Plan

| Department/<br>Division            | Position Title                                        | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|------------------------------------|-------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Public Works - Continued</b>    |                                                       |                    |                    |                    |                     |                     |
| <i>Maintenance</i>                 | Public Works Operations Manager                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Maintenance Superintendent                            | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Associate Civil Engineer                              | 1.00               | 1.00               | 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                |
|                                    | Concrete Finisher                                     | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Street Maintenance Worker III                         | 3.00               | 4.00               | 3.00               | 3.00                | 3.00                |
|                                    | Street Maintenance Worker I/II                        | 12.00              | 11.00              | 12.00              | 12.00               | 12.00               |
|                                    | Park Maintenance Worker III                           | 1.00               | —                  | —                  | —                   | —                   |
|                                    | <i>Maintenance Total</i>                              | 24.00              | 24.00              | 24.00              | 24.00               | 24.00               |
| <i>General Services</i>            | Maintenance Superintendent                            | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Electrical Supervisor                                 | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                    | Electrician III                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Electrician I/II                                      | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                    | Parks, Trees & Facilities Supervisor                  | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Maintenance Craftworker                               | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                    | Custodian                                             | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                    | <i>General Services Total</i>                         | 12.00              | 12.00              | 13.00              | 13.00               | 13.00               |
| <i>Real Property</i>               | Property Manager                                      | 1.00               | 1.00               | —                  | —                   | —                   |
|                                    | Engineering Aide / Senior Engineering Aide            | 1.00               | 1.00               | —                  | —                   | —                   |
|                                    | <i>Real Property Total</i>                            | 2.00               | 2.00               | —                  | —                   | —                   |
| <i>Engineering</i>                 | Senior Civil Engineer                                 | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                    | Associate Civil Engineer                              | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                    | Junior Engineer / Assistant Engineer                  | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                    | Engineering Assistant                                 | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                    | Engineering Aide / Senior Engineering Aide            | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                    | <i>Engineering Total</i>                              | 12.00              | 12.00              | 12.00              | 12.00               | 12.00               |
| <i>Development Engineering [I]</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                |
|                                    | Supervising Engineering Assistant                     | 2.00               | 2.00               | 2.00               | 1.00                | 1.00                |
|                                    | Junior Engineer / Assistant Engineer                  | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                    | GIS Coordinator                                       | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                    | <i>Systems Administrator (LT), 6/30/2024 end date</i> | —                  | —                  | 1.00               | 1.00                | —                   |
|                                    | Transportation Planner I/II                           | 1.00               | 1.00               | 1.00               | —                   | —                   |
|                                    | Management Analyst I/II                               | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                    | Engineering Assistant                                 | 2.00               | 2.00               | 2.00               | 1.00                | 1.00                |
|                                    | Engineering Aide / Senior Engineering Aide            | 3.00               | 3.00               | 3.00               | 2.00                | 2.00                |
|                                    | <i>Development Engineering Total</i>                  | 12.00              | 12.00              | 15.00              | 11.00               | 10.00               |

# Five-Year Staffing Plan

| Department/<br>Division                      | Position Title                                     | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|----------------------------------------------|----------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Public Works - Continued</b>              |                                                    |                    |                    |                    |                     |                     |
| <i>Transportation Engineering [I]</i>        | Senior Traffic Engineer [7]                        | —                  | —                  | —                  | 1.00                | 1.00                |
|                                              | Transportation Planner I/II                        | —                  | —                  | —                  | 1.00                | 1.00                |
|                                              | Supervising Engineering Assistant                  | —                  | —                  | —                  | 1.00                | 1.00                |
|                                              | Engineering Assistant                              | —                  | —                  | —                  | 1.00                | 1.00                |
|                                              | Engineering Aide / Senior Engineering Aide         | —                  | —                  | —                  | 1.00                | 1.00                |
|                                              | <i>Transportation Engineering Total</i>            | —                  | —                  | —                  | 5.00                | 5.00                |
| <i>Construction</i>                          | Construction Manager / Professional Engineer       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Senior Civil Engineer                              | —                  | —                  | —                  | —                   | —                   |
|                                              | Junior Engineer / Assistant Engineer               | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Senior Construction Inspector                      | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Construction Inspector I/II                        | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                              | Construction Inspector                             | —                  | —                  | —                  | —                   | —                   |
|                                              | Construction Inspector Assistant                   | —                  | —                  | —                  | —                   | —                   |
|                                              | Engineering Aide / Senior Engineering Aide         | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                              | <i>Construction Total</i>                          | 7.00               | 7.00               | 7.00               | 7.00                | 7.00                |
|                                              | Total budgeted full time positions                 | 83.00              | 83.00              | 84.00              | 85.00               | 85.00               |
|                                              | Total budgeted limited term positions              | —                  | —                  | 1.00               | 1.00                | —                   |
|                                              | <b>Total Public Works</b>                          | <b>83.00</b>       | <b>83.00</b>       | <b>85.00</b>       | <b>86.00</b>        | <b>85.00</b>        |
| <b>Utilities</b>                             |                                                    |                    |                    |                    |                     |                     |
| <i>Administration</i>                        | Utilities Director                                 | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Deputy Utilities 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                |
|                                              | Water Resources Analyst                            | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Water Conservation Specialist                      | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Office Assistant I/II                              | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Buyer                                              | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | <i>Administration Total</i>                        | 8.00               | 8.00               | 8.00               | 8.00                | 8.00                |
| <i>Solid Waste &amp; Materials Diversion</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                |
|                                              | Code Enforcement Officer                           | —                  | —                  | —                  | —                   | —                   |
|                                              | Utilities Program Compliance Coordinator           | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Waste Prevention Specialist                        | 1.00               | 1.00               | 2.00               | 2.00                | 2.00                |
|                                              | Senior Scalehouse Attendant                        | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Scalehouse Attendant                               | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                              | <i>Solid Waste &amp; Materials Diversion Total</i> | 7.00               | 7.00               | 8.00               | 8.00                | 8.00                |

# Five-Year Staffing Plan

| Department/<br>Division         | Position Title                                         | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|---------------------------------|--------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Utilities - Continued</b>    |                                                        |                    |                    |                    |                     |                     |
| <i>Water<br/>(Engineering)</i>  | Water General Manager                                  | —                  | —                  | —                  | —                   | —                   |
|                                 | Senior Civil Engineer                                  | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                 | Associate Civil Engineer                               | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                 | <i>Associate Civil Engineer (LT), 6/30/21 end date</i> | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Engineering Assistant                                  | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                 | Asset Management Systems Coordinator                   | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Junior Engineer / Assistant Engineer                   | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Engineering Aide / Senior Engineering Aide             | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
|                                 | <i>Water (Engineering) Total</i>                       | 13.00              | 12.00              | 12.00              | 12.00               | 12.00               |
| <i>Water<br/>(Distribution)</i> | Water Distribution Manager                             | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Water Distribution System Superintendent               | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Water Facilities Supervisor                            | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Water Distribution Supervisor                          | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Supervising Water Service Worker                       | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Water Distribution Operator Lead                       | —                  | 3.00               | 3.00               | 3.00                | 3.00                |
|                                 | Water Systems Specialist                               | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Water Facilities Worker III                            | 2.00               | —                  | —                  | —                   | —                   |
|                                 | Water Facilities Worker I/II                           | 6.00               | —                  | —                  | —                   | —                   |
|                                 | Heavy Equipment Operator                               | 2.00               | —                  | —                  | —                   | —                   |
|                                 | Water Distribution Equipment Operator                  | —                  | 3.00               | 3.00               | 3.00                | 3.00                |
|                                 | Water Services Worker                                  | 5.00               | —                  | —                  | —                   | —                   |
|                                 | Water Distribution Operator III                        | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Water Distribution Operator I/II                       | —                  | 10.00              | 10.00              | 10.00               | 10.00               |
|                                 | Office Assistant I/II [9]                              | —                  | —                  | —                  | 1.00                | 1.00                |
|                                 | <i>Water (Distribution) Total</i>                      | 19.00              | 19.00              | 19.00              | 20.00               | 20.00               |
| <i>Water<br/>(Treatment)</i>    | Water Quality Manager                                  | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Water Treatment Manager                                | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Water Plant Maintenance Superintendent                 | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Plant Maintenance Supervisor                           | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Water Facilities Supervisor                            | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Management Analyst I/II [8]                            | —                  | —                  | —                  | 1.00                | 1.00                |
|                                 | Utilities Inventory Specialist                         | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Water Facilities Worker I/II                           | 2.00               | —                  | —                  | —                   | —                   |
|                                 | Watershed and Facilities Maintenance Worker            | —                  | 2.00               | 2.00               | 2.00                | 2.00                |
|                                 | Water Control Systems Superintendent                   | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Control Systems Administrator                          | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Water Control Systems Analyst                          | —                  | 2.00               | 2.00               | 2.00                | 2.00                |
|                                 | Control Systems Analyst                                | 2.00               | —                  | —                  | —                   | —                   |
|                                 | Senior Water Treatment Facility Operator               | 1.00               | —                  | —                  | —                   | —                   |
|                                 | Senior Water Treatment Operator                        | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                 | Water Treatment Facility Operator                      | 10.00              | —                  | —                  | —                   | —                   |
|                                 | Water Treatment Facility Trainee                       | —                  | —                  | —                  | —                   | —                   |
|                                 | Advanced Water Treatment Operator                      | —                  | 2.00               | 2.00               | 2.00                | 2.00                |
|                                 | Water Treatment Operator                               | —                  | 8.00               | 8.00               | 8.00                | 8.00                |



# Five-Year Staffing Plan

| Department/<br>Division                      | Position Title                                                 | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|----------------------------------------------|----------------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Utilities - Continued</b>                 |                                                                |                    |                    |                    |                     |                     |
| <i>Water<br/>(Treatment) -<br/>Continued</i> | Plant Maintenance Electrician                                  | 1.00               | —                  | —                  | —                   | —                   |
|                                              | Water Plant Maintenance Electrician                            | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Plant Maintenance Mechanic III                                 | 2.00               | —                  | —                  | —                   | —                   |
|                                              | Water Plant Maintenance Mechanic Lead                          | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Plant Maintenance Mechanic I/II                                | 1.00               | —                  | —                  | —                   | —                   |
|                                              | Water Plant Maintenance Mechanic I/II [10]                     | —                  | 2.00               | 2.00               | 3.00                | 3.00                |
|                                              | <i>Plant Maintenance Mechanic I/II (LT), 4/1/21 end date</i>   | 1.00               | —                  | —                  | —                   | —                   |
|                                              | Water Quality Lab Supervisor                                   | 1.00               | —                  | —                  | —                   | —                   |
|                                              | Senior Water Laboratory Analyst                                | —                  | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Laboratory Technician                                          | 2.00               | —                  | —                  | —                   | —                   |
|                                              | Water Laboratory Analyst                                       | —                  | 2.00               | 2.00               | 2.00                | 2.00                |
|                                              | Purchasing & Inventory Specialist                              | —                  | —                  | —                  | —                   | —                   |
|                                              | <i>Water (Treatment) Total</i>                                 | 28.00              | 27.00              | 27.00              | 29.00               | 29.00               |
|                                              | Total budgeted full time positions                             | 73.00              | 73.00              | 74.00              | 77.00               | 77.00               |
|                                              | Total budgeted limited term positions                          | 2.00               | —                  | —                  | —                   | —                   |
| <b>Total Utilities</b>                       |                                                                | <b>75.00</b>       | <b>73.00</b>       | <b>74.00</b>       | <b>77.00</b>        | <b>77.00</b>        |
| <b>Police</b>                                |                                                                |                    |                    |                    |                     |                     |
| <i>Administration</i>                        | Police Chief                                                   | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Administrative Services Manager                                | —                  | —                  | —                  | —                   | —                   |
|                                              | Management Analyst I/II                                        | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Administrative Secretary                                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Secretary                                                      | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | <i>Administration Total</i>                                    | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
| <i>Special<br/>Operations</i>                | 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                                                 | 16.00              | 16.00              | 16.00              | 16.00               | 16.00               |
|                                              | Police Forensic Specialist                                     | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                              | Community Service Officer I/II [5]                             | —                  | —                  | —                  | 1.00                | 1.00                |
|                                              | Homeless Intervention Coordinator [D]                          | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                              | <i>Homeless Intervention Coordinator (LT) TBD end date [D]</i> | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                              | Homeless Outreach Specialist [E]                               | 1.00               | 1.00               | —                  | —                   | —                   |
|                                              | <i>Special Operations Total</i>                                | 23.00              | 23.00              | 24.00              | 25.00               | 25.00               |
| <i>Operations</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                                                | 8.00               | 8.00               | 8.00               | 8.00                | 8.00                |
|                                              | Police Officer/Police Officer Trainee                          | 47.00              | 47.00              | 47.00              | 47.00               | 47.00               |
|                                              | Community Service Officer I/II                                 | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                              | <i>Operations Total</i>                                        | 61.00              | 61.00              | 61.00              | 61.00               | 61.00               |

# Five-Year Staffing Plan

| Department/<br>Division               | Position Title                       | 2020/21<br>Amended | 2021/22<br>Amended | 2022/23<br>Amended | 2023/24<br>Proposed | 2024/25<br>Proposed |
|---------------------------------------|--------------------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Police - Continued</b>             |                                      |                    |                    |                    |                     |                     |
| <i>Support<br/>Services</i>           | Police Captain                       | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Communications Manager               | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Police Records Bureau Administrator  | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Public Safety Dispatch Supervisor    | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                       | Public Safety Dispatcher I/II        | 21.00              | 21.00              | 21.00              | 21.00               | 21.00               |
|                                       | Public Safety Call Taker             | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                       | Senior Police Records Specialist     | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Police Records Specialist I/II       | 6.00               | 6.00               | 6.00               | 6.00                | 6.00                |
|                                       | Police Property Technician           | 2.00               | 2.00               | 2.00               | 2.00                | 2.00                |
| <i>Support Services Total</i>         |                                      | 41.00              | 41.00              | 41.00              | 41.00               | 41.00               |
| Total budgeted full time positions    |                                      | 129.00             | 129.00             | 130.00             | 131.00              | 131.00              |
| Total budgeted limited term positions |                                      | —                  | —                  | 1.00               | 1.00                | 1.00                |
| <b>Total Police</b>                   |                                      | <b>129.00</b>      | <b>129.00</b>      | <b>130.00</b>      | <b>131.00</b>       | <b>131.00</b>       |
| <b>Fire</b>                           |                                      |                    |                    |                    |                     |                     |
| <i>Administration</i>                 | Fire Chief                           | 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               | 1.00                | 1.00                |
|                                       | Office Assistant I/II                | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
| <i>Administration Total</i>           |                                      | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
| <i>Prevention</i>                     | Fire Marshal                         | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
|                                       | Senior Fire Prevention Inspector [A] | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                       | Fire Prevention Inspector III [A]    | 1.00               | 1.00               | —                  | —                   | —                   |
|                                       | Fire Prevention Inspector I/II       | 3.00               | 3.00               | 3.00               | 3.00                | 3.00                |
|                                       | Secretary                            | 1.00               | 1.00               | 1.00               | 1.00                | 1.00                |
| <i>Prevention Total</i>               |                                      | 6.00               | 6.00               | 6.00               | 6.00                | 6.00                |
| <i>Operations</i>                     | Deputy Fire Chief [A]                | —                  | —                  | 1.00               | 1.00                | 1.00                |
|                                       | Fire Division Chief [A]              | 1.00               | 1.00               | —                  | —                   | —                   |
|                                       | Fire Battalion Chief                 | 4.00               | 4.00               | 4.00               | 4.00                | 4.00                |
|                                       | Fire Captain                         | 17.00              | 17.00              | 17.00              | 17.00               | 17.00               |
|                                       | Firefighter/Paramedic [5]            | 29.00              | 29.00              | 29.00              | 30.00               | 30.00               |
|                                       | Firefighter [5]                      | 13.00              | 13.00              | 13.00              | 12.00               | 12.00               |
| <i>Operations Total</i>               |                                      | 64.00              | 64.00              | 64.00              | 64.00               | 64.00               |
| Total budgeted full time positions    |                                      | 74.00              | 74.00              | 74.00              | 74.00               | 74.00               |
| <b>Total Fire</b>                     |                                      | <b>74.00</b>       | <b>74.00</b>       | <b>74.00</b>       | <b>74.00</b>        | <b>74.00</b>        |
| Total budgeted full time positions    |                                      | 498.00             | 501.00             | 507.00             | 515.00              | 516.00              |
| Total budgeted limited term positions |                                      | 8.00               | 5.00               | 7.00               | 5.00                | 2.00                |
| <b>Total City Staff</b>               |                                      | <b>506.00</b>      | <b>506.00</b>      | <b>514.00</b>      | <b>520.00</b>       | <b>518.00</b>       |

## Five-Year Staffing Plan

### END NOTES

***All Decision Packages are dependent upon full review by City of Napa Human Resources and are subject to change.***

- |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [A] | R2022-070 deleted one Fire Prevention Inspector III - Plans Examiner and one Fire Division Chief, and added one Senior Fire Prevention Inspector and one Deputy Fire Chief.                                                                                                                                                                                                                                                                                                                                           |
| [B] | R2022-083 deleted one Legal Secretary position added one Legal Assistant position, reclassified and deleted one Deputy City Attorney position, and added one Assistant City Attorney position.                                                                                                                                                                                                                                                                                                                        |
| [C] | R2022-084 deleted one Deputy City Manager and added one Risk Manager position.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| [D] | R2023-010 changed one Homeless Outreach Specialist to one Homeless Intervention Coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| [E] | R2023-035 made several changes to the staffing plan within the City Clerk, City Manager, Housing and Police Departments. The City Clerk deleted one Records Analyst position and added one Management Analyst I/II position. The City Manager added one Limited-Term Management Fellow position. Housing deleted one Assistant Housing Manager position and added one Management Analyst I/II position, and two Senior Housing Specialist positions. Police added one Limited-Term Homeless Intervention Coordinator. |
| [F] | R2023-TBD added two Economic Development Program Coordinator positions, and deleted one Development Project Coordinator position and one Senior Development Project Coordinator position.                                                                                                                                                                                                                                                                                                                             |
| [G] | The Housing Division moved from the Community Development Department to the City Manager Department.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| [H] | The IT Division moved from the Finance Department to the City Manager Department.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| [I] | The Public Works Department created a Traffic Engineering Division which reallocated four FTE positions from Development Engineering to Traffic Engineering.                                                                                                                                                                                                                                                                                                                                                          |
| 1   | Budget Package CA Deputy City Attorney adds one Deputy City Attorney in FY 2024/25..                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2   | Budget Package CM Management Analyst II Risk adds one Management Analyst I/II.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3   | Budget Package CM System Analyst adds one Systems Analyst.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4   | Budget Package CD Management Analyst II adds one Management Analyst I/II.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5   | Budget Package FD Firefighter Paramedic FTE Reallocation removes one Firefighter and adds one Firefighter Paramedic.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6   | Budget Package PD Community Service Officer adds one Community Service Officer to the Youth Services Bureau Division.                                                                                                                                                                                                                                                                                                                                                                                                 |
| 7   | Budget Package PW Senior Traffic Engineer adds one Senior Traffic Engineer.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 8   | Budget Package UT Management Analyst adds one Management Analyst I/II to Utilities Water Treatment Division.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9   | Budget Package UT Office Assistant adds one Office Assistant I/II to Utilities Water Distribution Division.                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10  | Budget Package UT Plant Maintenance Mechanic adds one Plant Maintenance Mechanic I/II to Utilities Water Treatment Division.                                                                                                                                                                                                                                                                                                                                                                                          |



## Appendix B

# Interfund Transfers

*Fiscal Years  
2023/24 & 2024/25*

## Schedule of Proposed Interfund/Interagency Transfers

**FY 2023/24**

| From                              |                                |                  | Purpose                                  | To                                |                            |                  |
|-----------------------------------|--------------------------------|------------------|------------------------------------------|-----------------------------------|----------------------------|------------------|
| Fund                              |                                | Amount           |                                          | Fund                              |                            | Amount           |
| 201                               | Gas Tax                        | 4,110            | City Admin                               | 100                               | General                    | 4,110            |
| 202                               | RMRA                           | 15,290           | City Admin                               | 100                               | General                    | 15,290           |
| 204                               | Red Light Camera               | 650              | City Admin                               | 100                               | General                    | 650              |
| 208                               | Enhanced Infra Financing Distr | 48,240           | City Admin                               | 100                               | General                    | 48,240           |
| 212                               | DIF Affordable Housing         | 53,540           | City Admin                               | 100                               | General                    | 53,540           |
| 230                               | Public Art                     | 6,350            | City Admin                               | 100                               | General                    | 6,350            |
| 236                               | Parking                        | 51,940           | City Admin                               | 100                               | General                    | 51,940           |
| 236                               | Parking                        | 13,800           | City Admin                               | 100                               | General                    | 13,800           |
| 255                               | Measure F 1% TOT Aff Hsg       | 24,370           | City Admin                               | 100                               | General                    | 24,370           |
| 275                               | CalHome Program                | 3,010            | City Admin                               | 100                               | General                    | 3,010            |
| 408                               | AD Lake Park                   | 1,730            | City Admin                               | 100                               | General                    | 1,730            |
| 409                               | AD Linda Vista                 | 20               | City Admin                               | 100                               | General                    | 20               |
| 416                               | AD River Park Maintenance      | 6,690            | City Admin                               | 100                               | General                    | 6,690            |
| 417                               | AD Silverado Creek             | 1,510            | City Admin                               | 100                               | General                    | 1,510            |
| 424                               | Storm Drain Fees               | 560              | City Admin                               | 100                               | General                    | 560              |
| 510                               | Materials Diverson-Operating   | 890,810          | City Admin                               | 100                               | General                    | 890,810          |
| 511                               | Materials Diversion-CIP        | 1,430            | City Admin                               | 100                               | General                    | 1,430            |
| 519                               | Materials Diversion-NR         | 9,690            | City Admin                               | 100                               | General                    | 9,690            |
| 530                               | Water Utility-Operating        | 3,112,290        | City Admin                               | 100                               | General                    | 3,112,290        |
| 531                               | Water Utility-CIP              | 32,780           | City Admin                               | 100                               | General                    | 32,780           |
| 539                               | Water Utility-NR               | 25,310           | City Admin                               | 100                               | General                    | 25,310           |
| 841                               | Laurel Manor                   | 20,170           | City Admin                               | 100                               | General                    | 20,170           |
| 842                               | Seminary Street                | 171,990          | City Admin                               | 100                               | General                    | 171,990          |
| 843                               | Section 8                      | 328,990          | City Admin                               | 100                               | General                    | 328,990          |
| 844                               | 20% Low/Mod Income             | 23,890           | City Admin                               | 100                               | General                    | 23,890           |
| 846                               | Local Housing                  | 51,380           | City Admin                               | 100                               | General                    | 51,380           |
| <b>Citywide Administration</b>    |                                | <b>4,900,540</b> |                                          | <b>Citywide Administration</b>    |                            | <b>4,900,540</b> |
| 100                               | General                        | 900,000          | Operating                                | 302                               | Streets and Sidewalks Fund | 900,000          |
| 100                               | General                        | 12,000           | Operating                                | 236                               | Parking                    | 12,000           |
| 100                               | General                        | 3,583,710        | Fund Reserves                            | 300                               | City Capital Projects      | 3,583,710        |
| 100                               | General                        | 100,000          | Fund Reserves                            | 630                               | Information Technology     | 100,000          |
| 100                               | General                        | 150,000          | Fund Reserves                            | 660                               | Equipment Replacement      | 150,000          |
| <b>General Fund Transfers Out</b> |                                | <b>4,745,710</b> |                                          | <b>General Fund Transfers Out</b> |                            | <b>4,745,710</b> |
| 101                               | General Non-Recurring          | 60,000           | Operating - Purchase Vehicles            | 610                               | Fleet                      | 60,000           |
| 101                               | General Non-Recurring          | 56,000           | Operating - Purchase Vehicles            | 610                               | Fleet                      | 56,000           |
| 201                               | Gas Tax                        | 500,000          | Operating - Local Streets Paving Program | 302                               | Streets and Sidewalks Fund | 500,000          |
| 202                               | RMRA                           | 1,700,000        | Operating - Local Streets Paving Program | 302                               | Streets and Sidewalks Fund | 1,700,000        |
| 205                               | Measure T Road Maint           | 1,000,000        | Operating - Sidewalk Improvement Program | 302                               | Streets and Sidewalks Fund | 1,000,000        |

## Schedule of Proposed Interfund/Interagency Transfers

| From                |                               |            | Purpose                                  | To                 |                            |            |
|---------------------|-------------------------------|------------|------------------------------------------|--------------------|----------------------------|------------|
| Fund                |                               | Amount     |                                          | Fund               |                            | Amount     |
| 510                 | Materials Diversion-Operating | 1,197,000  | Operating - Local Streets Paving Program | 302                | Streets and Sidewalks Fund | 1,197,000  |
| 510                 | Materials Diversion-Operating | 450,000    | Operating                                | 519                | Materials Diversion-NR     | 450,000    |
| 101                 | General Non-Recurring         | 427,000    | Fund Projects                            | 300                | City Capital Projects      | 427,000    |
| 201                 | Gas Tax                       | 953,000    | Fund Projects                            | 300                | City Capital Projects      | 953,000    |
| 205                 | Measure T Road Maint          | 10,900,000 | Fund Projects                            | 300                | City Capital Projects      | 10,900,000 |
| 217                 | DIF N Jefferson Traffic       | 922,000    | Fund Projects                            | 300                | City Capital Projects      | 922,000    |
| 223                 | DIF Street Improvement        | 1,350,000  | Fund Projects                            | 300                | City Capital Projects      | 1,350,000  |
| 230                 | Public Art                    | 275,000    | Fund Projects                            | 300                | City Capital Projects      | 275,000    |
| 255                 | Measure F 1% TOT Aff Hsg      | 500,000    | Fund Projects                            | 300                | City Capital Projects      | 500,000    |
| 300                 | City Capital Projects         | 1,367,000  | Fund Projects                            | 300                | City Capital Projects      | 1,367,000  |
| 300                 | City Capital Projects         | 4,420,000  | Fund Projects                            | 300                | City Capital Projects      | 4,420,000  |
| 510                 | Materials Diversion-Operating | 733,000    | Fund Projects                            | 511                | Materials Diversion-CIP    | 733,000    |
| 530                 | Water Utility-Operating       | 5,200,000  | Fund Projects                            | 531                | Water Utility-CIP          | 5,200,000  |
| Other Transfers     |                               | 32,010,000 |                                          | Other Transfers    |                            | 32,010,000 |
| Total Transfers Out |                               | 41,656,250 |                                          | Total Transfers In |                            | 41,656,250 |

## Schedule of Proposed Interfund/Interagency Transfers

**FY 2024/25**

| From                              |                                |                  | Purpose                                  | To                                |                            |                  |
|-----------------------------------|--------------------------------|------------------|------------------------------------------|-----------------------------------|----------------------------|------------------|
| Fund                              |                                | Amount           |                                          | Fund                              |                            | Amount           |
| 201                               | Gas Tax                        | 4,270            | City Admin                               | 100                               | General                    | 4,270            |
| 202                               | RMRA                           | 15,900           | City Admin                               | 100                               | General                    | 15,900           |
| 204                               | Red Light Camera               | 680              | City Admin                               | 100                               | General                    | 680              |
| 208                               | Enhanced Infra Financing Distr | 50,170           | City Admin                               | 100                               | General                    | 50,170           |
| 212                               | DIF Affordable Housing         | 55,680           | City Admin                               | 100                               | General                    | 55,680           |
| 230                               | Public Art                     | 6,600            | City Admin                               | 100                               | General                    | 6,600            |
| 236                               | Parking                        | 14,350           | City Admin                               | 100                               | General                    | 14,350           |
| 236                               | Parking                        | 54,020           | City Admin                               | 100                               | General                    | 54,020           |
| 255                               | Measure F 1% TOT Aff Hsg       | 25,340           | City Admin                               | 100                               | General                    | 25,340           |
| 275                               | CalHome Program                | 3,130            | City Admin                               | 100                               | General                    | 3,130            |
| 408                               | AD Lake Park                   | 1,800            | City Admin                               | 100                               | General                    | 1,800            |
| 409                               | AD Linda Vista                 | 20               | City Admin                               | 100                               | General                    | 20               |
| 416                               | AD River Park Maintenance      | 6,960            | City Admin                               | 100                               | General                    | 6,960            |
| 417                               | AD Silverado Creek             | 1,570            | City Admin                               | 100                               | General                    | 1,570            |
| 424                               | Storm Drain Fees               | 580              | City Admin                               | 100                               | General                    | 580              |
| 510                               | Materials Diverson-Operating   | 926,440          | City Admin                               | 100                               | General                    | 926,440          |
| 511                               | Materials Diversion-CIP        | 1,490            | City Admin                               | 100                               | General                    | 1,490            |
| 519                               | Materials Diversion-NR         | 10,080           | City Admin                               | 100                               | General                    | 10,080           |
| 530                               | Water Utility-Operating        | 3,236,780        | City Admin                               | 100                               | General                    | 3,236,780        |
| 531                               | Water Utility-CIP              | 34,090           | City Admin                               | 100                               | General                    | 34,090           |
| 539                               | Water Utility-NR               | 26,320           | City Admin                               | 100                               | General                    | 26,320           |
| 841                               | Laurel Manor                   | 20,980           | City Admin                               | 100                               | General                    | 20,980           |
| 842                               | Seminary Street                | 178,870          | City Admin                               | 100                               | General                    | 178,870          |
| 843                               | Section 8                      | 342,150          | City Admin                               | 100                               | General                    | 342,150          |
| 844                               | 20% Low/Mod Income             | 24,850           | City Admin                               | 100                               | General                    | 24,850           |
| 846                               | Local Housing                  | 51,440           | City Admin                               | 100                               | General                    | 51,440           |
| <b>Citywide Administration</b>    |                                | <b>5,094,560</b> |                                          | <b>Citywide Administration</b>    |                            | <b>5,094,560</b> |
| 100                               | General                        | 900,000          | Operating                                | 302                               | Streets and Sidewalks Fund | 900,000          |
| 100                               | General                        | 12,000           | Operating                                | 236                               | Parking                    | 12,000           |
| 100                               | General                        | 3,696,300        | Fund Reserves                            | 300                               | City Capital Projects      | 3,696,300        |
| 100                               | General                        | 100,000          | Fund Reserves                            | 630                               | Information Technology     | 100,000          |
| 100                               | General                        | 150,000          | Fund Reserves                            | 660                               | Equipment Replacement      | 150,000          |
| <b>General Fund Transfers Out</b> |                                | <b>4,858,300</b> |                                          | <b>General Fund Transfers Out</b> |                            | <b>4,858,300</b> |
| 201                               | Gas Tax                        | 750,000          | Operating - Local Streets Paving Program | 302                               | Streets and Sidewalks Fund | 500,000          |
| 202                               | RMRA                           | 1,700,000        | Operating - Local Streets Paving Program | 302                               | Streets and Sidewalks Fund | 1,700,000        |
| 205                               | Measure T Road Maint           | 1,000,000        | Operating - Sidewalk Improvement Program | 302                               | Streets and Sidewalks Fund | 1,000,000        |
| 510                               | Materials Diverson-Operating   | 1,250,000        | Operating - Local Streets Paving Program | 302                               | Streets and Sidewalks Fund | 1,197,000        |
| 510                               | Materials Diverson-Operating   | 500,000          | Operating                                | 519                               | Materials Diversion-NR     | 450,000          |
| 201                               | Gas Tax                        | 575,000          | Fund Projects                            | 300                               | City Capital Projects      | 575,000          |

## Schedule of Proposed Interfund/Interagency Transfers

| From                |                               |            | Purpose       | To                 |                         |            |
|---------------------|-------------------------------|------------|---------------|--------------------|-------------------------|------------|
| Fund                |                               | Amount     |               | Fund               |                         | Amount     |
| 205                 | Measure T Road Maint          | 8,250,000  | Fund Projects | 300                | City Capital Projects   | 8,250,000  |
| 223                 | DIF Street Improvement        | 500,000    | Fund Projects | 300                | City Capital Projects   | 500,000    |
| 300                 | City Capital Projects         | 2,300,000  | Fund Projects | 300                | City Capital Projects   | 2,300,000  |
| 300                 | City Capital Projects         | 1,125,000  | Fund Projects | 300                | City Capital Projects   | 1,125,000  |
| 510                 | Materials Diversion-Operating | 733,000    | Fund Projects | 511                | Materials Diversion-CIP | 733,000    |
| 530                 | Water Utility-Operating       | 4,300,000  | Fund Projects | 531                | Water Utility-CIP       | 4,300,000  |
| Other Transfers     |                               | 22,983,000 |               | Other Transfers    |                         | 22,630,000 |
| Total Transfers Out |                               | 32,935,860 |               | Total Transfers In |                         | 32,582,860 |





## Appendix C

# Decision Packages

*Fiscal Years  
2023/24 & 2024/25*



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 CD Management Analyst II                                                                                                                                                                                                                       | Priority: High                                                                                                                                                                                        |
| Department/Division: CDD Admin                                                                                                                                                                                                                                     | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Vin Smith                                                                                                                                                                                                                                      | GL Org: 10040100                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                     | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request: <ul style="list-style-type: none"><li>- Oversee departmental budget and interface with Department Managers (4) on a regular basis</li><li>- Manage all contract origination, interface with CAO, Clerk, Risk on language, scope etc.; including payment</li><li>- Assist with Grant preparation and submission</li><li>- Manage Departmental Systems Improvement: Energov implementation and management; GIS rollout; Electronic File Management; PC/CC information flow; Public/Customer interaction, information flow and efficiencies</li><li>- HR Systems Management: primary contact with HR on all systems include PAF's, Organizational Efficiencies; HR interface</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Why is this needed, and how does it align with Council and/or Department priorities? <ol style="list-style-type: none"><li>1. The only position looking to improve departmental/operational efficiencies is the Director, as all other Managers are tasked with running their divisions. Assistance is needed in ""future proofing"" our department by examining our systems, implementing new tools (Energov, GIS, etc.) and generally focusing on the efficiencies of the Department.</li><li>2. A significant amount of administrative work is currently being done by the Department Managers. This is not effective use of their time and causes stress on other Divisions (CAO, Clerk, Risk).</li><li>3. With the implementation of Energov in particular, the Department needs a "go-to" position to ensure the vendor is handling needed adjustments and fixes, as well as assisting in utilizing the program to its full potential.</li><li>4. Currently our HR interface is handled by our Office Assistant II. I do not believe this position should handle PAF's and/or other sensitive finance or HR communications. These belong at a higher organizational level.</li></ol> |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

What are the consequences of not funding this request? The CDD will continue to have to rely on Mid-Managers' time/resources to examine and pursue process improvements; handle professional contracts; prepare, monitor and request modifications for all budget requests/actions; and, handle all HR administrative actions such as PAF's, recruitent requests and training assignments.

With only the Department Head and Managers examininig/assessing operational needs, as a department the CDD misses-out on a focused effort of departmental improvement; unfortunately diluting the the time Managers can focus on core issues, team advancement and projects for their divisions

What alternatives were considered when creating this request? The CDD experienced the alternative during the pandemic when we sacraficed the MA position to meet the financial needs of the overall organization. In addition, the CDD agreed to move the functions of an MA to the Finance Dept. where a given MA serves more than one department. Although sound in theory, we did not fully execute the plan as there where other needs, as well as shifting organizational structure in the Finance Department. In retrospect, we have implmented alternatives that have proven to be less effective than having and MA imbedded in the CDD.

How will you measure success? CDD Managers will be provided more time and energy focusing on core responsibilities. The Department Director will have direct support on budget management, departmental process improvement, assistance/support with Administrative Staff oversight, and improved efficiency with project completion by each of the divisions in CDD.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                            |
|---------------------------------------------------------------------------------------------|-----------|-----------|----------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                   |
| 63013610                                                                                    | 43110     | \$650     | WFA Replacement Cost MA II |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
| Total Revenue                                                                               |           | \$650     |                            |
| Estimated Costs for this Budget Package:                                                    |           |           |                            |
| GL Org                                                                                      | GL Object | Amount    | Comments                   |
| 10040100                                                                                    | 51110     | \$123,890 | MA II                      |
|                                                                                             |           |           |                            |
| 10040100                                                                                    | 52410     | \$1,200   |                            |
| 10040100                                                                                    | 52140     | \$80      |                            |

[illegible]



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                           |              |  |
|---------------------------|--------------|--|
| <b>Total Expenditures</b> | \$162,700.00 |  |
|---------------------------|--------------|--|

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
This high-level administrative position will ensure that process and procedures are streamlined and efficient leading to more timely revenue recovery practices.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Municipal Code Update                                                                                                                                                                                                                               | Priority: High                                                                                                                                                                                        |
| Department/Division: CDD - Planning                                                                                                                                                                                                                                | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Vin Smith                                                                                                                                                                                                                                      | GL Org: 10140400                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                     | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Request for funds to begin and complete a comprehensive update to the City of Napa zoning and other chapters of the Municipal Code.

Why is this needed, and how does it align with Council and/or Department priorities? The existing zoning code was adopted in 1998 and with the adoption of a new General Plan in 2022, and new housing laws in place over the last decade or so, a comprehensive update the zoning code would position the City to more efficiently implement the General Plan and comply with newer housing laws.

What are the consequences of not funding this request? Challenges will continue in implementing the General Plan, potentially creating uncertainty and inefficiencies in processing entitlements, namely housing.

What alternatives were considered when creating this request? If the zoning code weren't as old as it is, it's possible to do minor code amendments, but because of newer housing laws for streamlining of projects, the 1998 existing code has numerous sections either in conflict with state law, or inconsistent.

How will you measure success? Success would be measured by completing a comprehensive update of the zoning code, which should in turn create efficiency in implementing the recently adopted General Plan.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                       |
|---------------------------------------------------------------------------------------------|-----------|-----------|-----------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments              |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
| Total Revenue                                                                               |           | \$0       |                       |
| Estimated Costs for this Budget Package:                                                    |           |           |                       |
| GL Org                                                                                      | GL Object | Amount    | Comments              |
| 10140400                                                                                    | 53210     | \$750,000 | Municipal Code Update |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
|                                                                                             |           |           |                       |
| Total Expenditures                                                                          |           | \$750,000 |                       |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
Preliminary estimates for the desired scope of work range from \$500,000 to \$750,000.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM-Climate Change                                                                                                                                                                                                                                                                                                                  | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager                                                                                                                                                                                                                                                                                                                 | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Molly Rattigan                                                                                                                                                                                                                                                                                                                | GL Org: 10011210                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                    | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input checked="" type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Staff will be discussing Climate Action and Sustainability programs with the Council on March 6<sup>th</sup>. We are requesting funds to begin implementing climate actions. While it is not known at this time how funds will be used specifically, opportunities include: public outreach support on climate actions and programs, studies on electrification of city buildings, converting City equipment from gas powered to battery powered, piloting rebate and foodware programs, maintaining the City's climate action website, memberships in climate action organizations.

Why is this needed, and how does it align with Council and/or Department priorities? Other than staff time, there are limited funds dedicated to Climate Action at this time. This is an opportunity to begin implementing and enhancing climate action.

What are the consequences of not funding this request? Staff will not have resources needed to implement climate action objectives and goals of the City.

What alternatives were considered when creating this request? Staff will pursue grant funds when and where possible. However, a general pool of funds is needed.

How will you measure success? Staff will be able to report regularly on the Climate Action and Sustainability objectives. We plan to report at least bi-annually to the Council. Additionally, actions will be documented through the Climate Action Committee.





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                                   |
|---------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                          |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
| Total Revenue                                                                               |           | \$0       |                                   |
| Estimated Costs for this Budget Package:                                                    |           |           |                                   |
| GL Org                                                                                      | GL Object | Amount    | Comments                          |
| 10011210                                                                                    | 53210     | \$120,000 | Professional Services-Placeholder |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
|                                                                                             |           |           |                                   |
| Total Expenditures                                                                          |           | \$120,000 |                                   |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
I have used Professional Services as a placeholder.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM Fire Multiband Radio replacement                                                                                                                                                                                                                                                                                                    | Priority: High                                                                                                                                                                             |
| Department/Division: City manager/IT Communications                                                                                                                                                                                                                                                                                                   | Budget Year: FY 2023/24                                                                                                                                                                    |
| Department Contact: Scott Nielsen                                                                                                                                                                                                                                                                                                                     | GL Org: 10113200                                                                                                                                                                           |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input checked="" type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                        | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                            |

Description of Budget Request: The Fire Department has requested replacing the current non-encryption-ready radios with an upgraded multiband radio. The justification for the change is interoperability issues created by surrounding jurisdictions deploying non-VHF band channels. Between the Federal Grant and regular replacement, the department requires twenty additional portable radios and twelve mobile vehicles radios.

Why is this needed, and how does it align with Council and/or Department priorities? The Federal requirement to deploy encryption to prevent PII disclosure required the replacement of Fire portable and mobile radios that currently do not support encryption.

What are the consequences of not funding this request? The Fire Department will continue to have interoperability issues created by surrounding jurisdictions deploying non-VHF band channels.

What alternatives were considered when creating this request? Supply of multi-band radios available to be deployed if needed.

How will you measure success? Deployment of thirty-two additional multiband encryption-capable radios over the next 30 months.



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*This data will be entered into your Munis Budget Package*

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Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM-Homeless Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Molly Rattigan                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | GL Org: 10119104                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                 | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> General Plan Implementation<br/> <input type="checkbox"/> Climate Action &amp; Sustainability         </div> <div> <input checked="" type="checkbox"/> Housing &amp; Homelessness<br/> <input type="checkbox"/> Traffic Safety         </div> <div> <input type="checkbox"/> Public Infrastructure         </div> </div> |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request: Homeless services requires the constant management of garbage, debris and encampments in the community. Additionally, we are hoping to leverage funds to lease Motel 6 and we will begin moving people into Heritage House in FY 23-24. This will require additional clean-ups as clients transition. This request also includes funds to continue vehicle abatement tows. While not all tows are related to homelessness, it's difficult to separate the two. |
| Why is this needed, and how does it align with Council and/or Department priorities? Homeless services are a priority of the Council. We are able to leverage state and federal funding but grant funds do not typically cover abatement and blight needs.                                                                                                                                                                                                                                    |
| What are the consequences of not funding this request? Staff will not have the resources to abate homeless issues in the community.                                                                                                                                                                                                                                                                                                                                                           |
| What alternatives were considered when creating this request? Staff will pursue grant funds when and where possible. However, a general pool of funds is needed.                                                                                                                                                                                                                                                                                                                              |
| How will you measure success? Staff reports regularly to the City Council on homeless issues. We will track clean-ups and vehicles towed.                                                                                                                                                                                                                                                                                                                                                     |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                                                          |
|---------------------------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                                                 |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
| Total Revenue                                                                               |           | \$0       |                                                          |
| Estimated Costs for this Budget Package:                                                    |           |           |                                                          |
| GL Org                                                                                      | GL Object | Amount    | Comments                                                 |
| 10119104                                                                                    | 53260     | \$250,000 | Ongoing Garbage/Encampment Management and Vehicle Towing |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
|                                                                                             |           |           |                                                          |
| Total Expenditures                                                                          |           | \$250,000 |                                                          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
The amount in FY 25 will be reduced, in hopes that other areas of service are effective.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM IT Cost Allocation Framework & Implementation Consulting                                                                                                                                                                                                                                                                 | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager/Information Technology                                                                                                                                                                                                                                                                                   | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Scott Nielsen                                                                                                                                                                                                                                                                                                          | GL Org: 10112200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input checked="" type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                             | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request: CM IT Cost Allocation Framework & Implementation Consulting                                                                                                                                                                                                                                                             |
| Why is this needed, and how does it align with Council and/or Department priorities? The cost allocation framework will ensure the effective use of the IT resources by associating cost or allocation between each department's internal demand. A well-designed allocation framework will ensure transparency to IT costs and avoid wasteful demand. |
| What are the consequences of not funding this request? The Information Technology Division continues to operate under the current cost allocation plan.                                                                                                                                                                                                |
| What alternatives were considered when creating this request? The Information Technology Division continues to operate under the current cost allocation plan.                                                                                                                                                                                         |
| How will you measure success? Accurate allocation of Technology cost and resource demand by Department.                                                                                                                                                                                                                                                |



# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

**Financial Information:**  
*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
|---------------------------------------------------------------------------------------------|-----------|----------|----------|
| GL Org                                                                                      | GL Object | Amount   | Comments |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10112200                                                                                    | 53210     | \$45,000 |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
| Total Expenditures                                                                          |           | \$45,000 |          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM - Management Analyst II                                                                                                                                                                                                                          | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager/General Liability                                                                                                                                                                                                                | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Joy Riesenberg                                                                                                                                                                                                                                 | GL Org: 64012100                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                     | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

### Description of Budget Request:

An analysis of the Risk Program is underway. There is a recommendation that the Risk Manager have the support of an analyst to assist with Property and Liability programs, special events, underwriting support, data management of GL claims, and contract reviews.

The City Attorney's office has requested that the Risk Management division handle processing of all claims and coordination with the third-party administrator for liability claims. The Legal Analyst and Assistant City Attorney had previously provided this service. The analysis of the Risk Program recommends these duties have oversight from the Risk Manager but without staffing resources, the program will not be successful.

Analyst support will assist in coordination with the departments we serve to process claims in a timely manner. Support with data collection and management will provide feedback to internal stakeholders on historical claims and loss data. This position will provide support to departments regarding the timely issuance of insurance certificates as well as the verification that submitted certificate information meet our contractual insurance requirements. This position will provide services to all City departments related to special events, property, liability, cyber, crime, and pollution risk management programs and activities.

Why is this needed, and how does it align with Council and/or Department priorities?

Assistance is needed in the administration of various claims management activities for general liability and property related programs.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What are the consequences of not funding this request?<br/>General liability claims have tight deadlines and response requirements. Without analyst support or support from the City Attorney's office, meeting the required deadlines will be challenging.</p>                                                                                                                                        |
| <p>What alternatives were considered when creating this request?<br/>Part-time assistance has been used for over a year, however, some needed tasks would be out of classification for our current part-time person and the department would benefit from a more consistent and permanent position. Existing City staff have a difficult time meeting and maintaining timelines for resolving claims.</p> |
| <p>How will you measure success?<br/>Success means claims will be closed and resolved in a timely manner. Billing for property damage to City property will be collected.</p>                                                                                                                                                                                                                             |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |            |
|---------------------------------------------------------------------------------------------|-----------|-----------|------------|
| GL Org                                                                                      | GL Object | Amount    | Comments   |
| 63013610                                                                                    | 43110     | \$650     | WFA Laptop |
| 64012100                                                                                    | 43110     | \$125,610 |            |
|                                                                                             |           |           |            |
|                                                                                             |           |           |            |
|                                                                                             |           |           |            |
|                                                                                             |           |           |            |
| <b>Total Revenue</b>                                                                        |           | \$126,260 |            |
| Estimated Costs for this Budget Package:                                                    |           |           |            |
| GL Org                                                                                      | GL Object | Amount    | Comments   |
| 64012100                                                                                    | 51110     | \$123,890 |            |
| 64012100                                                                                    | 51152     | \$1,420   |            |
| 64012100                                                                                    | 52430     | \$1,860   |            |
| 64012100                                                                                    | 52410     | \$1,200   |            |
| 64012100                                                                                    | 52140     | \$80      |            |
| 64012100                                                                                    | 52210     | \$14,210  |            |
| 64012100                                                                                    | 52210     | (\$5,580) |            |
| 64012100                                                                                    | 52510     | \$400     |            |
| 64012100                                                                                    | 52150     | \$1,800   |            |
| 64012100                                                                                    | 52110     | \$17,610  |            |

[illegible]



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package: The Risk Program part time administrative employee has collected over \$100,000 in FY2021-22 (29012100-43722) for damage to City property (street lights, traffic signals, street signs, water meters, etc.) This allows damage to City property to be repaired or replaced without filing property insurance claims with our carrier. Effective 03-31-2023, the City's property damage deductible will increase from the current level of \$5,000-\$10,000 to \$25,000. These duties would be transitioned to the proposed Risk Analyst bringing greater stability to this position with less turnover. This will allow us to continue to bring in revenue to repair or replace damaged City property promptly.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM - Systems Analyst                                                                                                                                                                                                                                           | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager/Information Technology                                                                                                                                                                                                                      | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Scott Nielsen                                                                                                                                                                                                                                             | GL Org: 10012201                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                       |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

### Description of Budget Request:

The technology needs of Public Safety are ever-increasing and currently understaffed. Currently, high-level systems and application support is provided by the Communications Manager. The Communications Manager was an IT Systems Administrator from 2005 until 2016. The Communications Manager plans retirement in the next 12 to 24 months. It is unrealistic to assume the future Communications Manager will continue to provide IT support for public safety technology. The systems and application support need to be taken by a new position within the IT Division.

### Why is this needed, and how does it align with Council and/or Department priorities?

The Communications Manager and Cloud 5 Solutions primarily support the Computer Aided Dispatch (CAD) and the systems connecting mobile computers in Fire, ALS, and Police vehicles. The day-to-day support for the CAD and Mobile systems should be the responsibility of IT staff in conjunction with Cloud 5 Solutions. Finding an IT team member with knowledge of Intagraph CAD is very difficult, so the Communications Manager is still performing duties outside his responsibility. We will need time to train the new IT staff member to support CAD before the communications manager retires.

### What are the consequences of not funding this request?

An existing IT staff member would be trained to support CAD, and IT projects would need to be prioritized, delayed, and or canceled.

### What alternatives were considered when creating this request?

Training of an existing IT staff member to support CAD.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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How will you measure success?  
Continued support of CAD with no single point of failure.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |              |                                |
|---------------------------------------------------------------------------------------------|-----------|--------------|--------------------------------|
| GL Org                                                                                      | GL Object | Amount       | Comments                       |
| 63013610                                                                                    | 43110     | \$650        | WFA Laptop                     |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
| <b>Total Revenue</b>                                                                        |           | <b>\$650</b> |                                |
| Estimated Costs for this Budget Package:                                                    |           |              |                                |
| GL Org                                                                                      | GL Object | Amount       | Comments                       |
| 10012201                                                                                    | 51110     | \$123,250    |                                |
|                                                                                             |           |              |                                |
| 10012201                                                                                    | 52410     | \$1,200      |                                |
| 10012201                                                                                    | 52140     | \$80         |                                |
| 10012201                                                                                    | 52210     | \$14,140     |                                |
| 10012201                                                                                    | 52210     | (\$5,550)    |                                |
| 10012201                                                                                    | 52510     | \$390        |                                |
| 10012201                                                                                    | 52150     | \$1,790      |                                |
| 10012201                                                                                    | 52110     | \$17,610     |                                |
| 10012201                                                                                    | 52120     | \$1,160      |                                |
| 10012201                                                                                    | 52130     | \$220        |                                |
| 10012201                                                                                    | 52520     | \$2,460      |                                |
| 10012201                                                                                    | 52512     | \$80         |                                |
| 10012201                                                                                    | 56140     | \$2,500      | WFA Laptop                     |
| 10012201                                                                                    | 55210     | \$650        | WFA Laptop                     |
| 10012201                                                                                    | 51152     | \$1,420      | Cell-Phone Stipend & Equipment |
| 10019105                                                                                    | 51400     | (\$80,400)   |                                |
|                                                                                             |           |              |                                |

[illegible]

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FD - Funds for Emergency Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Priority: High                                                                                                                                                                                        |
| Department/Division: Fire/Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Zach Curren                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | GL Org: 10122101                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input checked="" type="checkbox"/> General Plan Implementation         </div> <div> <input type="checkbox"/> Housing &amp; Homelessness         </div> <div> <input type="checkbox"/> Public Infrastructure         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Climate Action &amp; Sustainability         </div> <div> <input type="checkbox"/> Traffic Safety         </div> </div> |                                                                                                                                                                                                       |

Description of Budget Request: The Fire Department recommends that the City prioritize the responsibilities of emergency management and increase preparedness for all types of emergencies. Emergency planning as well as understanding the roles and responsibilities, pre-develop emergency management objectives and updated maps is critical for the successful preparation, response, and mitigation of all emergency types.

Why is this needed, and how does it align with Council and/or Department priorities?  
 The City of Napa is responsible for directing City-wide all-hazards emergency/disaster worker training, preparedness, response, mitigation, and recovery activities for natural, environmental, and other emergencies impacting the City. The City does maintain a number of emergency-related plans, including the Emergency Operations Plan (EOP) and the Hazard Mitigation Plan (HMP). These funds will be used for the updating and management of the City's emergency plans and initiatives. Additionally, the use of consultants and subject matter experts is necessary to ensure that we have plans that meet necessary FEMA standards and qualify the City for any available reimbursements in the case of a declared disaster.

What are the consequences of not funding this request? Workload and staffing challenges will continue to impact each Department's ability to accomplish critical tasks relating to emergency planning. Continued missed opportunities for FEMA funding and reimbursement.

What alternatives were considered when creating this request? The City considered an FTE Emergency Manager to perform these functions, which is currently cost-prohibitive but reserved for future discussion. The City also regularly pursues grant-funded opportunities to support City emergency management efforts. Additionally, the City is working with Napa County to see if there are cooperative opportunities for the development of shared plans.





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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How will you measure success? The Fire Chief will provide oversight and coordination of emergency planning initiatives and maintain/update, required/recommended plans and annexes as needed.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |                          |
|---------------------------------------------------------------------------------------------|-----------|----------|--------------------------|
| GL Org                                                                                      | GL Object | Amount   | Comments                 |
|                                                                                             |           |          |                          |
|                                                                                             |           |          |                          |
|                                                                                             |           |          |                          |
| Total Revenue                                                                               |           | \$0      |                          |
| Estimated Costs for this Budget Package:                                                    |           |          |                          |
| GL Org                                                                                      | GL Object | Amount   | Comments                 |
| 10122101                                                                                    | 53210     | \$75,000 | FD Disaster Preparedness |
|                                                                                             |           |          |                          |
|                                                                                             |           |          |                          |
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|                                                                                             |           |          |                          |
|                                                                                             |           |          |                          |
|                                                                                             |           |          |                          |
|                                                                                             |           |          |                          |
| Total Expenditures                                                                          |           | \$75,000 |                          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
N/A



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FD -Firefighter Paramedic FTE Reallocation                                                                                                                                                                                                          | Priority: High                                                                                                                                                                                        |
| Department/Division: Fire / Operations                                                                                                                                                                                                                             | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Shuree Egloff                                                                                                                                                                                                                                  | GL Org: 10022302                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input checked="" type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                     | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request: Staff requests a reallocation of firefighters and firefighter/paramedics to balance the overall department deployment staffing plan.<br>The Staffing Plan would be revised to:<br>* Remove 1 FTE Firefighter (Position# 100000299)<br>* Add 1 FTE Firefighter Paramedic (Position# 100000270)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Why is this needed, and how does it align with Council and/or Department priorities? The Fire Operations Division's daily minimum staffing level is 18. The Department currently has an allocation of 20 positions on each shift. Today, each shift has one Battalion Chief, five Captains, nine Firefighter Paramedics and five Firefighters. This is a total of thirteen firefighters and twenty-nine firefighter/paramedics. Staff requests a reallocation of firefighters and firefighter/paramedics to balance the overall department deployment staffing plan. The NCFE MOU Section 8.7 states, "the City will maintain a ratio of one (1) Paramedic to each Advanced Life Support (ALS) Unit. Increasing the Department's budgeted paramedic FTE's supports this requirement and increases our overall service level. This request will remove one (1) Firefighter FTE and add one (1) Firefighter Paramedic FTE. |
| What are the consequences of not funding this request? Fire Operations would continue to deploy as usual. This is a "clean up" action to correct the Department's position control so it doesn't appear as an overhire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| What alternatives were considered when creating this request? N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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How will you measure success? The Department will be able to maintain a ratio of one (1) Paramedic to each Advanced Life Support (ALS) Unit, increasing our overall service level. Deployment and on-going scheduling will be reviewed daily by the on-duty Battalion Chief and overseen by the Deputy Fire Chief.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
|---------------------------------------------------------------------------------------------|-----------|----------|----------|
| GL Org                                                                                      | GL Object | Amount   | Comments |
|                                                                                             |           |          |          |
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|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10022302                                                                                    | 51110     | \$12,400 |          |
| 10022302                                                                                    | 52430     | \$190    |          |
| 10022302                                                                                    | 52140     | \$150    |          |
| 10022302                                                                                    | 52210     | \$2,580  |          |
| 10022302                                                                                    | 52210     | (\$370)  |          |
| 10022302                                                                                    | 52150     | \$180    |          |
| 10022302                                                                                    | 52520     | \$250    |          |
| 10022302                                                                                    | 52512     | \$20     |          |
| 10022302                                                                                    | 52510     | \$1,870  |          |
|                                                                                             |           |          |          |
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[illegible]

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| Please provide any additional financial information that will be useful in reviewing this Budget Package: |
|                                                                                                           |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FD - Tablet Command / Dell Replacement                                                                                                                                                                                                              | Priority: High                                                                                                                                                                                        |
| Department/Division: Fire Department / Operations                                                                                                                                                                                                                  | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Shuree Egloff                                                                                                                                                                                                                                  | GL Org: 10122300                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                     | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Multiple fire agencies and the Napa County Ambulance Provider (AMR) are launching a project to use mobile data computers/tablets and software (Tablet Command) as vehicle-mounted tools for multi-agency communication and awareness, two-way communication with dispatch and other agencies, and the ability to manage incident command (ICS) for all involved and responding units to any emergency scene.

This project is intended to complete the purchase of those tablets and the necessary cases & mounts and fully outfit the Napa Fire Department with the necessary hardware. Software cost funding is secured through the Napa County Ambulance Agreement. Napa County Fire and AMR have already secured funding for the hardware purchase.

In order to successfully implement, the Fire Department will need to secure funding for (20) tablets, (20) cases, and (20) mounts, as well as install costs.

Why is this needed, and how does it align with Council and/or Department priorities? The City desires to obtain a standardized command system application programming interface (API) named Tablet Command. The outcomes and benefit of this project is that Napa County Fire, City of Napa Fire and American Canyon Fire Protection District (as well as AMR) agencies will maintain operational awareness of available and assigned resources for all types of emergency events. In addition, the software and Incident Command information from any particular incident will become part of the incident record and will follow routine reporting to the National Fire Incident Reporting System (NFIRS) for summary and analysis by the National Fire Administration (NFA) and National Fire Protection Administration (NFPA). Acquiring this hardware will facilitate enhanced emergency response, awareness, communication and incident command, as well as intelligence and information sharing with local, state and federal agencies.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What are the consequences of not funding this request? The City will be forced to continue using the same incident command system with limited capabilities in emergency response, awareness and communication. Not doing this project will also limit us from information sharing with local, state and federal agencies.

What alternatives were considered when creating this request? N/A

How will you measure success? The City will have a standardized command system application which will maintain operational awareness of resources for all emergency events.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
|---------------------------------------------------------------------------------------------|-----------|----------|----------|
| GL Org                                                                                      | GL Object | Amount   | Comments |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10122300                                                                                    | 70140     | \$38,000 |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
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|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
|                                                                                             |           |          |          |
| Total Expenditures                                                                          |           | \$38,000 |          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

Please provide any additional financial information that will be useful in reviewing this Budget Package: The software cost funding is secured through the Napa County Ambulance Agreement. This is replacement software not a software add. The Department anticipates that the current hardware will end their useful life within the next two year budget cycle. Part of the hardware replacement costs may have been budgeted within the IT replacement fund.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Executive/Senior Leadership Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Priority: High                                                                                                                                                                                        |
| Department/Division: Organizational Development                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Liz Habkirk                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | GL Org: 10019103                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> General Plan Implementation<br/><br/> <input type="checkbox"/> Climate Action &amp; Sustainability         </div> <div> <input type="checkbox"/> Housing &amp; Homelessness<br/><br/> <input type="checkbox"/> Traffic Safety         </div> <div> <input type="checkbox"/> Public Infrastructure         </div> </div> |                                                                                                                                                                                                       |

**Description of Budget Request:**

The City Manager would like the ability to offer extensive, submersive, and specialized trainings to those employees who are in Executive and Senior positions. These would be 1–3-week courses that normally cost anywhere from \$5,000 - \$15,000 each (examples include the Kennedy School for Public Administration, the Local Governance Summer Institute at Stanford, and others). These types of trainings would be beneficial to the organization by providing potential increased productivity, reduce staff turnover, create better leaders who possess a clear vision of department goals which will in turn improve the organization's culture. The idea is that the City Manager or the Assistant City Manager would be able to suggest these specialized trainings which would align with City Department needs and goals to a small group of City employees.

**Why is this needed, and how does it align with Council and/or Department priorities?**

These trainings will allow for specialty leadership, developmental opportunities and continual improvements that will assist the organization in effectively carrying out priorities at all levels.

**What are the consequences of not funding this request?**

Limited opportunities for engagement at Executive team level.

**What alternatives were considered when creating this request?**

Tuition reimbursement funds were considered, however, the maximum amount allowed is \$2,000 per course and these trainings can vary from \$5,000 to \$15,000 each.





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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How will you measure success?  
Engagement of Senior Staff and new innovative ways to reach department visions as well as work force stability.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
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| GL Org                                                                                      | GL Object | Amount   | Comments |
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| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10019103                                                                                    | 53630     | \$25,000 |          |
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| Total Expenditures                                                                          |           | \$25,000 |          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Classification & Compensation Citywide                                                                                                                                                                                                                                                                                      | Priority: High                                                                                                                                                                                        |
| Department/Division: Human Resources                                                                                                                                                                                                                                                                                                       | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: G, Swanson/H. Ruiz                                                                                                                                                                                                                                                                                                     | GL Org: 10015100                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                             | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Classification and Compensation projects occurring Citywide on an as-requested basis.

Why is this needed, and how does it align with Council and/or Department priorities? The City of Napa's Civil Service Rules indicate that a classification and compensation study shall be completed by Human Resources if requested by the employee or manager/director. As a result, the Human Resources Department is expected to complete these projects as they come up throughout the year. These studies are intensive and often sensitive, affecting the employees as well as departmental operations. As these projects are required for completion, the City has consistently found ways to pay for these projects if external. Often this is through charging back the requesting/impacted department. This is not the most efficient way of paying for these services if they are requested by employees, as departments have discretion over their own spending. As a result, Human Resources would like a budget line specific to these services to ensure that there are funds every year to outsource complex classification & compensation projects. The average cost of a Classification & Compensation project through vendor Bryce Consulting is \$5,000 per project. \$15,000 would allow for three projects to be outsourced per year.

What are the consequences of not funding this request? Continued practice of charging back departments, some classification and compensation projects not being completed.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What alternatives were considered when creating this request? Continued in house work on classification & compensation projects. However, occasionally additional consultant work is needed for more sensitive or complicated requests.

How will you measure success? Completed Classification & Compensation Studies annually

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
|---------------------------------------------------------------------------------------------|-----------|----------|----------|
| GL Org                                                                                      | GL Object | Amount   | Comments |
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| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10015100                                                                                    | 53210     | \$15,000 |          |
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| Total Expenditures                                                                          |           | \$15,000 |          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Diversity, Equity & Inclusion Ongoing Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Priority: High                                                                                                                                                                                        |
| Department/Division: Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: G. Swanson/H. Ruiz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | GL Org: 10015101                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 33%;"><input type="checkbox"/> General Plan Implementation</div> <div style="width: 33%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 33%;"><input type="checkbox"/> Public Infrastructure</div> <div style="width: 33%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 33%;"><input type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                       |

Description of Budget Request: To maintain and advance the current Diversity, Equity & Inclusion (DEI) program managed by CircleUp Education and the Human Resources Department.

Why is this needed, and how does it align with Council and/or Department priorities? The Human Resources Department has managed the implementation of the DEI program since 2021. The program has been mandatory for all staff and was originally implemented based on Council priorities. In order to ensure that current and future staff maintain and improve awareness of DEI initiatives, ideals and impacts to the workplace, the Human Resources Department would like to ensure that the program is financially solvent for the future.

The program has been successful in training 100% of employees and is planned to continue for one more year. CircleUp has trained staff on subjects such as: implicit bias; cultural awareness & celebrating diversity; racial justice and equality; LGBTQ+; gender identity & equality; and age & ability. Roughly 85% of the employees who took the course expressed satisfaction with the program and roughly 84% expressed a deeper self-awareness of how the program impacts their job and life. Human Resources needs support from expert vendors to ensure efficacy of the program.

What are the consequences of not funding this request? If this request is not funded, the program will not continue and the City will be exposed to more liability and risk around DEI related areas.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What alternatives were considered when creating this request? N/A

How will you measure success? Continued 100% staff participation in annual trainings.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |                                       |
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| GL Org                                                                                      | GL Object | Amount   | Comments                              |
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| Total Revenue                                                                               |           | \$0      |                                       |
| Estimated Costs for this Budget Package:                                                    |           |          |                                       |
| GL Org                                                                                      | GL Object | Amount   | Comments                              |
| 10015101                                                                                    | 53210     | \$60,000 | Annual cost of virtual, live training |
|                                                                                             |           |          |                                       |
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| Total Expenditures                                                                          |           | \$60,000 |                                       |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Labor Relations Legal Services                                                                                                                                                                                                                                                                                              | Priority: High                                                                                                                                                                                        |
| Department/Division: Human Resources                                                                                                                                                                                                                                                                                                       | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: G. Swanson/H. Ruiz                                                                                                                                                                                                                                                                                                     | GL Org: 10015100                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                             | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

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| Description of Budget Request: Legal Services to support labor negotiations for multiple units.                                                                                                                                                                                                                                                                                                                                                                        |
| Why is this needed, and how does it align with Council and/or Department priorities? The City negotiates with specific labor groups on cycles that occur irregularly. As a result, certain budget years require additional funds for these the legal support needed throughout the negotiations process. Fiscal Year 2023-2024 will be a heavy-negotiation year and the Human Resources Department requires additional funds to pay for legal guidance for four units. |
| What are the consequences of not funding this request? The City will not receive the legal guidance needed during these negotiations which exposes the City to liability and can limit expertise at the bargaining table.                                                                                                                                                                                                                                              |
| What alternatives were considered when creating this request? A potential alternative would be using in-house council, however, current staff do not have the bandwidth to support these duties to the capacity required.                                                                                                                                                                                                                                              |
| How will you measure success? Contracts executed with Napa City Firefighters' Association, Napa Chief Fire Officers, Napa Police Officers Association and Napa City Employees' Association.                                                                                                                                                                                                                                                                            |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
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| GL Org                                                                                      | GL Object | Amount   | Comments |
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| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10015100                                                                                    | 53214     | \$50,000 |          |
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| Total Expenditures                                                                          |           | \$50,000 |          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:

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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: COMMUNITY SERVICE OFFICERS                                                                                                                                                                                                                                                | Priority: High                                                                                                                                                                                        |
| Department/Division: Police                                                                                                                                                                                                                                                              | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Gary Pitkin                                                                                                                                                                                                                                                          | GL Org: 0                                                                                                                                                                                             |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                           | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                  |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request:  
Community Service Officers (CSOs) - One new positions for YSB; will replace contract position

Why is this needed, and how does it align with Council and/or Department priorities?  
YSB CSO - Add & delete contract with YSB Diversion Employee. Cost neutral. Investigate truancy, meet with and counsel juvenile offenders and parents, with appropriate resources to intervene in unlawful behaviors, coordinate with schools, conduct public presentations and training (parenting classes), and the like.

What are the consequences of not funding this request?  
YSB CSO - Potential loss of contracted employee in YSB. Loss of expertise in area of youth diversion, truancy and educational interactions.

What alternatives were considered when creating this request?  
Status quo. YSB CSO - Potential future loss of YSB diversion services.

How will you measure success?  
YSB CSO - Continuity of operations within YSB Diversion program. Measurable number of reports written.



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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |             |          |
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| Total Revenue                                                                               |           | \$0         |          |
| Estimated Costs for this Budget Package:                                                    |           |             |          |
| GL Org                                                                                      | GL Object | Amount      | Comments |
| 10021203                                                                                    | 51110     | \$83,370    |          |
| 10021203                                                                                    | 51140     | \$480       |          |
| 10021203                                                                                    | 51110     | \$250       |          |
|                                                                                             |           |             |          |
| 10021203                                                                                    | 52410     | \$600       |          |
| 10021203                                                                                    | 52140     | \$80        |          |
| 10021203                                                                                    | 52210     | \$9,560     |          |
| 10021203                                                                                    | 52210     | (\$3,750)   |          |
| 10021203                                                                                    | 52510     | \$3,650     |          |
| 10021203                                                                                    | 52150     | \$1,210     |          |
| 10021203                                                                                    | 52110     | \$17,610    |          |
| 10021203                                                                                    | 52120     | \$1,160     |          |
| 10021203                                                                                    | 52130     | \$110       |          |
| 10021203                                                                                    | 52520     | \$1,670     |          |
| 10021203                                                                                    | 52512     | \$60        |          |
| 10021203                                                                                    | 53210     | (\$125,000) |          |
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| Please provide any additional financial information that will be useful in reviewing this Budget Package: |
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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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| Package Title: FY24 SOFTWARE SUBSCRIPTIONS & PROFESSIONAL SERVICE CONTRACTS                                                                                                                                                                                                   | Priority: High                                                                                                                                                                                        |
| Department/Division: Police                                                                                                                                                                                                                                                   | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Gary Pitkin                                                                                                                                                                                                                                               | GL Org: 21                                                                                                                                                                                            |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                       |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Software and Professional Services related to management of personnel records and redaction services. Specifically, LEFTA (a centralized repository for departmental training records including our Field Training Program (FTO), use of force incidents, citizen complaints, and employee performance modules), VotaPhone (redaction software), and Focal Forensics (contract for outsourced large-scale redaction projects).

Why is this needed, and how does it align with Council and/or Department priorities?  
LEFTA, REDACTION SOFTWARE & FOCAL FORENSICS - Greatly reduce liabilities and increase efficiencies in meeting newly enacted legislative reporting requirements. Enhances efficacy of managing our sworn and professional staff members' personnel files and training records (critically important to preventing & mitigating liability); Modernize our Citizen Complaint process in accordance with Penal Code (PC) 832.5; Increase staff efficiencies in complying with new legislatively mandated reporting including, but not limited to, PC 13510 (SB 2), PC 832.5 & PC 832.7 (SB 1421 & SB 16), and reporting to CA DOJ on Use of Force and Citizen Complaints. Software and redaction services will greatly assist with the preparation of both required annual reports related to Use of Force, Citizen Complaints, Training, AB 481, and updating PD's "Public Transparency" webpage.

### STAKEHOLDERS:

Community - Project will greatly enhance efficiency and reduce staff costs in preparing public facing reports increasing transparency, building public trust, and reinforcing fiscal responsibility.

PD - Monumentally decrease staff time needed to properly manage personnel files and equipment, meet legislatively mandated reporting requirements, provides a centralized platform for our personnel complaint process, provides a quartermaster (logistics & equipment management) system, and PRAs from the staff including, but not limited to, the Office of the Chief, Administrative Captain, Administrative



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| <p>Lieutenant, Police Sergeant, Police Records Bureau Administrator, Administrative Secretary, Communications Manager, and Dispatch Supervisor.</p> <p>City Attorney's Office - In preparing discovery and representing PD and City in lawsuits, claims, Pitchess Motions; Responding to Pitchess Motions and matters involving employee discipline; and responding to Public Records Act (PRA) requests.</p> <p>Risk Management - Reduce liability to City.</p> <p>City Clerk - Searching past related PRAs for previously redacted and released public records.</p> |
| <p>What are the consequences of not funding this request?<br/>Increased civil liability to City through failure to meet PRA and mandated reporting deadlines. Unsustainable staff time spent on manually researching paper records, duplicating and replicating manual searches for Public Records Act (PRA) request, Pitchess Motion, and lawsuit. Physically searching paper files across multiple locations.</p>                                                                                                                                                   |
| <p>What alternatives were considered when creating this request?<br/>Continue with our de-centralized manual approach requiring a steadily increasing amount of staff time (no FTEs on staff serving in this role - position requested) to research, review, correlate, collate, organize &amp; redact across multiple disparate paper storage systems. With allocated staffing, status quo is inefficient, ineffective, and not sustainable.</p>                                                                                                                     |
| <p>How will you measure success?</p> <ol style="list-style-type: none"> <li>1. Meeting CA Public Records Act (CPRA) reporting deadlines</li> <li>2. Tracking staff hours assigned to related projects</li> <li>3. Tracking staff hours saved through use of redaction contracts</li> <li>4. Assessing efficiency related to production of training reports &amp; audits for use by PD Training Manager, and to assist in defending claims &amp; lawsuits, etc.</li> </ol>                                                                                             |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |        |          |
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| GL Org                                                                                      | GL Object | Amount | Comments |
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| Total Revenue                                                                               |           | \$0    |          |
| Estimated Costs for this Budget Package:                                                    |           |        |          |
| GL Org                                                                                      | GL Object | Amount | Comments |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|---------------------------|-------|-----------|--------------------------------------------------------------------------------------------------------------------------|
| 10021100                  | 53250 | \$10,050  | LEFTA Contract C2023-563, cost increase limited to 3% per year. Contract automatically renews annually until terminated. |
| 10021100                  | 53250 | \$10,000  | Redaction software.                                                                                                      |
| 10021100                  | 53250 | \$100,000 | Focal Forensics - contract for outsourced large-scale redactions.                                                        |
|                           |       |           |                                                                                                                          |
|                           |       |           |                                                                                                                          |
|                           |       |           |                                                                                                                          |
|                           |       |           |                                                                                                                          |
|                           |       |           |                                                                                                                          |
| <b>Total Expenditures</b> |       | \$120,050 |                                                                                                                          |

Please provide any additional financial information that will be useful in reviewing this Budget Package: LEFTA software program and redaction services required to best meet recently enacted reporting and public records laws while contemporaneously reducing risk and liability to City. Redaction software and Focal Forensics (professional service - outsourced redactions) will greatly assist in meeting reporting deadlines related to redaction of previously exempted materials prior to public release.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Youth Services Bureau - Detective Vehicle                                                                                                                                                                                                                                                                                                 | Priority: High                                                                                                                                                                                        |
| Department/Division: Police                                                                                                                                                                                                                                                                                                                              | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Gary Pitkin                                                                                                                                                                                                                                                                                                                          | GL Org: 10021203                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input checked="" type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                           | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request:<br>Youth Services Bureau (YSB) - Detective Vehicle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Why is this needed, and how does it align with Council and/or Department priorities?<br>In 2022, PD moved one sworn position from Patrol to Youth Services Bureau (YSB) as a Detective investigating crimes involving youth as well as threats and school-related cases. YSB Detective has been borrowing a vehicle from various bureaus which is not conducive to investigative work. Investigators often carry specialized equipment and supplies related to evidence collection. Additionally, Detectives are subject to call out 24/7 and need access to their assigned vehicle and equipment. |
| What are the consequences of not funding this request?<br>YSB detective will have to borrow cars at irregular intervals creating delay in responding to calls, call outs, conducting follow up investigations and conducting suspect, victim and witness interviews.                                                                                                                                                                                                                                                                                                                               |
| What alternatives were considered when creating this request?<br>Continue to borrow a vehicle from various bureaus which adversely impact those bureaus.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| How will you measure success?<br>Securing a vehicle dedicated to the YSB detective position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |





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*This data will be entered into your Munis Budget Package*

Proposed Budget FY 2023/24 & 2024/25 274

[illegible]

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
Vehicle is needed for assigned Youth Services Bureau detective.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                     |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Irrigation Controller Replacement                                                                                                                                                                                    | Priority: High                                                                                                                                                                                        |
| Department/Division: Parks and Recreation Services / Parks                                                                                                                                                                          | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Jeff Gittings                                                                                                                                                                                                   | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                             |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure                                                                      |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety                                                                                                                         |                                                                                                                                                                                                       |

Description of Budget Request: Weather Trak Irrigation Controller Replacement. This budget package would transfer Non-Recurring General Fund dollars into the CIP General Reserve to fund the replacement as a CIP project.

Why is this needed, and how does it align with Council and/or Department priorities?

The parks division is requesting the replacement of outdated irrigation controllers and the corresponding maintenance and management software to control the city's irrigation system. The city's current irrigation infrastructure is over 20 years old, and replacement parts are no longer available for the system making replacement a high priority. In addition, the modern irrigation technology available in updated systems will reduce water usage and make system-wide efficiency improvements through the use of water efficiency programs. This request aligns with the Council priority to address Climate Action and Sustainability while simultaneously addressing a significant public infrastructure system.

The City's current irrigation system includes 65 individual irrigation controllers that control the irrigation in the City's parks, public spaces, and along rights of way. 40 of these controllers are connected to an antiquated irrigation control software (Laguna) which relies upon radio communication that suffers from frequent communication failures, that equates to wasted water and staff time. The current system also requires all communication be run through a desktop computer at the parks office. Irrigation system failures or significant breaks require staff be called into the office to make changes, repairs or shut down the system. The remaining 25 controllers are residential type irrigation controllers that do not have the ability to perform water efficiencies programs and will not shut the system down when a leak is detected. Programming and troubleshooting requires staff to manually adjust settings in the field at the controller location. When leaks occur on these types of controllers the department is often unaware for hours or



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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days depending on the size of the leak.

This budget package would replace the cities irrigation controller system. The proposed software (Weather Trak) is programmable from a web-based application that staff can access and control from their cell phones 24/7. This technology would alleviate the dependability on antiquated radio communication and enable staff to make modifications and respond to issues right from their phone. A tremendous number of programming functions and now available that support water efficiencies enabling the city to be a responsible steward of water resources.

What are the consequences of not funding this request?

Maintenance costs on the antiquated system continue to rise. Replacing individual irrigation control with newer models without upgrading the overall system does not take advantage of water efficiency programs. Transitioning minimal controllers leaves staff working in multiple systems which is cost prohibitive.

What alternatives were considered when creating this request?

Maintenance costs on the antiquated system continue to rise. Replacing individual irrigation controllers with newer models as they break without upgrading the overall system does not take advantage of water efficiency programs or available technology. Transitioning controllers as they break leaves staff working in multiple systems which is cost prohibitive and inefficient.

How will you measure success?

Success will be measured by the number of irrigation controllers upgraded to a modernized system, and the water efficiencies gained.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |                  |          |
|---------------------------------------------------------------------------------------------|-----------|------------------|----------|
| GL Org                                                                                      | GL Object | Amount           | Comments |
| 30030220                                                                                    | 82311     | \$427,000        |          |
|                                                                                             |           |                  |          |
|                                                                                             |           |                  |          |
| <b>Total Revenue</b>                                                                        |           | <b>\$427,000</b> |          |
| Estimated Costs for this Budget Package:                                                    |           |                  |          |
| GL Org                                                                                      | GL Object | Amount           | Comments |
| 10115200                                                                                    | 82311     | \$427,000        |          |
|                                                                                             |           |                  |          |
|                                                                                             |           |                  |          |



# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

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| Total Expenditures |  | \$427,000 |  |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Park Asset Management Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Priority: High                                                                                                                                                                                        |
| Department/Division: Parks & Recreation Services<br>Department/Parks Division                                                                                                                                                                                                                                                                                                                                                                                                                                  | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Ali Koenig (akoenig@cityofnapa.org),<br>Jeff Gittings (jgittings@cityofnapa.org)                                                                                                                                                                                                                                                                                                                                                                                                           | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> General Plan Implementation<br/> <input type="checkbox"/> Climate Action &amp; Sustainability         </div> <div> <input type="checkbox"/> Housing &amp; Homelessness<br/> <input type="checkbox"/> Traffic Safety         </div> <div> <input checked="" type="checkbox"/> Public Infrastructure         </div> </div> |                                                                                                                                                                                                       |

**Description of Budget Request:** This Budget Request is intended to implement an ongoing Park Asset Management Program at the operational level. Given the City's aging parks system, a conditions assessment was recently completed in partnership with an experienced Landscape Architecture firm to inventory and subsequently analyze the current condition of park infrastructure. Over the course of the project, 54 parks and over 2,000 assets were rated and inventoried. The study found that the City has a significant amount of park infrastructure that is reaching the end of its useful life. Further, the study found that there is a need for ongoing maintenance and replacement to ensure that assets continue to function as intended. Approximately 76% of City Parks are in "poor" condition and are in need of immediate attention to keep from falling into the "failed" condition category. Park infrastructure includes a mix of community-serving assets including pathways, trails, playgrounds, furnishings, park turf, sports courts, parking lots, boat docks or ramps and shade structures.

**Why is this needed, and how does it align with Council and/or Department priorities?** The City of Napa's General Plan Update (GPU) found that Napa has adequate parkland acreage and distribution across the City; however, many City Parks were built around the same time and as such the system is aging exponentially and is underinvested. The GPU recommended that the City develop and implement a comprehensive Park Asset Management Program with sufficient funding to maintain existing assets, reduce risk and liability, and avoid increasingly expensive projects due to lack of improvements on an ongoing basis. A systematic assessment of priorities will help ensure that funds for capital, operations, and maintenance are adequate and targeted to address key needs. As part of this prioritization, needs are weighted by social equity criteria to help the City reach socio-disadvantaged areas as well as neighborhoods with higher population densities or youth and senior populations.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What are the consequences of not funding this request? If the required maintenance and replacements are not performed, asset conditions will continue to deteriorate and risk falling into the failed category. Allowing deterioration to this level will increase the associated risks and liabilities. Once assets fall into disrepair, the asset will need to be removed or considered for full replacement at a higher cost. If capital maintenance is not funded at the operational level, the Department will continue to need to request increasingly larger portions of the limited Capital Improvement Program (CIP) dollars available and/or risk the removal of amenities throughout the City's park system.

What alternatives were considered when creating this request? The Department is working collaboratively with Public Works and Finance to identify a strategy for ongoing and long-term replacement of the City's aging park system. While the City's CIP program is an option for capital replacement of assets that have reached the end of their useful life, operational funding would allow the City to address the highest priority assets that are in need of maintenance in order to extend their useful life and keep the City from removing park amenities or closing portions of parks.

How will you measure success? Success will be measured by a reduced backlog of maintenance and replacement projects year after year.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                               |
|---------------------------------------------------------------------------------------------|-----------|-----------|-------------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                      |
|                                                                                             |           |           |                               |
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|                                                                                             |           |           |                               |
|                                                                                             |           |           |                               |
|                                                                                             |           |           |                               |
| Total Revenue                                                                               |           | \$0       |                               |
| Estimated Costs for this Budget Package:                                                    |           |           |                               |
| GL Org                                                                                      | GL Object | Amount    | Comments                      |
| 10050204                                                                                    | 53322     | \$250,000 | Facilities Repair/Maintenance |
|                                                                                             |           |           |                               |
|                                                                                             |           |           |                               |
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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 PR Recreation Division Restoration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Priority: High                                                                                                                                                                                        |
| Department/Division: Parks and Recreation Services / Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Katrina Gregory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GL Org: 0                                                                                                                                                                                             |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> General Plan Implementation</div> <div style="width: 33%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 33%;"><input type="checkbox"/> Public Infrastructure</div> <div style="width: 33%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 33%;"><input type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                       |

### Description of Budget Request:

This budget request is to support the Recreation Division's efforts to return programs and services for the Napa community and restore programs that existed prior to the COVID-19 pandemic. These expenditures will support increasing part-time staffing, supplies, contract services and other important items to support the Recreation Division's programs and services. There is a direct correlation between expenses and revenues as programs and services are relaunched to the community.

The net impact for FY24 will be \$43,000 to the City's General Fund.

|                 |           |
|-----------------|-----------|
| Expense Request | \$224,500 |
| Revenue Request | \$181,500 |

FY24 plans include offering an additional 800 swim lessons and the restart of recreational open swim for the first time in 3 years which will serve up to 60 children during each of the 28 open swim sessions. Restoration of services at the Senior Center include launching additional classes, special event opportunities, and opening the center for facility rentals to resume seven days per week. The proposed plan for Las Flores preschool program includes the addition of 52 more children (ages 2-4) the opportunity to participate in Together Time (parent-child class) or the school readiness preschool program. The Recreation Division will target additional low-income families by offering affordable services and scholarships for those needing financial assistance.

Why is this needed, and how does it align with Council and/or Department priorities?

One of the Parks & Recreation Department priorities is to thoughtfully restore the baseline programs and services with the highest impact to the community. The Recreation Division was significantly impacted by the COVID-19 budget reductions in FY20. The recovery process has been slow during



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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the past 3 years as fiscally, there was approximately \$650K less in operational expenditures in the FY23 budget compared to budgeted expenditures in FY20. Much of the decrease was directly correlated with the decrease in revenue and the various restrictions associated with the pandemic. The Recreation Division had to discontinue or scale back programming and reduce facility hours to stay within the allocated budget. In addition, nearly all of the Recreation Division's part-time staff were let go early on during the pandemic in 2020 and the Division relies heavily on part-time staff to operate programs and staff the recreation facilities. The Recreation Division is on a steady upswing and growing back slowly but stronger. Additional expenditures are necessary to continue restoration of programs and services. The programs and services being restored will generate corresponding revenue to offset the impact to the General Fund.

What are the consequences of not funding this request?

Programs and services available to the community will continue to be drastically limited. In addition, with increases to pay rates for part-time staff, supplies, contractors, there may be a further reduction in services to stay within budget.

What alternatives were considered when creating this request?

The Recreation Division has considered various scenarios to prioritize programs and to restore high priority programs as funding is approved and restored. The recommended approach includes a phased model of Recreation Division restoration.

How will you measure success?

Success metrics will be measured by achieving target participation goals for each individual program area and generating the targeted revenue to correspond with each service area.

800 additional swim lessons

1,680 participants in recreational swim

52 more children (ages 2-4) will participate in preschool services

\$25,000 in Low-Income Scholarships distributed

15% increase in additional participation at the Senior Center

180 additional participants in Adult Sports Leagues

120 additional participants in Youth Sports Leagues, Classes and Camps

40 additional summer camp participants and 15 Leaders-in-Training participants

20% more attendees at Dia de los Muertos special event



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |                  |                                                    |
|---------------------------------------------------------------------------------------------|-----------|------------------|----------------------------------------------------|
| GL Org                                                                                      | GL Object | Amount           | Comments                                           |
| 10050300                                                                                    | 43440     | \$1,000          | Tideline % Rev Increase                            |
| 10050400                                                                                    | 43442     | \$15,000         | Returning Adult Sports Leagues                     |
| 10050402                                                                                    | 43442     | \$33,000         | Increase fees; 40 more spots; LIT                  |
| 10050401                                                                                    | 43442     | \$51,000         | Increase fees; addl swim lessons & rec swim        |
| 10050301                                                                                    | 43120     | \$15,000         | Oxbow Riverstage License Fees                      |
| 10050308                                                                                    | 45540     | \$2,500          | Inc fees; Addl gym rentals                         |
| <b>Total Revenue</b>                                                                        |           | <b>\$117,500</b> | SEE OTHER REVENUE IN NOTES                         |
| Estimated Costs for this Budget Package:                                                    |           |                  |                                                    |
| GL Org                                                                                      | GL Object | Amount           | Comments                                           |
| 10050400                                                                                    | 56114     | \$2,500          | Addl supplies for adult sports leagues             |
| 10050400                                                                                    | 51210     | \$17,500         | Addl evening staffing for adult sports             |
| 10050300                                                                                    | 53530     | \$2,000          | Increase promotion of programs                     |
| 10050300                                                                                    | 53250     | \$2,000          | Civic Rec 5% contract increase                     |
| 10050300                                                                                    | 53210     | \$5,000          | Graphic Designer, Cost Rec Analysis                |
| 10050300                                                                                    | 53110     | \$2,000          | Inc fees with addl programs                        |
| 10050300                                                                                    | 51210     | \$23,000         | Rate increases; PT admin staff assisting w Rec Div |
| 10050404                                                                                    | 56114     | \$1,000          | Addl preschool supplies w addl participants        |
| 10050404                                                                                    | 51210     | \$15,000         | Pay rate Increases; Addl staff w TT and WR         |
| 10050402                                                                                    | 53630     | \$1,000          | ACA & AMR Cert / Trainings                         |
| 10050402                                                                                    | 53620     | \$500            | ACA dues                                           |
| 10050402                                                                                    | 56114     | \$1,000          | Addl supplies w addl campers                       |
| 10050402                                                                                    | 51210     | \$45,000         | Rate increases; Addl staff                         |
| 10050401                                                                                    | 53630     | \$1,000          | Addl certifications w addl staff                   |
| 10050401                                                                                    | 56114     | \$1,500          | Addl supplies at Harvest                           |
| 10050401                                                                                    | 51310     | \$1,000          | OT for summer period                               |
| 10050401                                                                                    | 51210     | \$35,000         | Pay rate inc; Addl lifeguards & swim instructors   |
| 10050400                                                                                    | 53210     | \$5,000          | Adult Sports Contracted Refs                       |
| 10050308                                                                                    | 56110     | \$1,000          | Addl supplies for LF                               |
| 10050307                                                                                    | 53540     | \$1,500          | Event program printing                             |
| 10050307                                                                                    | 53530     | \$5,000          | Paid promotion for events                          |
| 10050307                                                                                    | 56114     | \$2,000          | Addl supplies for events                           |
| 10050307                                                                                    | 51210     | \$3,500          | Addl PT staff at events & planning events          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |       |              |                                                           |
|---------------------------|-------|--------------|-----------------------------------------------------------|
| 10050405                  | 53210 | \$5,000      | Addl contract instructor payments                         |
| 10050405                  | 51210 | \$25,000     | Addl evening/weekend staff & support programs             |
| 10050407                  | 51210 | \$5,000      | Addl evening/weekend staff for youth sports               |
| 10050406                  | 51210 | \$500        | Pay rate inc; addl hours for special needs monthly events |
| 10050407                  | 53210 | \$15,000     | Addl youth sports contract class/camps                    |
|                           |       |              |                                                           |
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|                           |       |              |                                                           |
| <b>Total Expenditures</b> |       | \$224,500.00 |                                                           |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
Addl Revenue Below:

|          |       |          |
|----------|-------|----------|
| 10050405 | 45540 | \$20,000 |
| 10050405 | 43442 | \$8,500  |
| 10050407 | 43442 | \$20,000 |
| 10050404 | 43442 | \$15,500 |

REVISED TOTAL: \$181,500



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Crary Bearcat Vacuum Shredder                                                                                                                                                                                                   | Priority: Medium                                                                                                                                                                                      |
| Department/Division: Parks and Recreation Services / Parks                                                                                                                                                                                     | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Jeff Gittings                                                                                                                                                                                                              | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input checked="" type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                        |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety                                                                                                                                    |                                                                                                                                                                                                       |

### Description of Budget Request:

Crary Bearcat Vacuum Shredder model DL10. This is a small piece of equipment uses a vacuum hose to pick up leaves and vegetation debris and blow them into the back of dump truck.

### Why is this needed, and how does it align with Council and/or Department priorities?

The parks department devotes a significant amount of resources to perform leaf removal in parks and plazas and along and rights-of-way and currently performs these tasks by using a number of hand power tools such as a leaf blowers and rakes. Ultimately these methods are labor intensive, inefficient and require staff to perform repetitive physical tasks such as bending and lifting. The bearcat utilizes a vacuum system that allows staff to remove leaves, lawn trimmings and other debris from sites without the use of hand tools thus reducing physical labor, repetitive physical tasks and saves a tremendous amount of time. The parks department receives a number of complaints about the timeliness of leaf removal as the wet leaves can make hard surfaces become very slick. Automating this routine maintenance practice will reduce the labor and time necessary to perform leaf removal improving staff efficiencies.

The budget request would directly support Council's climate change goal as the one piece of requested equipment would replace the use of several backpack leaf blowers and hours of staff time.

### What are the consequences of not funding this request?

The parks division would continue to perform the bulk of its leaf removal by hand and efficiency improvements would not be realized.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What alternatives were considered when creating this request?

The parks division researched renting the equipment seasonally, but equipment is not available to rent locally and the attachments required are not available for existing equipment owned by the City.

How will you measure success?

The department will track efficiency improvements in staff time and the resolution of service requests through the Lucity work order system.

### Financial Information:

*This data will be entered into your Munis Budget Package*

#### Estimated Additional Revenue that will be generated by the approval of this Budget Package:

| GL Org               | GL Object | Amount  | Comments                 |
|----------------------|-----------|---------|--------------------------|
| 61030910             | 81101     | \$6,000 | Transfer from 101 to 610 |
| 61030900             | 43110     | \$500   | O&M - Fleet Rev          |
| 61030910             | 43110     | \$600   | Repl - Fleet Rev         |
| <b>Total Revenue</b> |           | \$7,100 |                          |

#### Estimated Costs for this Budget Package:

| GL Org                    | GL Object | Amount   | Comments                 |
|---------------------------|-----------|----------|--------------------------|
| 10150200                  | 82610     | \$6,000  | Transfer from 101 to 610 |
| 61030900                  | 70190     | \$6,000  | Purchase Vehicle         |
| 10050205                  | 55110     | \$500    | O&M - Dept Exp           |
| 10050205                  | 55112     | \$600    | Repl - Dept Exp          |
| 10050205                  | 56410     | \$1,200  | Gas                      |
|                           |           |          |                          |
|                           |           |          |                          |
|                           |           |          |                          |
| <b>Total Expenditures</b> |           | \$14,300 |                          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

Please provide any additional financial information that will be useful in reviewing this Budget Package:

One-time costs include \$6,000 vehicle purchase;  
Recurring costs include monthly O&M rate, monthly fleet replacement rate and fuel totalling \$2,300 annually.





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Mini-Excavator                                                                                                                                                                                                                                                                                                                                    | Priority: Medium                                                                                                                                                                                      |
| Department/Division: Parks and Recreation Services / Parks                                                                                                                                                                                                                                                                                                       | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Jeff Gittings                                                                                                                                                                                                                                                                                                                                | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input checked="" type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                   | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><br><input checked="" type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request:<br><br>John Deere 26G Mini-Excavator Tandem and axel tilt trailer with 12" and 18" digging buckets, and 36" grading bucket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Why is this needed, and how does it align with Council and/or Department priorities?<br><br><p>The equipment and corresponding trailer will enable park crews to leverage available technology to replace the current practice of hand-digging holes and trenches. The current digging practices are inefficient in the management of over 900 acres of parkland and place a physical demand on employees that is not essential. The proposed vehicle will support the City's Climate Action &amp; Sustainability goals by increasing the City's capacity to plant trees and supports the City's green infrastructure.</p> <p>The following outlines examples of the way the proposed equipment would support each division crew:</p> <p><b>Trees:</b> The Urban Forestry Team plants an estimated 300 trees annual. The award of a recent Cal Fire Urban and Community Forest grant will add a one-time addition of 400 trees as part of the initial grant requirement. Currently the department generally hands dig the holes for tree plantings. The equipment would significantly reduce the time required for planting trees allowing the department to address a large backlog of tree plantings and address the future needs of the City's Urban Forest.</p> <p><b>Irrigation:</b> Currently the department has two designated maintenance staff devoted to maintain the entirety of the City's irrigation systems which serve 55 public parks, 9 public plazas, and along numerous rights-of-ways. Installation and maintenance of the irrigation system is performed by hand digging practices. During a mainline break it not uncommon for the department to have to excavate between 1-2</p> |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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yards of soil to expose leaks. The piece of proposed equipment would greatly reduce the manual burden on staff, reducing the associated risks of repetitive tasks and enable the team to and make these repairs in far less time. Efficiencies created by the equipment would allow for proactive maintenance of the irrigation systems reducing the number of emergency breaks.

Parks: This equipment would replace the use of hand digging for foundations, fences posts, signage, and playground foundations. In addition, it would support the department in the installation of heavy infrastructure including big belly trash cans, permeant BBQ's and park benches. The grading blade will provide assistance in grading which is required in the routine installation of gravel, decomposed granite, and concrete pads required for park amenities.

What are the consequences of not funding this request?

The parks division would continue its current practice of hand digging and efficiency improvements would not be realized.

What alternatives were considered when creating this request?

The Public Works Department owns a full-size excavator which requires a special license and vehicle to transport and is not suitable for the majority of scope and scale of park related projects. The department has occasionally rented the equipment in the past to complete specific jobs. However, rental costs are cost prohibitive, and the one-time cost to purchase the equipment will offset the ongoing rental costs with the added benefit of having the equipment readily available to complete a wide range of tasks.

How will you measure success?

The department will track efficiency improvements through the Lucity work order system. The department will increase the number of trees planted annually and report the increase to the Council through the Tree City USA program.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |                          |
|---------------------------------------------------------------------------------------------|-----------|----------|--------------------------|
| GL Org                                                                                      | GL Object | Amount   | Comments                 |
| 61030910                                                                                    | 81101     | \$50,000 | Transfer from 101 to 610 |
| 61030900                                                                                    | 43110     | \$3,000  | O&M - Fleet Rev          |
| 61030910                                                                                    | 43110     | \$5,000  | Repl - Fleet Rev         |
| Total Revenue                                                                               |           | \$58,000 |                          |
| Estimated Costs for this Budget Package:                                                    |           |          |                          |
| GL Org                                                                                      | GL Object | Amount   | Comments                 |
| 61030910                                                                                    | 70190     | \$50,000 | Purchase vehicle         |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |       |           |                          |
|---------------------------|-------|-----------|--------------------------|
| 10050200                  | 55110 | \$3,000   | O&M - Dept Exp           |
| 10050200                  | 55112 | \$5,000   | Repl - Dept Exp          |
| 10050206                  | 56410 | \$1,200   | Fuel                     |
| 10150200                  | 82610 | \$50,000  | Transfer from 101 to 610 |
|                           |       |           |                          |
|                           |       |           |                          |
|                           |       |           |                          |
| <b>Total Expenditures</b> |       | \$109,200 |                          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
One-time costs include \$50,000 vehicle purchase;  
Recurring costs include monthly O&M rate, monthly fleet replacement rate and fuel totalling \$9,200 annually.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 Development Impact Fee Nexus Study                                                                                                                                                                                                                                                                                                              | Priority: High                                                                                                                                                                                        |
| Department/Division: Public Works (Development Engineering) & Parks and Recreation                                                                                                                                                                                                                                                                                  | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Heather Maloney/Tim Wood/Ali Koenig                                                                                                                                                                                                                                                                                                             | GL Org: 10130400 (NR PW Dev. Eng)                                                                                                                                                                     |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                      | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

### Description of Budget Request:

This one-time budget request will fund professional services for a Comprehensive Development Impact Fee (DIF) Nexus Study for all DIFs in the City, except the special district fees. The study is intended to provide sufficient analysis to support and recommend changes in the current methodologies used for determining and exacting DIF's. This budget request provides 100% of the funding to prepare the comprehensive nexus study including Street, Parks, Parking, Fire/Paramedic and Affordable Housing fees, participate in the public meetings, community outreach communication and City Council presentation at the adoption hearing.

DIFs are fees collected at the time of building permit to pay for certain improvement projects needed to offset the impacts from the development. With adoption of the new General Plan, it is appropriate to update those fees so they may be collected to pay for improvements that are consistent with the General Plan. State law requires a 'Nexus study' to analyze the list of projects needed to implement the General Plan, the relationship between the impacts of new development on the street and parks network, and the fair share or proportional cost of those improvements. Additionally, the DIFs must be analyzed periodically to assure the meet current state requirements.

Professional services will provide technical assistance to the City in reviewing any existing City DIF studies related to general plans, specific plans, and the Capital Improvement Program ("CIP"), and preparing a comprehensive review of required impact fee levels that will be documented in a written report prepared pursuant to California Government Code 66000 et. seq. The final report will present a fee methodology that satisfies the "rational nexus" tests used by the courts to determine the legality of development exactions. Final recommendations will be vetted by City Council and through a public process to establish a rational and substantial nexus between new development and the need for public facilities.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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Why is this needed, and how does it align with Council and/or Department priorities?

This project addresses three key Council Priority's including General Plan Implementation, Public Infrastructure, and Traffic Safety. The project outcome would address public infrastructure improvements and traffic safety needs, and would support implementation projects called out in the General Plan.

With General Plan adoption, current development impact fees need to be updated with Street and Parks improvements. Some of City DIFs have not been updated in over 20 years (last updated in 1993) and the projects associated with the fees have changed. The nexus study will realign the City's fee exactions on development projects' fair share of impact to the community. If fees are not updated, overtime, this requires the City to subsidize projects that address major infrastructure improvements to meet the needs and demands of population growth.

Additionally, on September 28, 2021, Governor Gavin Newsom signed AB 602 (Grayson) into law requiring additional substantive and procedural requirements for establishing or increasing DIFs as well as some new transparency requirements. AB 602 amends the procedural requirements for adopting a new or increased impact fee by adding that nexus studies and associated impact fee programs must be updated at least every eight years. With the City's latest DIF update over twenty years old, the City's DIF program is no longer in compliance with State law.

What are the consequences of not funding this request?

State law requires a current nexus study in order to collect DIFs. Without updating the nexus study, the City would be open to legal challenges where the City would not be able to collect fees for new development and in certain cases refund fees that were already collected.

What alternatives were considered when creating this request?

There are no alternatives to staying in compliance with the State requirements. This is a one-time project that is not programmed into annual operating budgets. This type of project does not have available grant opportunities.

How will you measure success?

Success would be measured by completing the preparation of the nexus fee study and adoption by the City Council.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |            |          |
|---------------------------------------------------------------------------------------------|-----------|------------|----------|
| GL Org                                                                                      | GL Object | Amount     | Comments |
|                                                                                             |           | \$0        |          |
|                                                                                             |           | \$0        |          |
|                                                                                             |           | \$0        |          |
| <b>Total Revenue</b>                                                                        |           | <b>\$0</b> |          |
| Estimated Costs for this Budget Package:                                                    |           |            |          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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| GL Org                    | GL Object | Amount    | Comments                                              |
|---------------------------|-----------|-----------|-------------------------------------------------------|
| 10130400                  | 53201     | \$235,000 | DIF Nexus Study Professional Services (Comprehensive) |
|                           |           | \$0       |                                                       |
|                           |           | \$0       |                                                       |
|                           |           | \$0       |                                                       |
|                           |           | \$0       |                                                       |
|                           |           | \$0       |                                                       |
|                           |           | \$0       |                                                       |
| <b>Total Expenditures</b> |           | 235,000   |                                                       |

Estimate Cost are based on a November 2022 City of San Leandro fee study with similar scope and the parks related DIF's is based on multiple cost estimates received that were based on the intended scope of work.

\$235,000 total for comprehensive Nexus fees study (includes an estimated \$65,000 for Parks DIF's).



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 PW Operations & Maintenance Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Priority: Med                                                                                                                                                                                                                                                             |
| Department/Division: Public Works – Operations (various divisions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Budget Year: FY 2023/24                                                                                                                                                                                                                                                   |
| Department Contact: Heather Maloney/Peter Brestak                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | GL Org: 10030706 PW Electrical Admin<br>10030704 PW Building & Facilities Maintenance<br>10030705 PW Corp Yard Maint<br>10030803 PW Signs & Striping &<br>10030801 PW Downtown Hardscape Maintenance<br>10030600 PW Street Operations &<br>10030807 PW Street Maintenance |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)                                                                     |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><input type="checkbox"/> General Plan Implementation</div> <div style="width: 30%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 30%;"><input checked="" type="checkbox"/> Infrastructure</div> <div style="width: 30%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 30%;"><input checked="" type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                                                                                           |

Description of Budget Request:

***The Electrical Programs are requesting the following increase to the operating budget:***

Electrical Admin (10030706):

\$20,000 for overtime. Callouts and required overtime have increased due to aging systems in the field and enhancements and upgrades which have been put into service. Additionally, more staffing within the division has provided flexibility with planned overtime projects.

Street Lighting (10030707):

\$10,000 for increased supply costs and lead times have increased. Materials costs have increase over the past two years; this increase reflects the current costs.

\$3,500 for increasing diesel costs. Current budget is \$0; however, year-end projected costs are \$3,500.





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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### PW Support for City Facilities (10030708):

\$25,000 for equipment repair & maintenance. Materials costs and lead times have increase over the past two years; this increase reflects the current costs.

\$1,200 for increasing gasoline costs. Current budget is \$4,000, however year-end projected costs are \$5,200.

***The Building and Facility Maintenance program (10030704 & 705) is requesting the following increase to the operating budget:***

\$9,000 for overtime. These items were rebalanced to forecast for future staffing changes. The part time employee key was decreased, and the overtime key was increased by \$9,000. As staffing increases in facilities employees will accomplish more off shift work, this increase supports those requirements.

\$29,500 for facilities repair maintenance supplies. To sustain our facilities in a working order, an increase in funds is required. Supplies to support facilitates have increased substantially, as an example the cost of wood has increased 112% and the cost of traditional working metals has increased as much as 62%. To provide the same level of service an increase is warranted. Moreover, as the facilities continue to age more investment will be required to keep them operational. Specifically, the locations of City Hall, the Police Department, and the Community Services Building have required an additional workload and have seen an increase in the amount of service requests submitted.

\$9,000 for training for 8 FTE's (this includes 7 full-time staff, one-part-time and proportional costs for 1 Superintendent. Training has become a focus area for the department and the amount requested is to support the safety, technical and professional training for the program's assigned employees.

\$25,300 for increases in water usage and sewer connection related costs.

\$3,000 for increasing gasoline costs. Current budget is \$8,000, however year-end projected costs are \$10,600. Accounting for increases costs, budget needed will be \$11,000 total for Gasoline.

***The Sign Shop (Signs & Striping and Downtown Hardscape Maintenance) program is requesting the following increase to the operating budget:***

### Signs & Striping (10030803):

\$22,500 to increase Program Supplies budget from \$48,500 to \$71,000. This adjustment is to account for inflation as realized through increased supply costs. With the exception of last FY, this account has been trending up as seen in the 18% increase from \$39,911 (FY19/20) to \$46,349 (FY20/21). This account incudes supplies for sign printing, street poles and brackets. In addition to the impact from inflation, outdated/obsolete software needs to be replaced and we also anticipate increased productivity from new employees, including the shop supervisor. This funding is vital to ensure compliance with updated traffic safety codes as required by Federal and State regulatory bodies.

\$45,000 to increase street materials budget from \$40,000 to \$85,000. This adjustment is to account for inflation as realized through increased material costs and reprioritization of citywide restriping projects





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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as to improve visibility and traffic safety. With the exception of last FY, this account has been trending up as seen in the 140% increase from \$22,804 (FY19/20) to \$52,482 (FY20/21). This account covers costs related to and raw materials for street signage materials and paint purchases including thermo paint used for street and sidewalk striping. The current funding level is only enough to sustain this program for 50% of the paint/striping season. Without an increase, staff will be left to choose between maintenance upgrades to school zones, cross walks, bike lanes, or lane departures. This funding is vital to ensure compliance with updated traffic safety codes as required per Federal and State traffic codes.

\$5,500 for increased Gasoline costs. Current budget \$7,500 for FY23 with projected expenses to reach \$13,000.

\$1,000 for increase Diesel costs. Current budget \$1,500 for FY23 with projected expenses to reach \$2,500.

\$1,000 for increased Propane costs. Increased costs, current budget \$1,500 for FY23 with projected expenses to reach \$2,500.

Downtown Hardscape Maintenance (10030801):

\$36,000 for the addition of part-time labor. The Downtown Hardscape Maintenance program currently includes budget for 1 FTE, however, the program has consistently required approximately 2 FTE's to maintain the level of downtown cleaning services, and therefore, diverting staff resources from the signs and striping programs. Adding part-time staffing will help the department better align staffing with the downtown hardscape maintenance and sign and striping program demands and tasks. Shifting some downtown maintenance duties to part-time labor will allow for our full-time Street Maintenance Worker II's to exercise more time and the full range of their knowledge and skills supporting the Signs and Striping programs, increasing signing and striping productivity.

\$3,500 for overtime to account for call-outs related to emergency cleanups across downtown such as human feces, broken glass, or illegal dumping.

\$700 for increased Gasoline costs. Current budget is \$2,000; however costs are projected at \$2,700 (based on FY23 actuals and projections).

\$500 for increased Diesel costs. Current budget is \$1,000; however, costs are projected at \$1,800 (based on FY23 actuals and projections).

The Street Operations and Maintenance program is requesting the following increase to the operating budget:

Street Maintenance (10030807):

\$7,500 needed to allow for equipment rental to protect public safety during infrastructure failures (ex. failed stormdrains) related emergencies. These typically include steel plates used to cover sinkholes or damaged utilities. This increase reflects existing ongoing costs for plates and fencing that is currently deployed in the field but is awaiting infrastructure repair.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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\$2,400 to reflect increased Gasoline costs. Current budget is \$10,500, however, costs are projected at \$12,900 by end of year. FY24 & 25 costs are projected to match or exceed FY23's costs.

\$8,600 to reflect increased gasoline costs. Current budget is \$19,000, however costs are projected to reach \$27,600 by the end of the year. FY24 & 25 costs are projected to match or exceed FY23's costs.

Street Operations (10030600):

\$30,000 Overtime budget. In order to fund training, the FY24 & 25 overtime budget was cut from \$52,000 to \$22,000 to fund training. Training was traditionally covered in this budget by materials and services budget savings, however, in FY23, training was identified as a department priority to more adequately support each of our staff with safety, technical, and professional training. Therefore, training is now added as a specific line item in the budget. With increasing materials, supplies and services costs, there is no longer any projected savings within the budget to help fund training. This request will restore the overtime budget back to previous levels while adequately funding training. Due to emergency and after hour call-outs, overtime is a routine and necessary business expense for this work group. FY23 projected actuals are \$52,000 and FY24 & 25 are expected at the same levels, therefore sufficient funding is requested to cover this expense.

Why is this needed, and how does it align with Council and/or Department priorities?

**Electrical Program:** This request directly supports the Council priority for Public Infrastructure. In order to maintain the existing level of service provided by the electrical division a budget increase is warranted. Additionally, street lighting provides traffic and neighborhood safety for vehicles and pedestrians. Moreover, supply costs and lead times have increased. Additional funding will provide greater flexibility and ensure there is no reduction in the services provided to the city. The increases in program supplies and equipment repair and maintenance are directly linked to the rise in operating costs. All areas to include general electrical supplies, street lighting, and traffic signals have seen a marked increase in material costs.

**Facilities:** This request directly supports the Council priority for Public Infrastructure. In order to maintain the existing level of service a budget increase is warranted. Moreover, as the facilities continue to age more investment will be required to keep them operational. Specifically, the locations of City Hall, the Police Department, and the Community Services Building have required an additional workload and have seen an increase in the amount of service requests submitted.

**Sign Shop & Downtown Maintenance:** This request directly supports the Council priority for Public Infrastructure and Traffic Safety. The Sign Shops crews maintain the City's streets delineation infrastructure and downtown hardscaping. The requested budget allocations would allow these programs to function efficiently and maintain supplies and materials funding for the entire painting/stripping season. The current funding level is only enough to sustain this program for 50% of the paint/stripping season. Without an increase, staff will be left to choose between maintenance upgrades to school zones, cross walks, bike lanes, or lane departures. This funding is vital to ensure compliance with updated traffic safety codes as required per Federal and State traffic codes.

**Streets Maintenance & Street Operations:**



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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This request directly supports the Council priority for Public Infrastructure. The Streets crews are tasks with maintaining the City's streets infrastructure. Emergency equipment rental, fuel for vehicles and equipment and emergency and after hours call-outs overtime budgets are necessary to support the program.

What are the consequences of not funding this request?

If this request is not funded, the costs would be covered by a reduction in level of services and greater times between request and service delivery will exist; however, however, this is not recommended due to the essential nature of the facilities and infrastructure the programs support.

What alternatives were considered when creating this request?

A reduction in level of service was considered, however, this is not recommended due to the essential nature of the buildings and infrastructure supported by these programs.

How will you measure success?

Funding to match projected increasing costs and ability to maintain existing level of service. Lucity will also be used as a metric for work completion and the timelines associated.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |            |                                                       |
|---------------------------------------------------------------------------------------------|-----------|------------|-------------------------------------------------------|
| GL Org                                                                                      | GL Object | Amount     | Comments                                              |
|                                                                                             |           | \$0        |                                                       |
| <b>Total Revenue</b>                                                                        |           | <b>\$0</b> |                                                       |
| Estimated Costs for this Budget Package:                                                    |           |            |                                                       |
| GL Org                                                                                      | GL Object | Amount     | Comments                                              |
| 10030706                                                                                    | 51310     | \$20,000   | Overtime                                              |
| 10030707                                                                                    | 56415     | \$3,500    | Diesel                                                |
| 10030707                                                                                    | 56114     | \$10,000   | Program supplies                                      |
| 10030708                                                                                    | 53320     | \$25,000   | Equipment Repair & Maint.                             |
| 10030708                                                                                    | 56410     | \$1,200    | Increased Gasoline costs                              |
| 10030704                                                                                    | 51310     | \$9,000    | Overtime                                              |
| 10030704                                                                                    | 53322     | \$29,500   | Facilities repair & maintenance supply costs          |
| 10030704                                                                                    | 53630     | \$9,000    | Training                                              |
| 10030704                                                                                    | 56410     | \$3,000    | Increased Gasoline costs                              |
| 10030704                                                                                    | 53310     | \$15,000   | Sewer Connection Fee Increase                         |
| 10030705                                                                                    | 53310     | \$10,300   | Water Cost increases & Sewer Connection Fee Increases |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                           |       |                  |                                           |
|---------------------------|-------|------------------|-------------------------------------------|
| 10030803                  | 56114 | \$22,500         | Program Supplies                          |
| 10030803                  | 56120 | \$45,000         | Street Materials                          |
| 10030803                  | 56410 | \$5,500          | Gasoline                                  |
| 10030803                  | 56415 | \$1,000          | Diesel                                    |
| 10030803                  | 56430 | \$1,000          | Propane                                   |
| 10030801                  | 51210 | \$36,000         | Part-time Labor                           |
| 10030801                  | 51310 | \$3,500          | Overtime                                  |
| 10030801                  | 56410 | \$700            | Gasoline                                  |
| 10030801                  | 56415 | \$800            | Diesel                                    |
| 10030807                  | 53332 | \$7,500          | Equipment Rental (Steel plates & fencing) |
| 10030807                  | 56410 | \$2,400          | Increased Gasoline costs                  |
| 10030807                  | 56415 | \$8,600          | Increased Diesel costs                    |
| 10030600                  | 51310 | \$30,000         | Restore overtime budget                   |
| <b>Total Expenditures</b> |       | <b>\$300,000</b> |                                           |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                           |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 Senior Traffic Engineer & Traffic Studies                                                                                                                                                                                             | Priority: High                                                                                                                                                                                        |
| Department/Division: PW Traffic Engineering (3045)                                                                                                                                                                                                        | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Heather Maloney/Jessica Lowe                                                                                                                                                                                                          | GL Org: 10030452                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                   |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure                                                                                 |                                                                                                                                                                                                       |
| <input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety                                                                                                                                               |                                                                                                                                                                                                       |

Description of Budget Request: This proposed action will 1. Establish a Senior Traffic Engineer as a new position at the Division Manager level and 2. reassign 4 FTE's from Development Engineering to the new Transportation Engineering Division; and 3. Provide \$100,000 annually for traffic calming studies. This position (and assigned staff) would provide a focussed resource to support improved traffic safety, address community concerns for traffic safety, and advance the new "Vision Zero" traffic safety and design standards.

The Senior Traffic Engineer will serve under direction of the Deputy Public Works Director, at the Division manager level and function as the City's technical expert in the traffic engineering field with responsibility for administrative and technical work and perform the general duties of Traffic Engineer as stated in NMC 10.12.020. (Since this position existed before department reorganization, its duties are referenced multiple times in the Napa Municipal Code.)

The Senior Traffic Engineer will be assigned to the PW Traffic Engineering Division (Division 3045) and will oversee the following existing 4 FTE's: Transportation Planner II, Supervising Engineering Assistant, Engineering Assistant, Sr/Engineering Aide. These positions will be reassigned from the PW Development Engineering Division (3040) to PW Transportation Engineering (3045).

The Senior Traffic Engineer will play a key role coordinating traffic safety programs and projects throughout the City, and increase coordination and collaboration efforts between engineering, operations and maintenance, and Public Safety. This classification would be incorporated at the division manager level and oversee Traffic staff currently under Development Engineering, which would move to work under direct supervision and management of the Senior Traffic Engineer.

Neighboring cities like Fairfield, Vacaville, and Vallejo have a designated Traffic Engineer with



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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comparable job duties/specifications. In addition, similarly populated cities in the greater Bay Area region like San Rafael and Pleasanton also employ this classification with similar duties.

Why is this needed, and how does it align with Council and/or Department priorities?

This position would support City Council's priority to improve Traffic Safety, address community concern for traffic safety, and advance the new "Vision Zero" traffic safety and design standards.

Currently, traffic staff do not have the work bandwidth and the specialization of an experienced and licensed Traffic Engineer to appropriately support the concerns listed above. For approximately the last 10 years, the work has been completed as part of the Development Engineering Division. Previously the Public Works Department had a separate Traffic Engineering Division and Senior Traffic Engineer as the division manager. This position would serve as the technical expert in traffic engineering for the City and function with admin and technical responsibilities.

The California Office of Traffic Safety reports in 2020 (most recent data available) that the City of Napa ranks fifth worst out of 106 similarly sized cities in California for rate of crashes based on their composite score. Napa ranks ninth worst out of the group of 106 for the rate of traffic fatalities and injuries. The addition on this traffic engineering professional will be assigned to develop and implement plans to improve traffic safety.

The Traffic Engineer would also be assigned to work with the PIO to improve communication regarding traffic safety education and traffic safety initiatives.

What are the consequences of not funding this request?

Not designating a Senior Traffic Engineer and moving existing traffic staff into this new division will result in continued challenges with resources and specific traffic engineering expertise to be able to address traffic safety concerns.

What alternatives were considered when creating this request?

1) Not altering the staffing plan and organization of the divisions was considered, however, additional expertise and resources are believed to be needed to result in the desired safety improvements.

2) Consultant services was also considered. While the department is effectively utilizing traffic engineering consultant services to develop our Local Roadway Safety Plan and will be utilized to update our Traffic Calming Guidelines, along with other project-based assignments; the City would benefit from an experienced Traffic Engineer that can develop and lead a coordinate program.

How will you measure success?

We will be able to measure safety improvements through experiencing reductions in our traffic collision rates, through improvements in the California Office of Traffic Safety statistics, and through the improved perceptions of traffic safety from our community.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|  |
|--|
|  |
|--|

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                                    |
|---------------------------------------------------------------------------------------------|-----------|-----------|------------------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                           |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
| Total Revenue                                                                               |           | \$0       |                                    |
| Estimated Costs for this Budget Package:                                                    |           |           |                                    |
| GL Org                                                                                      | GL Object | Amount    | Comments                           |
| 10030452                                                                                    | payroll   | \$109,980 | FY 24 Costs - see attached details |
| 10030452                                                                                    | 53210     | \$100,000 | Traffic Calming Studies            |
| 10030452                                                                                    | operating | \$17,650  |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
| Total Expenditures                                                                          |           | \$227,630 |                                    |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
This position is anticipated to charge out to CIP projects and hours spent on private development review will be reimbursable through permit fees.

Budget related to the the 4FTE moving to the Traffic Engineering Division (3045) has already been captured in the department's budget. However, the Department's Staffing Plan will need to be updated to reflect the requested change.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)   ☐ Non-Recurring General Fund (One-Time)   ☐ Other Fund

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 Traffic Signal System Service Subscriptions                                                                                                                                                                                | Priority: High                                                                                                                                                                                        |
| Department/Division: Public Works – Transportation Engineering                                                                                                                                                                                 | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Heather Maloney / Ed Moore                                                                                                                                                                                                 | GL Org: 10030452 PW – Transportation Engineering                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                        |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Infrastructure                                                                                        |                                                                                                                                                                                                       |
| <input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety                                                                                                                                    |                                                                                                                                                                                                       |

### Description of Budget Request:

Public Works has been and will be upgrading the City's traffic signal infrastructure over the next several years. Upgrades include an advanced vehicle detection system (Miovision) which requires an annual subscription in order to fully utilize its capabilities including; cellular intersection communication and monitoring, signal analysis and timing, corridor synchronization, and traffic count data collection. The Miovision system provides important data to both Public Works and Police Departments used for traffic safety analysis, traffic operational studies, vehicle-pedestrian-bicycle volume counts, reviewing traffic incidents, accident reconstructions, etc.

The initial 2-years of subscription costs were included with the equipment purchase price; however, they now require renewal. Additionally, as Public Works upgrades each intersection in the future, there will be a new, ongoing, subscription costs two years following each installation.

This request includes the additional ongoing subscriptions budget needed: FY24 Costs \$9,580; FY25 Costs \$33,530

Why is this needed, and how does it align with Council and/or Department priorities?

Upgrading the dated traffic signal infrastructure is consistent with City Council Priorities and the 2018 Grand Jury Investigation on Citywide Traffic Signals for Traffic Safety and Infrastructure. The Miovision counting features reduce our consultant service needs that collect data used by Public Works and Police in support and prioritization of future traffic safety and infrastructure improvements. The Miovision performance measures included provides previously uncollected data such as corridor travel time, red light running and illegal U-turns.





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What are the consequences of not funding this request?

If this request is not funded, the subscriptions will expire. While the signals will continue to operate basic functions; communication will be lost for timing failure and incident management, data collection will be lost for safety analysis and studies, and remote monitoring will be lost for incident and accident evaluation. Public Works nor Police would have comparable resources to provide the missing services.

What alternatives were considered when creating this request?

Between 2016 and 2018, Public Works tested three different signal controller, signal detection and software packages. For signal detection, staff determined that Miovision provided the best features needed to improve traffic signal operations at a reasonable annual cost. Additionally, the built-in cellular capability of Miovision added redundancy in communication and possibly eliminating the need to install costly underground facilities to communicate with our CSB Traffic Operations Center and Corp Yard Maintenance.

How will you measure success?

City corridor timing and analysis was previously performed every 3-6yrs through a regional MTC funded grant. This process, after receiving the grant, took a consultant 6-7months to collect, study, review, approve, implement and report back improved signal timings along a corridor. After implementing new signal hardware along corridors, the software packages and subscriptions will allow Traffic Engineering staff to perform corridor analysis and retiming projects annually without grants and consultants. The measure of success will be shifting from a 3-6yr corridor timing project reliant on grant funding to an annual timing project performed using existing hardware and subscription services.

Another measurement of success will be utilizing the Miovision traffic data collection services to obtain volume and intersection turning movement counts without having to hire a special traffic engineering consultant to perform the same manually. Professional Services for data collection can later be reduced after new hardware and subscription services are funded.

### Financial Information:

*This data will be entered into your Munis Budget Package*

#### Estimated Additional Revenue that will be generated by the approval of this Budget Package:

| GL Org               | GL Object | Amount | Comments |
|----------------------|-----------|--------|----------|
|                      |           | \$0    |          |
|                      |           | \$0    |          |
|                      |           | \$0    |          |
| <b>Total Revenue</b> |           | \$0    |          |

#### Estimated Costs for this Budget Package:

| GL Org   | GL Object | Amount  | Comments                              |
|----------|-----------|---------|---------------------------------------|
| 10030452 | 53250     | \$9,580 | FY24 Miovision Software Subscriptions |
|          |           | \$0     |                                       |
|          |           | \$0     |                                       |



# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

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|                    |  |         |  |
|--------------------|--|---------|--|
|                    |  | \$0     |  |
|                    |  | \$0     |  |
| Total Expenditures |  | \$9,580 |  |

Please provide any additional financial information that will be useful in reviewing this Budget Package:

Projected additional budget needed over the next six years is FY24 Costs \$9,580; FY25 Costs \$33,530; FY26 Costs \$35,918; FY27 Costs \$63,468; FY28 Costs \$87,418; FY29 Costs \$105,380.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)   ☒ Non-Recurring General Fund (One-Time)   ☐ Other Fund

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY24 VMT Phase II implementation                                                                                                                                                                                                | Priority: High                                                                                                                                                                                        |
| Department/Division: Public Works – Transportation Engineering                                                                                                                                                                                 | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Heather Maloney/Lorien Clark                                                                                                                                                                                               | GL Org: 10130452 PW – NR Transportation Engineering                                                                                                                                                   |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                        |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure                                                                                 |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety                                                                                                                         |                                                                                                                                                                                                       |

### Description of Budget Request:

Requesting funding to complete Phase II of Vehicle Miles Travel (VMT) policy work that is now required for conformance with the California Environmental Quality Act (CEQA) and State Law SB 743. As part of Phase I, the City adopted VMT Thresholds of Significance and developed associated VMT maps for office and residential land uses. Phase II work will include development and adoption of VMT screening criteria, mitigation measures, and updated Transportation Impact Study guidelines. **These items will help to streamline the VMT analysis of development projects.**

### Why is this needed, and how does it align with Council and/or Department priorities?

**This work aligns with City of Napa 2040 General Plan policy TE 5-6 to, "evaluate new development and redevelopment projects for compliance with adopted Vehicle Miles Traveled (VMT) significance thresholds."**

In 2020, State law changed the transportation metric analyzed under the California Environmental Quality Act (CEQA) from Level of Service (LOS) to Vehicle Miles Traveled (VMT). This change required jurisdictions to develop and adopt VMT policies to stay in compliance with CEQA. While the City completed initial work to adopt VMT Thresholds of Significance (Phase I), Phase II will build on the prior work and strengthen the City's VMT policies.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What are the consequences of not funding this request?

The City's VMT policy will not be strengthened with screening criteria and mitigation measure policies, and the City's existing Transportation Impact Study guidelines will remain outdated and will not reflect the VMT policy language. A larger burden will be placed on each development project if not approved. This will result in more cost to developers, and longer review times.

What alternatives were considered when creating this request?

The initial phase of VMT policy work was funded via grant dollars through the Association of Bay Area Governments (ABAG) and a technical assistance award from the Metropolitan Transportation Commission (MTC) was pursued to reduce the City's cost to complete Phase II work.

How will you measure success?

Adoption of VMT screening criteria, mitigation measure policy, and updated Transportation Impact Study guidelines.

### Financial Information:

*This data will be entered into your Munis Budget Package*

#### Estimated Additional Revenue that will be generated by the approval of this Budget Package:

| GL Org        | GL Object | Amount | Comments |
|---------------|-----------|--------|----------|
|               |           | \$0    |          |
|               |           | \$0    |          |
|               |           | \$0    |          |
| Total Revenue |           | \$0    |          |

#### Estimated Costs for this Budget Package:

| GL Org             | GL Object | Amount   | Comments                       |
|--------------------|-----------|----------|--------------------------------|
| 10130452           | 53210     | 75,000   | VMT II - Professional Services |
|                    |           | \$0      |                                |
|                    |           | \$0      |                                |
|                    |           | \$0      |                                |
|                    |           | \$0      |                                |
|                    |           | \$0      |                                |
|                    |           | \$0      |                                |
|                    |           | \$0      |                                |
| Total Expenditures |           | \$75,000 |                                |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing)   ☐ Non-Recurring General Fund (One-Time)   ☒ Other Fund

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: UT Management Analyst II for Operations                                                                                                                                                                                                                                                          | Priority: 1                                                                                                                                                                                           |
| Department/Division: Utilities – Water Treatment                                                                                                                                                                                                                                                                | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Joy Eldredge                                                                                                                                                                                                                                                                                | GL Org: 53060116                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                  | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Workforce Stability & Hiring <input type="checkbox"/> Adoption & Implementation of the General Plan and Housing Element <input type="checkbox"/> Economic Development & Recovery<br><input type="checkbox"/> Housing / Homelessness <input type="checkbox"/> Climate Change |                                                                                                                                                                                                       |

Description of Budget Request: Addition of one Management Analyst II to support the water operations.

Why is this needed, and how does it align with Council and/or Department priorities?

The water treatment operation performs critical functions to ensure compliance for the water system and numerous facilities including three treatment plants, 13 storage tanks, 2 pressure tanks, and 9 pump stations serving a 44 square mile area. The treatment operation oversees water quality over a 350-mile pipe network. There is a need for direct support for contracting, purchasing, statistical analysis, compliance reporting, and management of leases and rights of entry. Purchasing, contracting, invoicing, reporting, and other analyst level support is currently being provided by a single Management Analyst II at the administration building. The magnitude of work requiring from the analyst level exceeds the capacity of this single positions. As such, the Water Quality Manager and Water Distribution Manager are often having to cover analyst level work items to keep the operation moving. An added Management Analyst will provide the direct support to management that is needed and free up time for managers to focus on their core duties at their level.

What are the consequences of not funding this request?

Delays in contracting that is critical to operations and potential loss of revenue while lease contracts are delayed. The work has become a burden for higher level staff, squeezing in these actions amongst other critical compliance-related duties.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What alternatives were considered when creating this request?

Assess what internal staff can absorb these duties and consider reprioritization of duties. Determine what other duties can be streamlined, pushed down to lower-level staff, or not performed at all. The conclusion is that this MA II level is the appropriate level to support the treatment and distribution operations.

How will you measure success?

Work being performed efficiently, avoiding critical delays for contract execution, and at the appropriate staff level. Higher level staff will direct, provide input, and assign these duties rather than performing said duties.

### Financial Information:

*This data will be entered into your Munis Budget Package*

#### Estimated Additional Revenue that will be generated by the approval of this Budget Package:

| GL Org               | GL Object | Amount | Comments |
|----------------------|-----------|--------|----------|
|                      |           | \$0    |          |
|                      |           | \$0    |          |
|                      |           | \$0    |          |
| <b>Total Revenue</b> |           | \$0    |          |

#### Estimated Costs for this Budget Package:

| GL Org                    | GL Object | Amount  | Comments |
|---------------------------|-----------|---------|----------|
| 53060116                  | 51110     | 123,890 |          |
| 53060116                  | 51152     | 1,420   |          |
| 53060116                  | 52430     | 1,860   |          |
| 53060116                  | 52410     | 1,200   |          |
| 53060116                  | 52140     | 80      |          |
| 53060116                  | 52210     | 14,210  |          |
| 53060116                  | 52210     | (5,580) |          |
| 53060116                  | 52510     | 400     |          |
| 53060116                  | 52150     | 1,800   |          |
| 53060116                  | 52110     | 17,610  |          |
| 53060116                  | 52120     | 1,160   |          |
| 53060116                  | 52130     | 220     |          |
| 53060116                  | 52520     | 2,480   |          |
| 53060116                  | 52512     | 80      |          |
| <b>Total Expenditures</b> |           | 160,830 |          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases



## City of Napa Budget Process FY 2022/23 New Position/Position Reallocation Request Form Position Total Cost Calculation

| ANNUAL POSITION COST (A)                                         | ONGOING COSTS | ONE-TIME COSTS |
|------------------------------------------------------------------|---------------|----------------|
| Total Cost of Salary and Benefits<br>(To Be Provided By Finance) | 160,830       |                |

| ANNUAL STAFF DEVELOPMENT COST (B)          | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------|---------------|----------------|
| Seminars/Conferences (CE) (55902)          | 1,000         |                |
| Professional Licensing                     |               |                |
| Professional Dues (55901)                  |               |                |
| Tuition Reimbursement (52401)              |               |                |
| Other (Please Explain)                     |               |                |
| <b>TOTAL ANNUAL STAFF DEVELOPMENT COST</b> | <b>1,000</b>  |                |
| Justification/Notes                        |               |                |

| ANNUAL EQUIPMENT COST (C)                                    | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------------------------|---------------|----------------|
| Computers (56140)                                            |               | 2,500          |
| Office Furniture (56104)                                     |               | 4,500          |
| Vehicles (must also submit New Vehicle Request Form) (57402) |               |                |
| Communication Devices                                        | 1,320         | 100            |
| Other (Please Explain)                                       |               |                |
| <b>TOTAL ANNUAL EQUIPMENT COST</b>                           | <b>1,320</b>  | <b>7,100</b>   |





# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                     |
|---------------------|
| Justification/Notes |
|---------------------|

|                             |                        |
|-----------------------------|------------------------|
|                             | TOTAL FY 2023/24 COSTS |
| TOTAL ANNUAL COST (D=A+B+C) | 169,250                |

|                              |       |
|------------------------------|-------|
| Finance Department Approval: | Date: |
|------------------------------|-------|



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing) ☐ Non-Recurring General Fund (One-Time) ☒ Other Fund

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: UT Office Assistant I for Distribution                                                                                                                                                                                                                                                           | Priority: 1                                                                                                                                                                                           |
| Department/Division: Utilities – Water Treatment                                                                                                                                                                                                                                                                | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Joy Eldredge                                                                                                                                                                                                                                                                                | GL Org: 53060114                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                  | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Workforce Stability & Hiring <input type="checkbox"/> Adoption & Implementation of the General Plan and Housing Element <input type="checkbox"/> Economic Development & Recovery<br><input type="checkbox"/> Housing / Homelessness <input type="checkbox"/> Climate Change |                                                                                                                                                                                                       |

Description of Budget Request:

Addition of one Office Assistant I/II to support the water distribution operation at the Corporation Yard.

Why is this needed, and how does it align with Council and/or Department priorities?

The water distribution operation, located at the corporation yard, performs critical functions to maintain transmission and distribution pipeline system of 350 miles of pipe through over 25,500 meters serving customers and the treatment operation, located at the Barwick Jamieson Water Treatment Plant, operates, and maintains 3 water treatment plants, 13 storage tanks, 2 pressure tanks and 9 pump stations in a 44 square mile area. Historically, water distribution has had a small allocation of Public Work's Office Assistant at the corporation yard, however over the years their availability has been reduced given their workload and responsibilities to Public Works. There is an identified need to provide administrative support onsite for the Distribution Manager and 18 supporting staff as well as the Water Quality Manager and 28 field staff in the treatment operation. Currently, this support is from a single Office Assistant and a single Secretary in the RLS administration building who are unable to support the entire Department due to workload. The lack of onsite support requires the Distribution Manager and Water Quality Manager to coordinate tasks with offsite resources and often perform tasks at the Office Assistant level including record keeping, reporting, timekeeping and payroll activities, preparing correspondence, receiving and documenting deliveries, coordinating purchasing with Buyer, and other duties. These duties are more appropriately performed by an onsite Office Assistant. The Office Assistant will also provide a backup for the Office Assistant at the administration building to handle the public counter and phone calls.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

|                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What are the consequences of not funding this request?</p> <p>Duties are being performed by the Distribution Manager and Water Quality Manager with phone calls from the field and interruption of higher-level duties when they should be performed at lower levels staff that are available on site.</p>                                                                                                            |
| <p>What alternatives were considered when creating this request?</p> <p>Assess what other internal staff can absorb these duties. Determine what other processes can be set up to reduce the phone calls and schedule time frames for deliveries, etc. The scheduling has helped but is not a solution to the need for onsite support at the corporation yard for this magnitude of an operation to run efficiently.</p> |
| <p>How will you measure success?</p> <p>Reduction in the frequency of calls and interruptions to Distribution Manager duties, allowing focus on higher level productivity and field operations.</p>                                                                                                                                                                                                                      |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |         |          |
|---------------------------------------------------------------------------------------------|-----------|---------|----------|
| GL Org                                                                                      | GL Object | Amount  | Comments |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
| <b>Total Revenue</b>                                                                        |           | \$0     |          |
| Estimated Costs for this Budget Package:                                                    |           |         |          |
| GL Org                                                                                      | GL Object | Amount  | Comments |
| 53060114                                                                                    | 51110     | 69,540  |          |
| 53060114                                                                                    | 51110     | 250     |          |
| 53060114                                                                                    | 52430     | 1,040   |          |
| 53060114                                                                                    | 52410     | 600     |          |
| 53060114                                                                                    | 52140     | 80      |          |
| 53060114                                                                                    | 52210     | 7,980   |          |
| 53060114                                                                                    | 52210     | (3,130) |          |
| 53060114                                                                                    | 52510     | 220     |          |
| 53060114                                                                                    | 52150     | 1,010   |          |
| 53060114                                                                                    | 52110     | 17,610  |          |
| 53060114                                                                                    | 52120     | 1,200   |          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                           |       |        |  |
|---------------------------|-------|--------|--|
| 53060114                  | 52130 | 110    |  |
| 53060114                  | 52520 | 1,390  |  |
| 53060114                  | 52512 | 50     |  |
| <b>Total Expenditures</b> |       | 97,910 |  |

Please provide any additional financial information that will be useful in reviewing this Budget Package:

Current budget allocation from 53060114 of 10% of PW Ops OA will be eliminated if this position is approved.

Current budget allocation of \$40k for PT staff in 53060114 will be reduced to fund this position if approved.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases



## City of Napa Budget Process FY 2022/23 New Position/Position Reallocation Request Form Position Total Cost Calculation

| ANNUAL POSITION COST (A)                                         | ONGOING COSTS | ONE-TIME COSTS |
|------------------------------------------------------------------|---------------|----------------|
| Total Cost of Salary and Benefits<br>(To Be Provided By Finance) | 96,550        |                |

| ANNUAL STAFF DEVELOPMENT COST (B)          | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------|---------------|----------------|
| Seminars/Conferences (CE) (55902)          |               |                |
| Professional Licensing                     |               |                |
| Professional Dues (55901)                  |               |                |
| Tuition Reimbursement (52401)              |               |                |
| Other (Please Explain)                     |               |                |
| <b>TOTAL ANNUAL STAFF DEVELOPMENT COST</b> |               |                |
| Justification/Notes                        |               |                |

| ANNUAL EQUIPMENT COST (C)                                    | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------------------------|---------------|----------------|
| Computers (56107)                                            |               | 2,500          |
| Office Furniture (56104)                                     |               | 4,500          |
| Vehicles (must also submit New Vehicle Request Form) (57402) |               |                |
| Communication Devices                                        |               |                |
| Other (Please Explain)                                       |               |                |
| <b>TOTAL ANNUAL EQUIPMENT COST</b>                           |               | 7,000          |



# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                     |
|---------------------|
| Justification/Notes |
|---------------------|

|                             |                        |
|-----------------------------|------------------------|
|                             | TOTAL FY 2023/24 COSTS |
| TOTAL ANNUAL COST (D=A+B+C) | 104,910                |

|                              |       |
|------------------------------|-------|
| Finance Department Approval: | Date: |
|------------------------------|-------|



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)   ☐ Non-Recurring General Fund (One-Time)   ☒ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: UT Water Plant Maintenance Mechanic I for Treatment                                                                                                                                                                                                                                                                                                                                 | Priority: 1                                                                                                                                                                                           |
| Department/Division: Utilities – Water Treatment                                                                                                                                                                                                                                                                                                                                                   | Budget Year: FY 2023/24                                                                                                                                                                               |
| Department Contact: Joy Eldredge                                                                                                                                                                                                                                                                                                                                                                   | GL Org: 53060116                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                     | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input checked="" type="checkbox"/> Workforce Stability & Hiring <input type="checkbox"/> Adoption & Implementation of the General Plan and Housing Element <input type="checkbox"/> Economic Development & Recovery<br><br><input type="checkbox"/> Housing / Homelessness <input type="checkbox"/> Climate Change |                                                                                                                                                                                                       |

Description of Budget Request: Addition of one Water Plant Maintenance Mechanic I/II to support the water treatment operation.

Why is this needed, and how does it align with Council and/or Department priorities?

The water treatment operation performs critical functions to ensure compliance for the water system and numerous facilities including three treatment plants, 13 storage tanks, 2 pressure tanks, 9 pump stations, and 14 pressure regulating stations serving a 44 square mile area. Historically we have had 3 FTEs in the plant maintenance mechanic series to support the above facilities. There is an identified need to increase the preventive maintenance capabilities for all facilities as well as keep up with emergency repairs of our aging infrastructure that are necessary to ensure 24/7 reliability and resilience for water service. The number of facilities requiring maintenance, the age of many system components, increased regulations, and the criticality of ensuring reliability of water service has exceeded the capacity of the 3 FTEs. An additional Water Plant Maintenance Mechanic is necessary to safely ensure continued operation and optimized lifespan of the pumps and critical equipment and facilities.

What are the consequences of not funding this request?

Schedule preventive maintenance is critical to ensuring full useful life of mechanical equipment and associated facilities. Being understaffed in this series results in more emergency after-hour callouts and increased costs to maintain reliable 24/7 water service.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

What alternatives were considered when creating this request?

Assess what other internal staff can absorb these duties. Determine what other duties can be streamlined, rescheduled, and/or reduced in frequency. The conclusion is that this plant maintenance mechanic position is necessary to provide the appropriate level of support for treatment facilities.

How will you measure success?

Routine preventive maintenance work being performed consistently and over time, a reduction in the frequency of emergency callouts, less risk of customer service interruptions.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |         |          |
|---------------------------------------------------------------------------------------------|-----------|---------|----------|
| GL Org                                                                                      | GL Object | Amount  | Comments |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
| <b>Total Revenue</b>                                                                        |           | \$0     |          |
| Estimated Costs for this Budget Package:                                                    |           |         |          |
| GL Org                                                                                      | GL Object | Amount  | Comments |
| 53060116                                                                                    | 51110     | 106,760 |          |
| 53060116                                                                                    | 51152     | 250     |          |
| 53060116                                                                                    | 51152     | 200     |          |
| 53060116                                                                                    | 51140     | -       |          |
| 53060116                                                                                    | 51110     | 250     |          |
| 53060116                                                                                    | 52430     | 1,600   |          |
| 53060116                                                                                    | 52410     | 600     |          |
| 53060116                                                                                    | 52140     | 80      |          |
| 53060116                                                                                    | 52210     | 12,250  |          |
| 53060116                                                                                    | 52210     | (4,800) |          |
| 53060116                                                                                    | 52510     | 12,930  |          |
| 53060116                                                                                    | 52150     | 1,550   |          |
| 53060116                                                                                    | 52110     | 17,610  |          |
| 53060116                                                                                    | 52120     | 1,160   |          |
| 53060116                                                                                    | 52130     | 110     |          |
| 53060116                                                                                    | 52520     | 2,140   |          |
| 53060116                                                                                    | 52512     | 70      |          |
| <b>Total Expenditures</b>                                                                   |           | 152,760 |          |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases



Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

### City of Napa Budget Process FY 2022/23 New Position/Position Reallocation Request Form Position Total Cost Calculation

| ANNUAL POSITION COST (A)                                         | ONGOING COSTS | ONE-TIME COSTS |
|------------------------------------------------------------------|---------------|----------------|
| Total Cost of Salary and Benefits<br>(To Be Provided By Finance) | 152,760       |                |

| ANNUAL STAFF DEVELOPMENT COST (B)          | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------|---------------|----------------|
| Seminars/Conferences (CE) (55902)          | 1,000         |                |
| Professional Licensing                     |               |                |
| Professional Dues (55901)                  |               |                |
| Tuition Reimbursement (52401)              |               |                |
| Other (Please Explain)                     |               |                |
| <b>TOTAL ANNUAL STAFF DEVELOPMENT COST</b> | <b>1,000</b>  |                |
| Justification/Notes                        |               |                |

| ANNUAL EQUIPMENT COST (C)                                    | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------------------------|---------------|----------------|
| Computers (56107)                                            |               | 2,500          |
| Office Furniture (56104)                                     |               |                |
| Vehicles (must also submit New Vehicle Request Form) (57402) |               |                |
| Communication Devices                                        |               |                |
| Other (Please Explain)                                       |               |                |
| <b>TOTAL ANNUAL EQUIPMENT COST</b>                           |               | <b>2,500</b>   |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

Justification/Notes

|                                    |                               |
|------------------------------------|-------------------------------|
|                                    | <b>TOTAL FY 2023/24 COSTS</b> |
| <b>TOTAL ANNUAL COST (D=A+B+C)</b> | <b>156,260</b>                |

Finance Department Approval:

Date:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Deputy City Attorney                                                                                                                                                                                                                                                                            | Priority: High                                                                                                                                                                                        |
| Department/Division: City Attorney's Office                                                                                                                                                                                                                                                                    | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Rachel Carranza                                                                                                                                                                                                                                                                            | GL Org: 10014100                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                 | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                                        |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input checked="" type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input checked="" type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Addition of one Deputy City Attorney in the City Attorney's Office

Why is this needed, and how does it align with Council and/or Department priorities? The legal services to be provided by this Deputy City Attorney (DCA) position will establish capacity for other more experienced lawyers in the City Attorney's Office (City Attorney and two Assistant City Attorney) to focus on critical legal issues facing the City, including: (a) Housing and Land Use, drafting regulations to address voluminous changes in State law, implementing the policies of the recently updated General Plan and pending update to the Housing Element through the drafting of ordinances and administrative policies, and facilitating the development of housing projects; (b) Code Enforcement, providing legal advice regarding the establishment of a new program with more robust enforcement tools through updated ordinances and procedures, as well as legal services for enforcement and implementation of the program; and (c) Updates to City Regulations, Policies, and Contracts, focusing legal resources on the overwhelming need to update the City's administrative systems, regulations, and standard contract templates, in order to increase organizational efficiencies which will lead to greater productivity for City staff in implementing the goals set by City Council.

The request for a new DCA position is due to an escalating demand for the City Attorney's Office's legal services over the past several years. The increasing demand is due in large part to the reduction of City staff resulting from COVID-19 impacts (which includes the redirection of remaining City staff during the emergency to address the practical impacts of COVID-19), which led to delays and modifications to planned upgrades to administrative systems (such as contracting and risk management). These factors resulted in overlapping administrative systems that are not yet



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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coordinated, including many newer web-based systems at early stages of implementation, as well as changes in laws at the federal, state, and local level (notably including the substantial changes resulting from updates to the City's General Plan) that must be incorporated into the City's administrative systems. This results in a substantial volume of additional legal questions to assist staff in navigating the overlapping systems, as those systems are still being developed and refined, and newer employees are receiving required training.

What are the consequences of not funding this request? If the DCA position is not added: (a) some of those services will be performed less efficiently and less promptly, and in a manner that is more costly to the City, through the time of the City Attorney, Assistant City Attorney, Legal Analyst, and Legal Assistant; and (b) some of those services will be deferred based on other competing priorities, leading to additional City costs to correct the deferral at a later date.

What alternatives were considered when creating this request? Hiring outside counsel to address immediate needs; however, this is more costly and less effective in building institutional knowledge within the City.

How will you measure success? The success of adding a new Deputy City Attorney position to the City Attorney's Office will be measured by the timely and competent legal services provided by the Office within the approved budget, with a focus on the City priorities that are summarized in this document.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |              |                |
|---------------------------------------------------------------------------------------------|-----------|--------------|----------------|
| GL Org                                                                                      | GL Object | Amount       | Comments       |
| 63013610                                                                                    | 43110     | \$650        | IT Replacement |
|                                                                                             |           |              |                |
|                                                                                             |           |              |                |
|                                                                                             |           |              |                |
|                                                                                             |           |              |                |
|                                                                                             |           |              |                |
| <b>Total Revenue</b>                                                                        |           | <b>\$650</b> |                |
| Estimated Costs for this Budget Package:                                                    |           |              |                |
| GL Org                                                                                      | GL Object | Amount       | Comments       |
| 1001410                                                                                     | 51110     | \$199,350    | Payroll        |
| 1001410                                                                                     | 51152     | \$1,420      | Payroll        |
|                                                                                             |           |              |                |
| 1001410                                                                                     | 52410     | \$1,200      | Payroll        |
| 1001410                                                                                     | 52140     | \$80         | Payroll        |

[illegible]



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY25 CD Management Analyst II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Priority: High                                                                                                                                                                                        |
| Department/Division: CDD Admin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Vin Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | GL Org: 10040100                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 33%;"><input checked="" type="checkbox"/> General Plan Implementation</div> <div style="width: 33%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 33%;"><input type="checkbox"/> Public Infrastructure</div> <div style="width: 33%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 33%;"><input type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description of Budget Request:</b><br>- Oversee departmental budget and interface with Department Managers (4) on a regular basis<br>- Manage all contract origination, interface with CAO, Clerk, Risk on language, scope etc.; including payment<br>- Assist with Grant preparation and submission<br>- Manage Departmental Systems Improvement: Energov implementation and management; GIS rollout; Electronic File Management; PC/CC information flow; Public/Customer interaction, information flow and efficiencies<br>- HR Systems Management: primary contact with HR on all systems include PAF's, Organizational Efficiencies; HR interface                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Why is this needed, and how does it align with Council and/or Department priorities?</b><br>1. The only position looking to improve departmental/operational efficiencies is the Director, as all other Managers are tasked with running their divisions. Assistance is needed in ""future proofing"" our department by examining our systems, implementing new tools (Energov, GIS, etc.) and generally focusing on the efficiencies of the Department.<br>2. A significant amount of administrative work is currently being done by the Department Managers. This is not effective use of their time and causes stress on other Divisions (CAO, Clerk, Risk).<br>3. With the implementation of Energov in particular, the Department needs a "go-to" position to ensure the vendor is handling needed adjustments and fixes, as well as assisting in utilizing the program to its full potential.<br>4. Currently our HR interface is handled by our Office Assistant II. I do not believe this position should handle PAF's and/or other sensitive finance or HR communications. These belong at a higher organizational level. |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

What are the consequences of not funding this request? The CDD will continue to have to rely on Mid-Managers' time/resources to examine and pursue process improvements; handle professional contracts; prepare, monitor and request modifications for all budget requests/actions; and, handle all HR administrative actions such as PAF's, recruitent requests and training assignments.

With only the Department Head and Managers examininig/assessing operational needs, as a department the CDD misses-out on a focused effort of departmental improvement; unfortunately diluting the the time Managers can focus on core issues, team advancement and projects for their divisions

What alternatives were considered when creating this request? The CDD experienced the alternative during the pandemic when we sacraficed the MA position to meet the financial needs of the overall organization. In addition, the CDD agreed to move the functions of an MA to the Finance Dept. where a given MA serves more than one department. Although sound in theory, we did not fully execute the plan as there where other needs, as well as shifting organizational structure in the Finance Department. In retrospect, we have implmented alternatives that have proven to be less effective than having and MA imbedded in the CDD.

How will you measure success? CDD Managers will be provided more time and energy focusing on core responsibilities. The Department Director will have direct support on budget management, departmental process improvement, assistance/support with Administrative Staff oversight, and improved efficiency with project completion by each of the divisions in CDD.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                            |
|---------------------------------------------------------------------------------------------|-----------|-----------|----------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                   |
| 63013610                                                                                    | 43110     | \$650     | WFA Replacement Cost MA II |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
|                                                                                             |           |           |                            |
| Total Revenue                                                                               |           | \$650     |                            |
| Estimated Costs for this Budget Package:                                                    |           |           |                            |
| GL Org                                                                                      | GL Object | Amount    | Comments                   |
| 10040100                                                                                    | 51110     | \$127,610 | MA II                      |
|                                                                                             |           |           |                            |
| 10040100                                                                                    | 52410     | \$1,200   |                            |
| 10040100                                                                                    | 52140     | \$80      |                            |

[illegible]



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                           |              |  |
|---------------------------|--------------|--|
| <b>Total Expenditures</b> | \$164,910.00 |  |
|---------------------------|--------------|--|

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
This high-level administrative position will ensure that process and procedures are streamlined and efficient leading to more timely revenue recovery practices.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)   
 ☒ Non-Recurring General Fund (One-Time)   
 ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Intergraph Public Safety CAD Upgrade to 9.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Priority: High                                                                                                                                                                                        |
| Department/Division: Poilce/Dispatch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Scott Nielsen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | GL Org:                                                                                                                                                                                               |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input checked="" type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Ongoing Budget Request<br><input checked="" type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"><input type="checkbox"/> General Plan Implementation</div> <div style="width: 30%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 30%;"><input checked="" type="checkbox"/> Public Infrastructure</div> <div style="width: 30%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 30%;"><input type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request: Intergraph Public Safety (IPS) CAD Upgrade to 9.4.                                                                                                                                                                                                                                    |
| Why is this needed, and how does it align with Council and/or Department priorities? Bug fixes and enhancement for IPS CAD 9.3 have ended. The current version is IPS CAD 9.4. This request is for the one-time funds to upgrade to IPS CAD 9.4. Support and enhancement for IPS CAD 9.4 are available through 2028. |
| What are the consequences of not funding this request? Continued use of IPS CAD 9.3 at risk of interruption due to lack of vendor support and enhancement.                                                                                                                                                           |
| What alternatives were considered when creating this request? RFP and procurement of a new computer-aided dispatch system at an estimated cost of 1.5 to 2 million.                                                                                                                                                  |
| How will you measure success? Upgrade to CAD completed.                                                                                                                                                                                                                                                              |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                                                |
|---------------------------------------------------------------------------------------------|-----------|-----------|------------------------------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                                       |
|                                                                                             |           | \$400,000 | Napa County Central Dispatch partner agencies. |
|                                                                                             |           |           |                                                |
|                                                                                             |           |           |                                                |
| Total Revenue                                                                               |           | \$400,000 |                                                |
| Estimated Costs for this Budget Package:                                                    |           |           |                                                |
| GL Org                                                                                      | GL Object | Amount    | Comments                                       |
| 10113200                                                                                    | 53201     | \$900,000 | IPS 9.4 upgrade.                               |
|                                                                                             |           |           |                                                |
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|                                                                                             |           |           |                                                |
| Total Expenditures                                                                          |           | \$900,000 |                                                |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
A portion of this project would be charged to the Napa County Central Dispatch partner agencies.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM - Management Analyst II                                                                                                                                                                                                                          | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager/General Liability                                                                                                                                                                                                                | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Joy Riesenberg                                                                                                                                                                                                                                 | GL Org: 64012100                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                     | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

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| <p><b>Description of Budget Request:</b></p> <p>An analysis of the Risk Program is underway. There is a recommendation that the Risk Manager have the support of an analyst to assist with Property and Liability programs, special events, underwriting support, data management of GL claims, and contract reviews.</p> <p>The City Attorney's office has requested that the Risk Management division handle processing of all claims and coordination with the third-party administrator for liability claims. The Legal Analyst and Assistant City Attorney had previously provided this service. The analysis of the Risk Program recommends these duties have oversight from the Risk Manager but without staffing resources, the program will not be successful.</p> <p>Analyst support will assist in coordination with the departments we serve to process claims in a timely manner. Support with data collection and management will provide feedback to internal stakeholders on historical claims and loss data. This position will provide support to departments regarding the timely issuance of insurance certificates as well as the verification that submitted certificate information meet our contractual insurance requirements. This position will provide services to all City departments related to special events, property, liability, cyber, crime, and pollution risk management programs and activities.</p> <p><b>Why is this needed, and how does it align with Council and/or Department priorities?</b></p> <p>Assistance is needed in the administration of various claims management activities for general liability and property related programs.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What are the consequences of not funding this request?<br/>General liability claims have tight deadlines and response requirements. Without analyst support or support from the City Attorney's office, meeting the required deadlines will be challenging.</p>                                                                                                                                        |
| <p>What alternatives were considered when creating this request?<br/>Part-time assistance has been used for over a year, however, some needed tasks would be out of classification for our current part-time person and the department would benefit from a more consistent and permanent position. Existing City staff have a difficult time meeting and maintaining timelines for resolving claims.</p> |
| <p>How will you measure success?<br/>Success means claims will be closed and resolved in a timely manner. Billing for property damage to City property will be collected.</p>                                                                                                                                                                                                                             |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |                  |            |
|---------------------------------------------------------------------------------------------|-----------|------------------|------------|
| GL Org                                                                                      | GL Object | Amount           | Comments   |
| 63013610                                                                                    | 43110     | \$650            | WFA Laptop |
| 64012100                                                                                    | 43110     | \$168,240        |            |
|                                                                                             |           |                  |            |
|                                                                                             |           |                  |            |
|                                                                                             |           |                  |            |
|                                                                                             |           |                  |            |
| <b>Total Revenue</b>                                                                        |           | <b>\$168,890</b> |            |
| Estimated Costs for this Budget Package:                                                    |           |                  |            |
| GL Org                                                                                      | GL Object | Amount           | Comments   |
| 64012100                                                                                    | 51110     | \$127,610        |            |
| 64012100                                                                                    | 51152     | \$1,420          |            |
| 64012100                                                                                    | 52430     | \$1,910          |            |
| 64012100                                                                                    | 52410     | \$1,200          |            |
| 64012100                                                                                    | 52140     | \$80             |            |
| 64012100                                                                                    | 52210     | \$14,290         |            |
| 64012100                                                                                    | 52210     | (\$5,740)        |            |
| 64012100                                                                                    | 52510     | \$420            |            |
| 64012100                                                                                    | 52150     | \$1,850          |            |
| 64012100                                                                                    | 52110     | \$18,490         |            |

[illegible]





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

Please provide any additional financial information that will be useful in reviewing this Budget Package: The Risk Program part time administrative employee has collected over \$100,000 in FY2021-22 (29012100-43722) for damage to City property (street lights, traffic signals, street signs, water meters, etc.) This allows damage to City property to be repaired or replaced without filing property insurance claims with our carrier. Effective 03-31-2023, the City's property damage deductible will increase from the current level of \$5,000-\$10,000 to \$25,000. These duties would be transitioned to the proposed Risk Analyst bringing greater stability to this position with less turnover. This will allow us to continue to bring in revenue to repair or replace damaged City property promptly.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: CM - Systems Analyst                                                                                                                                                                                                                                           | Priority: High                                                                                                                                                                                        |
| Department/Division: City Manager/Information Technology                                                                                                                                                                                                                      | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Scott Nielsen                                                                                                                                                                                                                                             | GL Org: 10012201                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                       |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request:<br>The technology needs of Public Safety are ever-increasing and currently understaffed. Currently, high-level systems and application support is provided by the Communications Manager. The Communications Manager was an IT Systems Administrator from 2005 until 2016. The Communications Manager plans retirement in the next 12 to 24 months. It is unrealistic to assume the future Communications Manager will continue to provide IT support for public safety technology. The systems and application support need to be taken by a new position within the IT Division.                                                                                |
| Why is this needed, and how does it align with Council and/or Department priorities?<br>The Communications Manager and Cloud 5 Solutions primarily support the Computer Aided Dispatch (CAD) and the systems connecting mobile computers in Fire, ALS, and Police vehicles. The day-to-day support for the CAD and Mobile systems should be the responsibility of IT staff in conjunction with Cloud 5 Solutions. Finding an IT team member with knowledge of Intagraph CAD is very difficult, so the Communications Manager is still performing duties outside his responsibility. We will need time to train the new IT staff member to support CAD before the communications manager retires. |
| What are the consequences of not funding this request?<br>An existing IT staff member would be trained to support CAD, and IT projects would need to be prioritized, delayed, and or canceled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| What alternatives were considered when creating this request?<br>Training of an existing IT staff member to support CAD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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How will you measure success?  
Continued support of CAD with no single point of failure.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |              |                                |
|---------------------------------------------------------------------------------------------|-----------|--------------|--------------------------------|
| GL Org                                                                                      | GL Object | Amount       | Comments                       |
| 63013610                                                                                    | 43110     | \$650        | WFA Laptop                     |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
| <b>Total Revenue</b>                                                                        |           | <b>\$650</b> |                                |
| Estimated Costs for this Budget Package:                                                    |           |              |                                |
| GL Org                                                                                      | GL Object | Amount       | Comments                       |
| 10012201                                                                                    | 51110     | \$128,120    |                                |
|                                                                                             |           |              |                                |
| 10012201                                                                                    | 52410     | \$1,200      |                                |
| 10012201                                                                                    | 52140     | \$80         |                                |
| 10012201                                                                                    | 52210     | \$14,220     |                                |
| 10012201                                                                                    | 52210     | (\$5,710)    |                                |
| 10012201                                                                                    | 52510     | \$420        |                                |
| 10012201                                                                                    | 52150     | \$1,840      |                                |
| 10012201                                                                                    | 52110     | \$18,490     |                                |
| 10012201                                                                                    | 52120     | \$1,200      |                                |
| 10012201                                                                                    | 52130     | \$220        |                                |
| 10012201                                                                                    | 52520     | \$2,540      |                                |
| 10012201                                                                                    | 52512     | \$80         |                                |
| 10012201                                                                                    | 55210     | \$650        | WFA Laptop                     |
| 10012201                                                                                    | 51152     | \$1,420      | Cell-Phone Stipend & Equipment |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |
|                                                                                             |           |              |                                |

[illegible]

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|-----------------------------------------------------------------------------------------------------------|
| Please provide any additional financial information that will be useful in reviewing this Budget Package: |
|                                                                                                           |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FD -Firefighter Paramedic FTE Reallocation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Priority: High                                                                                                                                                                                        |
| Department/Division: Fire / Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Shuree Egloff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | GL Org: 10022302                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input checked="" type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 33%;"><input checked="" type="checkbox"/> General Plan Implementation</div> <div style="width: 33%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 33%;"><input type="checkbox"/> Public Infrastructure</div> <div style="width: 33%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 33%;"><input type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request: Staff requests a reallocation of firefighters and firefighter/paramedics to balance the overall department deployment staffing plan.<br>The Staffing Plan would be revised to:<br>* Remove 1 FTE Firefighter (Position# 100000299)<br>* Add 1 FTE Firefighter Paramedic (Position# 100000270)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Why is this needed, and how does it align with Council and/or Department priorities? The Fire Operations Division's daily minimum staffing level is 18. The Department currently has an allocation of 20 positions on each shift. Today, each shift has one Battalion Chief, five Captains, nine Firefighter Paramedics and five Firefighters. This is a total of thirteen firefighters and twenty-nine firefighter/paramedics. Staff requests a reallocation of firefighters and firefighter/paramedics to balance the overall department deployment staffing plan. The NCFM MOU Section 8.7 states, "the City will maintain a ratio of one (1) Paramedic to each Advanced Life Support (ALS) Unit. Increasing the Department's budgeted paramedic FTE's supports this requirement and increases our overall service level. This request will remove one (1) Firefighter FTE and add one (1) Firefighter Paramedic FTE. |
| What are the consequences of not funding this request? Fire Operations would continue to deploy as usual. This is a "clean up" action to correct the Department's position control so it doesn't appear as an overhire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| What alternatives were considered when creating this request? N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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How will you measure success? The Department will be able to maintain a ratio of one (1) Paramedic to each Advanced Life Support (ALS) Unit, increasing our overall service level. Deployment and on-going scheduling will be reviewed daily by the on-duty Battalion Chief and overseen by the Deputy Fire Chief.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
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| GL Org                                                                                      | GL Object | Amount   | Comments |
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|                                                                                             |           |          |          |
| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10022302                                                                                    | 51110     | \$12,770 |          |
| 10022302                                                                                    | 52430     | \$190    |          |
| 10022302                                                                                    | 52140     | \$150    |          |
| 10022302                                                                                    | 52210     | \$2,610  |          |
| 10022302                                                                                    | 52210     | (\$380)  |          |
| 10022302                                                                                    | 52150     | \$190    |          |
| 10022302                                                                                    | 52520     | \$260    |          |
| 10022302                                                                                    | 52512     | \$30     |          |
| 10022302                                                                                    | 52510     | \$1,920  |          |
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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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[illegible]

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Executive/Senior Leadership Courses                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Priority: High                                                                                                                                                                                        |
| Department/Division: Organizational Development                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Liz Habkirk                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | GL Org: 10019103                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> General Plan Implementation<br/><br/> <input type="checkbox"/> Climate Action &amp; Sustainability         </div> <div> <input type="checkbox"/> Housing &amp; Homelessness<br/><br/> <input type="checkbox"/> Traffic Safety         </div> <div> <input type="checkbox"/> Public Infrastructure         </div> </div> |                                                                                                                                                                                                       |

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| <b>Description of Budget Request:</b><br>The City Manager would like the ability to offer extensive, submersive, and specialized trainings to those employees who are in Executive and Senior positions. These would be 1–3-week courses that normally cost anywhere from \$5,000 - \$15,000 each (examples include the Kennedy School for Public Administration, the Local Governance Summer Institute at Stanford, and others). These types of trainings would be beneficial to the organization by providing potential increased productivity, reduce staff turnover, create better leaders who possess a clear vision of department goals which will in turn improve the organization's culture. The idea is that the City Manager or the Assistant City Manager would be able to suggest these specialized trainings which would align with City Department needs and goals to a small group of City employees. |
| <b>Why is this needed, and how does it align with Council and/or Department priorities?</b><br>These trainings will allow for specialty leadership, developmental opportunities and continual improvements that will assist the organization in effectively carrying out priorities at all levels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>What are the consequences of not funding this request?</b><br>Limited opportunities for engagement at Executive team level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>What alternatives were considered when creating this request?</b><br>Tuition reimbursement funds were considered, however, the maximum amount allowed is \$2,000 per course and these trainings can vary from \$5,000 to \$15,000 each.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

How will you measure success?  
Engagement of Senior Staff and new innovative ways to reach department visions as well as work force stability.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |          |
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| GL Org                                                                                      | GL Object | Amount   | Comments |
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| Total Revenue                                                                               |           | \$0      |          |
| Estimated Costs for this Budget Package:                                                    |           |          |          |
| GL Org                                                                                      | GL Object | Amount   | Comments |
| 10019103                                                                                    | 53630     | \$25,000 |          |
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| Total Expenditures                                                                          |           | \$25,000 |          |

Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Diversity, Equity & Inclusion Ongoing Training                                                                                                                                                                                                                                                                              | Priority: High                                                                                                                                                                                        |
| Department/Division: Human Resources                                                                                                                                                                                                                                                                                                       | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: G. Swanson/H. Ruiz                                                                                                                                                                                                                                                                                                     | GL Org: 10015101                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                             | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: To maintain and advance the current Diversity, Equity & Inclusion (DEI) program managed by CircleUp Education and the Human Resources Department.

Why is this needed, and how does it align with Council and/or Department priorities? The Human Resources Department has managed the implementation of the DEI program since 2021. The program has been mandatory for all staff and was originally implemented based on Council priorities. In order to ensure that current and future staff maintain and improve awareness of DEI initiatives, ideals and impacts on the workplace, the Human Resources Department would like to ensure that the program is financially solvent for the future.

What are the consequences of not funding this request? If this request is not funded, the program will not continue and the City will be exposed to more liability and risk around DEI related areas.

What alternatives were considered when creating this request? N/A

How will you measure success? Continued 100% staff participation in annual trainings.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |          |                                       |
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| GL Org                                                                                      | GL Object | Amount   | Comments                              |
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| Total Revenue                                                                               |           | \$0      |                                       |
| Estimated Costs for this Budget Package:                                                    |           |          |                                       |
| GL Org                                                                                      | GL Object | Amount   | Comments                              |
| 10015101                                                                                    | 53210     | \$60,000 | Annual cost of virtual, live training |
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| Total Expenditures                                                                          |           | \$60,000 |                                       |

Please provide any additional financial information that will be useful in reviewing this Budget Package:

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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: COMMUNITY SERVICE OFFICERS                                                                                                                                                                                                                                                | Priority: High                                                                                                                                                                                        |
| Department/Division: Police                                                                                                                                                                                                                                                              | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Gary Pitkin                                                                                                                                                                                                                                                          | GL Org: 0                                                                                                                                                                                             |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                           | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                  |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request:  
Community Service Officers (CSOs) - One new positions for YSB; will replace contract position

Why is this needed, and how does it align with Council and/or Department priorities?  
YSB CSO - Add & delete contract with YSB Diversion Employee. Cost neutral. Investigate truancy, meet with and counsel juvenile offenders and parents, with appropriate resources to intervene in unlawful behaviors, coordinate with schools, conduct public presentations and training (parenting classes), and the like.

What are the consequences of not funding this request?  
YSB CSO - Potential loss of contracted employee in YSB. Loss of expertise in area of youth diversion, truancy and educational interactions.

What alternatives were considered when creating this request?  
Status quo. YSB CSO - Potential future loss of YSB diversion services.

How will you measure success?  
YSB CSO - Continuity of operations within YSB Diversion program. Measurable number of reports written.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |             |          |
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| Total Revenue                                                                               |           | \$0         |          |
| Estimated Costs for this Budget Package:                                                    |           |             |          |
| GL Org                                                                                      | GL Object | Amount      | Comments |
| 10021203                                                                                    | 51110     | \$85,870    |          |
| 10021203                                                                                    | 51140     | \$480       |          |
| 10021203                                                                                    | 51110     | \$250       |          |
|                                                                                             |           |             |          |
| 10021203                                                                                    | 52410     | \$600       |          |
| 10021203                                                                                    | 52140     | \$80        |          |
| 10021203                                                                                    | 52210     | \$9,620     |          |
| 10021203                                                                                    | 52210     | (\$3,860)   |          |
| 10021203                                                                                    | 52510     | \$3,890     |          |
| 10021203                                                                                    | 52150     | \$1,250     |          |
| 10021203                                                                                    | 52110     | \$18,490    |          |
| 10021203                                                                                    | 52120     | \$1,200     |          |
| 10021203                                                                                    | 52130     | \$110       |          |
| 10021203                                                                                    | 52520     | \$1,720     |          |
| 10021203                                                                                    | 52512     | \$60        |          |
| 10021203                                                                                    | 53210     | (\$125,000) |          |
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| Please provide any additional financial information that will be useful in reviewing this Budget Package: |
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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY25 SOFTWARE SUBSCRIPTIONS & PROFESSIONAL SERVICE CONTRACTS                                                                                                                                                                                                   | Priority: High                                                                                                                                                                                        |
| Department/Division: Police                                                                                                                                                                                                                                                   | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Gary Pitkin                                                                                                                                                                                                                                               | GL Org: 21                                                                                                                                                                                            |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                       |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

Description of Budget Request: Software and Professional Services related to management of personnel records and redaction services. Specifically, LEFTA (a centralized repository for departmental training records including our Field Training Program (FTO), use of force incidents, citizen complaints, and employee performance modules), VotaPhone (redaction software), and Focal Forensics (contract for outsourced large-scale redaction projects).

Why is this needed, and how does it align with Council and/or Department priorities?  
LEFTA, REDACTION SOFTWARE & FOCAL FORENSICS - Greatly reduce liabilities and increase efficiencies in meeting newly enacted legislative reporting requirements. Enhances efficacy of managing our sworn and professional staff members' personnel files and training records (critically important to preventing & mitigating liability); Modernize our Citizen Complaint process in accordance with Penal Code (PC) 832.5; Increase staff efficiencies in complying with new legislatively mandated reporting including, but not limited to, PC 13510 (SB 2), PC 832.5 & PC 832.7 (SB 1421 & SB 16), and reporting to CA DOJ on Use of Force and Citizen Complaints. Software and redaction services will greatly assist with the preparation of both required annual reports related to Use of Force, Citizen Complaints, Training, AB 481, and updating PD's "Public Transparency" webpage.

### STAKEHOLDERS:

Community - Project will greatly enhance efficiency and reduce staff costs in preparing public facing reports increasing transparency, building public trust, and reinforcing fiscal responsibility.

PD - Monumentally decrease staff time needed to properly manage personnel files and equipment, meet legislatively mandated reporting requirements, provides a centralized platform for our personnel complaint process, provides a quartermaster (logistics & equipment management) system, and PRAs from the staff including, but not limited to, the Office of the Chief, Administrative Captain, Administrative



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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| <p>Lieutenant, Police Sergeant, Police Records Bureau Administrator, Administrative Secretary, Communications Manager, and Dispatch Supervisor.</p> <p>City Attorney's Office - In preparing discovery and representing PD and City in lawsuits, claims, Pitchess Motions; Responding to Pitchess Motions and matters involving employee discipline; and responding to Public Records Act (PRA) requests.</p> <p>Risk Management - Reduce liability to City.</p> <p>City Clerk - Searching past related PRAs for previously redacted and released public records.</p> |
| <p>What are the consequences of not funding this request?<br/>Increased civil liability to City through failure to meet PRA and mandated reporting deadlines. Unsustainable staff time spent on manually researching paper records, duplicating and replicating manual searches for Public Records Act (PRA) request, Pitchess Motion, and lawsuit. Physically searching paper files across multiple locations.</p>                                                                                                                                                   |
| <p>What alternatives were considered when creating this request?<br/>Continue with our de-centralized manual approach requiring a steadily increasing amount of staff time (no FTEs on staff serving in this role - position requested) to research, review, correlate, collate, organize &amp; redact across multiple disparate paper storage systems. With allocated staffing, status quo is inefficient, ineffective, and not sustainable.</p>                                                                                                                     |
| <p>How will you measure success?</p> <ol style="list-style-type: none"> <li>1. Meeting CA Public Records Act (CPRA) reporting deadlines</li> <li>2. Tracking staff hours assigned to related projects</li> <li>3. Tracking staff hours saved through use of redaction contracts</li> <li>4. Assessing efficiency related to production of training reports &amp; audits for use by PD Training Manager, and to assist in defending claims &amp; lawsuits, etc.</li> </ol>                                                                                             |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |        |          |
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| GL Org                                                                                      | GL Object | Amount | Comments |
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| Total Revenue                                                                               |           | \$0    |          |
| Estimated Costs for this Budget Package:                                                    |           |        |          |
| GL Org                                                                                      | GL Object | Amount | Comments |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |       |           |                                                                                                                          |
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| 10021100                  | 53250 | \$10,352  | LEFTA Contract C2023-563, cost increase limited to 3% per year. Contract automatically renews annually until terminated. |
| 10021100                  | 53250 | \$10,500  | Redaction software.                                                                                                      |
| 10021100                  | 53250 | \$105,000 | Focal Forensics - contract for outsourced large-scale redactions.                                                        |
|                           |       |           |                                                                                                                          |
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|                           |       |           |                                                                                                                          |
| <b>Total Expenditures</b> |       | \$125,852 |                                                                                                                          |

Please provide any additional financial information that will be useful in reviewing this Budget Package: LEFTA software program and redaction services required to best meet recently enacted reporting and public records laws while contemporaneously reducing risk and liability to City. Redaction software and Focal Forensics (professional service - outsourced redactions) will greatly assist in meeting reporting deadlines related to redaction of previously exempted materials prior to public release.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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| Package Title: Youth Services Bureau - Detective Vehicle                                                                                                                                                                                                                                                                                                         | Priority: High                                                                                                                                                                                        |
| Department/Division: Police                                                                                                                                                                                                                                                                                                                                      | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Gary Pitkin                                                                                                                                                                                                                                                                                                                                  | GL Org: 10021203                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input checked="" type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                   | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:<br><br><input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure<br><br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of Budget Request:<br>Youth Services Bureau (YSB) - Detective Vehicle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Why is this needed, and how does it align with Council and/or Department priorities?<br>In 2022, PD moved one sworn position from Patrol to Youth Services Bureau (YSB) as a Detective investigating crimes involving youth as well as threats and school-related cases. YSB Detective has been borrowing a vehicle from various burueas which is not conducive to investigative work. Investigators often carry specialized equipment and supplies related to evidence collection. Additionally, Detectives are subject to call out 24/7 and need access to their assigned vehicle and equipment. |
| What are the consequences of not funding this request?<br>YSB detective will have to borrow cars at irregular intervals creating delay in responding to calls, call outs, conducting follow up investigations and conducting suspect, victim and witness interviews.                                                                                                                                                                                                                                                                                                                               |
| What alternatives were considered when creating this request?<br>Continue to borrow a vehicle from various bureaus which adversely impact those bureaus.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| How will you measure success?<br>Securing a vehicle dedicated to the YSB detective position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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*This data will be entered into your Munis Budget Package*

Proposed Budget FY 2023/24 & 2024/25 356

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| <p>Please provide any additional financial information that will be useful in reviewing this Budget Package:<br/>Vehicle is needed for assigned Youth Services Bureau detective.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Park Asset Management Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Priority: High                                                                                                                                                                                        |
| Department/Division: Parks & Recreation Services<br>Department/Parks Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Ali Koenig (akoenig@cityofnapa.org),<br>Jeff Gittings (jgittings@cityofnapa.org)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input checked="" type="checkbox"/> General Plan Implementation</div> <div style="width: 33%;"><input type="checkbox"/> Housing &amp; Homelessness</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Public Infrastructure</div> <div style="width: 33%;"><input type="checkbox"/> Climate Action &amp; Sustainability</div> <div style="width: 33%;"><input type="checkbox"/> Traffic Safety</div> </div> |                                                                                                                                                                                                       |

**Description of Budget Request:** This Budget Request is intended to implement an ongoing Park Asset Management Program at the operational level. Given the City's aging parks system, a conditions assessment was recently completed in partnership with an experienced Landscape Architecture firm to inventory and subsequently analyze the current condition of park infrastructure. Over the course of the project, 54 parks and over 2,000 assets were rated and inventoried. The study found that the City has a significant amount of park infrastructure that is reaching the end of its useful life. Further, the study found that there is a need for ongoing maintenance and replacement to ensure that assets continue to function as intended. Approximately 76% of City Parks are in "poor" condition and are in need of immediate attention to keep from falling into the "failed" condition category. Park infrastructure includes a mix of community-serving assets including pathways, trails, playgrounds, furnishings, park turf, sports courts, parking lots, boat docks or ramps and shade structures.

**Why is this needed, and how does it align with Council and/or Department priorities?** The City of Napa's General Plan Update (GPU) found that Napa has adequate parkland acreage and distribution across the City; however, many City Parks were built around the same time and as such the system is aging exponentially and is underinvested. The GPU recommended that the City develop and implement a comprehensive Park Asset Management Program with sufficient funding to maintain existing assets, reduce risk and liability, and avoid increasingly expensive projects due to lack of improvements on an ongoing basis. A systematic assessment of priorities will help ensure that funds for capital, operations, and maintenance are adequate and targeted to address key needs. As part of this prioritization, needs are weighted by social equity criteria to help the City reach socio-disadvantaged areas as well as neighborhoods with higher population densities or youth and senior populations.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What are the consequences of not funding this request? If the required maintenance and replacements are not performed, asset conditions will continue to deteriorate and risk falling into the failed category. Allowing deterioration to this level will increase the associated risks and liabilities. Once assets fall into disrepair, the asset will need to be removed or considered for full replacement at a higher cost. If capital maintenance is not funded at the operational level, the Department will continue to need to request increasingly larger portions of the limited Capital Improvement Program (CIP) dollars available and/or risk the removal of amenities throughout the City's park system.

What alternatives were considered when creating this request? The Department is working collaboratively with Public Works and Finance to identify a strategy for ongoing and long-term replacement of the City's aging park system. While the City's CIP program is an option for capital replacement of assets that have reached the end of their useful life, operational funding would allow the City to address the highest priority assets that are in need of maintenance in order to extend their useful life and keep the City from removing park amenities or closing portions of parks.

How will you measure success? Success will be measured by a reduced backlog of maintenance and replacement projects year after year.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                               |
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| Total Revenue                                                                               |           | \$0       |                               |
| Estimated Costs for this Budget Package:                                                    |           |           |                               |
| GL Org                                                                                      | GL Object | Amount    | Comments                      |
| 10050204                                                                                    | 53322     | \$250,000 | Facilities Repair/Maintenance |
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|                                                                                             |           |           |                               |

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## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

Please provide any additional financial information that will be useful in reviewing this Budget Package:





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY25 PR Recreation Division Restoration                                                                                                                                                                                                  | Priority: High                                                                                                                                                                                        |
| Department/Division: Parks and Recreation Services / Recreation                                                                                                                                                                                         | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Katrina Gregory                                                                                                                                                                                                                     | GL Org: 0                                                                                                                                                                                             |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                     | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                 |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure<br><input type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety |                                                                                                                                                                                                       |

### Description of Budget Request:

This budget request is to support the Recreation Division's efforts to return programs and services for the Napa community and restore programs that existed prior to the COVID-19 pandemic. These expenditures will support increasing part-time staffing, supplies, contract services and other important items to support the Recreation Division's programs and services. There is a direct correlation between expenses and revenues as programs and services are relaunched to the community.

The net impact for FY25 will be \$83,000 to the City's General Fund.

Expense Request        \$317,000

Revenue Request        \$234,000

In addition to the FY24 program restorations, FY25 will include offering an additional 600 swim lessons with the additional pool at Napa High School and the expand recreational open swim at a larger pool with up to 100 children during each of the 30 open swim sessions.

Why is this needed, and how does it align with Council and/or Department priorities?

One of the Parks & Recreation Department priorities is to thoughtfully restore the baseline programs and services with the highest impact to the community. The Recreation Division was significantly impacted by the COVID-19 budget reductions in FY20. The recovery process has been slow during the past 3 years as fiscally, there was approximately \$650K less in operational expenditures in the FY23 budget compared to budgeted expenditures in FY20. Much of the decrease was directly correlated with the decrease in revenue and the various restrictions associated with the pandemic. The Recreation Division had to discontinue or scale back programming and reduce facility hours to stay within the allocated budget. In addition, nearly all of the Recreation Division's part-time staff were



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let go early on during the pandemic in 2020 and the Division relies heavily on part-time staff to operate programs and staff the recreation facilities. The Recreation Division is on a steady upswing and growing back slowly but stronger. Additional expenditures are necessary to continue restoration of programs and services. The programs and services being restored will generate corresponding revenue to offset the impact to the General Fund.

What are the consequences of not funding this request?

Programs and services available to the community will continue to be drastically limited. In addition, with increases to pay rates for part-time staff, supplies, contractors, there may be a further reduction in services to stay within budget.

What alternatives were considered when creating this request?

The Recreation Division has considered various scenarios to prioritize programs and to restore high priority programs as funding is approved and restored. The recommended approach includes a phased model of Recreation Division restoration.

How will you measure success?

Success metrics for FY25 will be measured by achieving target participation goals for each individual program area and generating the targeted revenue to correspond with each service area.

600 additional swim lessons in Napa High School and 800 additional swim lessons at Harvest Middle School

2,500 participants in recreational swim

52 more children (ages 2-4) will participate in preschool services

\$25,000 in Low-Income Scholarships distributed

15% increase in additional participation at the Senior Center

180 additional participants in Adult Sports Leagues

150 additional participants in Youth Sports Leagues, Classes and Camps

40 additional summer camp participants and 15 Leaders-in-Training participants

25% more attendees at Dia de los Muertos special event compared to 2023 attendance

20-30 monthly participants in the Adult Special Needs program



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |                  |                                                    |
|---------------------------------------------------------------------------------------------|-----------|------------------|----------------------------------------------------|
| GL Org                                                                                      | GL Object | Amount           | Comments                                           |
| 10050300                                                                                    | 43440     | \$11,000         | Main St Boat Dock Increase in fees offset SLC fees |
| 10050400                                                                                    | 43442     | \$20,000         | Returning Adult Sports Leagues                     |
| 10050402                                                                                    | 43442     | \$38,000         | Increase fees; 40 more spots; LIT                  |
| 10050401                                                                                    | 43442     | \$86,000         | Increase fees; addl swim lessons & rec swim        |
| 10050301                                                                                    | 43120     | \$15,000         | Oxbow Riverstage License Fees                      |
| 10050308                                                                                    | 45540     | \$3,000          | Inc fees; Addl gym rentals                         |
| <b>Total Revenue</b>                                                                        |           | <b>\$173,000</b> | <b>SEE OTHER REVENUE IN NOTES</b>                  |
| Estimated Costs for this Budget Package:                                                    |           |                  |                                                    |
| GL Org                                                                                      | GL Object | Amount           | Comments                                           |
| 10050400                                                                                    | 56114     | \$2,500          | Addl supplies for adult sports leagues             |
| 10050400                                                                                    | 51210     | \$22,500         | Addl evening staffing for adult sports             |
| 10050300                                                                                    | 53530     | \$4,500          | Inc7rease promotion of programs                    |
| 10050300                                                                                    | 53250     | \$3,500          | Civic Rec 5% contract increase                     |
| 10050300                                                                                    | 53210     | \$5,000          | Graphic Designer, Cost Rec Analysis                |
| 10050300                                                                                    | 53110     | \$3,000          | Inc banking fees with addl programs                |
| 10050300                                                                                    | 51210     | \$25,000         | Rate increases; PT admin staff assisting w Rec Div |
| 10050404                                                                                    | 56114     | \$1,500          | Addl preschool supplies w addl participants        |
| 10050404                                                                                    | 51210     | \$18,000         | Pay rate Increases; Addl staff w TT and WR         |
| 10050402                                                                                    | 53630     | \$1,000          | ACA & AMR Cert / Trainings                         |
| 10050402                                                                                    | 53620     | \$500            | ACA dues                                           |
| 10050402                                                                                    | 56114     | \$1,500          | Addl supplies w addl campers                       |
| 10050402                                                                                    | 51210     | \$50,000         | Rate increases; Addl staff                         |
| 10050401                                                                                    | 53630     | \$1,000          | Addl certifications w addl staff                   |
| 10050401                                                                                    | 56114     | \$1,500          | Addl supplies at Harvest                           |
| 10050401                                                                                    | 51310     | \$1,000          | OT for summer period                               |
| 10050401                                                                                    | 51210     | \$70,000         | Pay rate inc; Addl lifeguards & swim instructors   |
| 10050400                                                                                    | 53210     | \$7,500          | Adult Sports Contracted Refs                       |
| 10050308                                                                                    | 56110     | \$1,000          | Addl supplies for LF                               |
| 10050307                                                                                    | 53540     | \$1,500          | Event program printing                             |
| 10050307                                                                                    | 53530     | \$5,000          | Paid promotion for events                          |
| 10050307                                                                                    | 56114     | \$2,000          | Addl supplies for events                           |
| 10050307                                                                                    | 51210     | \$6,000          | Addl PT staff at events & planning events          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |       |                     |                                                           |
|---------------------------|-------|---------------------|-----------------------------------------------------------|
| 10050405                  | 53210 | \$7,000             | Addl contract instructor payments                         |
| 10050405                  | 51210 | \$28,000            | Addl evening/weekend staff & support programs             |
| 10050407                  | 51210 | \$10,000            | Addl evening/weekend staff for youth sports               |
| 10050406                  | 51210 | \$2,000             | Pay rate inc; addl hours for special needs monthly events |
| 10050407                  | 53210 | \$20,000            | Addl youth sports contract class/camps                    |
| 10050300                  | 53410 | \$10,000            | State Land Commission Fee - Main St Boat Dock             |
| 10050308                  | 51210 | \$2,000             | Inc rates; addl hours at LF                               |
| 10050405                  | 46114 | \$2,000             | Addl supplies / inc costs for SC                          |
| 10050406                  | 56114 | \$1,000             | Addl supplies for special needs program                   |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
|                           |       |                     |                                                           |
| <b>Total Expenditures</b> |       | <b>\$317,000.00</b> |                                                           |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
Addl Revenue Below:

|          |       |          |
|----------|-------|----------|
| 10050405 | 45540 | \$22,000 |
| 10050405 | 43442 | \$10,500 |
| 10050407 | 43442 | \$25,000 |
| 10050404 | 43442 | \$18,500 |

REVISED TOTAL: \$234,000



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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Crary Bearcat Vacuum Shredder                                                                                                                                                                                                   | Priority: Medium                                                                                                                                                                                      |
| Department/Division: Parks and Recreation Services / Parks                                                                                                                                                                                     | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Jeff Gittings                                                                                                                                                                                                              | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input checked="" type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                        |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input type="checkbox"/> Public Infrastructure                                                                                            |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety                                                                                                                                    |                                                                                                                                                                                                       |

### Description of Budget Request:

Crary Bearcat Vacuum Shredder model DL10. This is a small piece of equipment uses a vacuum hose to pick up leaves and vegetation debris and blow them into the back of dump truck.

### Why is this needed, and how does it align with Council and/or Department priorities?

The parks department devotes a significant amount of resources to perform leaf removal in parks and plazas and along and rights-of-way and currently performs these tasks by using a number of hand power tools such as a leaf blowers and rakes. Ultimately these methods are labor intensive, inefficient and require staff to perform repetitive physical tasks such as bending and lifting. The bearcat utilizes a vacuum system that allows staff to remove leaves, lawn trimmings and other debris from sites without the use of hand tools thus reducing physical labor, repetitive physical tasks and saves a tremendous amount of time. The parks department receives a number of complaints about the timeliness of leaf removal as the wet leaves can make hard surfaces become very slick. Automating this routine maintenance practice will reduce the labor and time necessary to perform leaf removal improving staff efficiencies.

The budget request would directly support Council's climate change goal as the one piece of requested equipment would replace the use of several backpack leaf blowers and hours of staff time.

### What are the consequences of not funding this request?

The parks division would continue to perform the bulk of its leaf removal by hand and efficiency improvements would not be realized.



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|                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What alternatives were considered when creating this request?</p> <p>The parks division researched renting the equipment seasonally, but equipment is not available to rent locally and the attachments required are not available for existing equipment owned by the City.</p> |
| <p>How will you measure success?</p> <p>The department will track efficiency improvements in staff time and the resolution of service requests through the Lucy work order system.</p>                                                                                              |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |                |                  |
|---------------------------------------------------------------------------------------------|-----------|----------------|------------------|
| GL Org                                                                                      | GL Object | Amount         | Comments         |
|                                                                                             |           |                |                  |
| 61030900                                                                                    | 43110     | \$500          | O&M - Fleet Rev  |
| 61030910                                                                                    | 43110     | \$600          | Repl - Fleet Rev |
| <b>Total Revenue</b>                                                                        |           | <b>\$1,100</b> |                  |
| Estimated Costs for this Budget Package:                                                    |           |                |                  |
| GL Org                                                                                      | GL Object | Amount         | Comments         |
|                                                                                             |           |                |                  |
|                                                                                             |           |                |                  |
| 10050205                                                                                    | 55110     | \$500          | O&M - Dept Exp   |
| 10050205                                                                                    | 55112     | \$600          | Repl - Dept Exp  |
| 10050205                                                                                    | 56410     | \$1,200        | Gas              |
|                                                                                             |           |                |                  |
|                                                                                             |           |                |                  |
|                                                                                             |           |                |                  |
| <b>Total Expenditures</b>                                                                   |           | <b>\$2,300</b> |                  |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package:  
Recurring costs include monthly O&M rate, monthly fleet replacement rate and fuel totalling \$2,300 annually.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☒ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: Mini-Excavator                                                                                                                                                                                                                  | Priority: Medium                                                                                                                                                                                      |
| Department/Division: Parks and Recreation Services / Parks                                                                                                                                                                                     | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Jeff Gittings                                                                                                                                                                                                              | GL Org: 10150200                                                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input checked="" type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                        |                                                                                                                                                                                                       |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure                                                                                 |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Climate Action & Sustainability <input type="checkbox"/> Traffic Safety                                                                                                                                    |                                                                                                                                                                                                       |

### Description of Budget Request:

Johne Deere 26G Mini-Excavator Tandem and axel tilt trailer with 12" and 18" digging buckets, and 36" grading bucket

### Why is this needed, and how does it align with Council and/or Department priorities?

The equipment and corresponding trailer will enable park crews to leverage available technology to replace the current practice of hand-digging holes and trenches. The current digging practices are inefficient in the management of over 900 acres of parkland and place a physical demand on employees that is not essential. The proposed vehicle will support the City's Climate Action & Sustainability goals by increasing the City's capacity to plant trees and supports the City's green infrastructure.

The following outlines examples of the way the proposed equipment would support each division crew:

**Trees:** The Urban Forestry Team plants an estimated 300 trees annual. The award of a recent Cal Fire Urban and Community Forest grant will add a one-time addition of 400 trees as part of the initial grant requirement. Currently the department generally hands dig the holes for tree plantings. The equipment would significantly reduce the time required for planting trees allowing the department to address a large backlog of tree plantings and address the future needs of the City's Urban Forest.

**Irrigation:** Currently the department has two designated maintenance staff devoted to maintain the entirety of the City's irrigation systems which serve 55 public parks, 9 public plazas, and along numerous rights-of-ways. Installation and maintenance of the irrigation system is performed by hand digging practices. During a mainline break it not uncommon for the department to have to excavate between 1-2





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yards of soil to expose leaks. The piece of proposed equipment would greatly reduce the manual burden on staff, reducing the associated risks of repetitive tasks and enable the team to and make these repairs in far less time. Efficiencies created by the equipment would allow for proactive maintenance of the irrigation systems reducing the number of emergency breaks.

Parks: This equipment would replace the use of hand digging for foundations, fences posts, signage, and playground foundations. In addition, it would support the department in the installation of heavy infrastructure including big belly trash cans, permeant BBQ's and park benches. The grading blade will provide assistance in grading which is required in the routine installation of gravel, decomposed granite, and concrete pads required for park amenities.

What are the consequences of not funding this request?

The parks division would continue its current practice of hand digging and efficiency improvements would not be realized.

What alternatives were considered when creating this request?

The Public Works Department owns a full-size excavator which requires a special license and vehicle to transport and is not suitable for the majority of scope and scale of park related projects. The department has occasionally rented the equipment in the past to complete specific jobs. However, rental costs are cost prohibitive, and the one-time cost to purchase the equipment will offset the ongoing rental costs with the added benefit of having the equipment readily available to complete a wide range of tasks.

How will you measure success?

The department will track efficiency improvements through the Lucity work order system. The department will increase the number of trees planted annually and report the increase to the Council through the Tree City USA program.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |                |                  |
|---------------------------------------------------------------------------------------------|-----------|----------------|------------------|
| GL Org                                                                                      | GL Object | Amount         | Comments         |
| 61030900                                                                                    | 43110     | \$3,000        | O&M - Fleet Rev  |
| 61030910                                                                                    | 43110     | \$5,000        | Repl - Fleet Rev |
| <b>Total Revenue</b>                                                                        |           | <b>\$8,000</b> |                  |
| Estimated Costs for this Budget Package:                                                    |           |                |                  |
| GL Org                                                                                      | GL Object | Amount         | Comments         |
|                                                                                             |           |                |                  |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |       |         |                 |
|---------------------------|-------|---------|-----------------|
| 10050200                  | 55110 | \$3,000 | O&M - Dept Exp  |
| 10050200                  | 55112 | \$5,000 | Repl - Dept Exp |
| 10050206                  | 56410 | \$1,200 | Fuel            |
|                           |       |         |                 |
|                           |       |         |                 |
|                           |       |         |                 |
|                           |       |         |                 |
| <b>Total Expenditures</b> |       | \$9,200 |                 |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
One-time costs include \$50,000 vehicle purchase;  
Recurring costs include monthly O&M rate, monthly fleet replacement rate and fuel totalling \$9,200 annually.



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☒ General Fund (Ongoing)   ☐ Non-Recurring General Fund (One-Time)   ☐ Other Fund

|                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY25 PW Operations & Maintenance Programs                                                                                                                                                                                       | Priority: Med                                                                                                                                                                                                                                                             |
| Department/Division: Public Works – Operations (various divisions)                                                                                                                                                                             | Budget Year: FY 2024/25                                                                                                                                                                                                                                                   |
| Department Contact: Heather Maloney/Peter Brestak                                                                                                                                                                                              | GL Org: 10030706 PW Electrical Admin<br>10030704 PW Building & Facilities Maintenance<br>10030705 PW Corp Yard Maint<br>10030803 PW Signs & Striping &<br>10030801 PW Downtown Hardscape Maintenance<br>10030600 PW Street Operations &<br>10030807 PW Street Maintenance |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested)                                                                     |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                        |                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Infrastructure                                                                                        |                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety                                                                                                                                    |                                                                                                                                                                                                                                                                           |

Description of Budget Request:

***The Electrical Programs are requesting the following increase to the operating budget:***

Electrical Admin (10030706):

\$20,000 for overtime. Callouts and required overtime have increased due to aging systems in the field and enhancements and upgrades which have been put into service. Additionally, more staffing within the division has provided flexibility with planned overtime projects.

Street Lighting (10030707):

\$10,000 for increased supply costs and lead times have increased. Materials costs have increase over the past two years; this increase reflects the current costs.

\$3,500 for increasing diesel costs. Current budget is \$0; however, year-end projected costs are \$3,500.



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### PW Support for City Facilities (10030708):

\$25,000 for equipment repair & maintenance. Materials costs and lead times have increase over the past two years; this increase reflects the current costs.

\$1,200 for increasing gasoline costs. Current budget is \$4,000, however year-end projected costs are \$5,200.

***The Building and Facility Maintenance program (10030704 & 705) is requesting the following increase to the operating budget:***

\$9,000 for overtime. These items were rebalanced to forecast for future staffing changes. The part time employee key was decreased, and the overtime key was increased by \$9,000. As staffing increases in facilities employees will accomplish more off shift work, this increase supports those requirements.

\$29,500 for facilities repair maintenance supplies. To sustain our facilities in a working order, an increase in funds is required. Supplies to support facilitates have increased substantially, as an example the cost of wood has increased 112% and the cost of traditional working metals has increased as much as 62%. To provide the same level of service an increase is warranted. Moreover, as the facilities continue to age more investment will be required to keep them operational. Specifically, the locations of City Hall, the Police Department, and the Community Services Building have required an additional workload and have seen an increase in the amount of service requests submitted.

\$9,000 for training for 8 FTE's (this includes 7 full-time staff, one-part-time and proportional costs for 1 Superintendent. Training has become a focus area for the department and the amount requested is to support the safety, technical and professional training for the program's assigned employees.

\$25,300 for increases in water usage and sewer connection related costs.

\$3,000 for increasing gasoline costs. Current budget is \$8,000, however year-end projected costs are \$10,600. Accounting for increases costs, budget needed will be \$11,000 total for Gasoline.

***The Sign Shop (Signs & Striping and Downtown Hardscape Maintenance) program is requesting the following increase to the operating budget:***

### Signs & Striping (10030803):

\$22,500 to increase Program Supplies budget from \$48,500 to \$71,000. This adjustment is to account for inflation as realized through increased supply costs. With the exception of last FY, this account has been trending up as seen in the 18% increase from \$39,911 (FY19/20) to \$46,349 (FY20/21). This account incudes supplies for sign printing, street poles and brackets. In addition to the impact from inflation, outdated/obsolete software needs to be replaced and we also anticipate increased productivity from new employees, including the shop supervisor. This funding is vital to ensure compliance with updated traffic safety codes as required by Federal and State regulatory bodies.

\$45,000 to increase street materials budget from \$40,000 to \$85,000. This adjustment is to account for inflation as realized through increased material costs and reprioritization of citywide restriping projects





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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as to improve visibility and traffic safety. With the exception of last FY, this account has been trending up as seen in the 140% increase from \$22,804 (FY19/20) to \$52,482 (FY20/21). This account covers costs related to and raw materials for street signage materials and paint purchases including thermo paint used for street and sidewalk striping. The current funding level is only enough to sustain this program for 50% of the paint/striping season. Without an increase, staff will be left to choose between maintenance upgrades to school zones, cross walks, bike lanes, or lane departures. This funding is vital to ensure compliance with updated traffic safety codes as required per Federal and State traffic codes.

\$5,500 for increased Gasoline costs. Current budget \$7,500 for FY23 with projected expenses to reach \$13,000.

\$1,000 for increase Diesel costs. Current budget \$1,500 for FY23 with projected expenses to reach \$2,500.

\$1,000 for increased Propane costs. Increased costs, current budget \$1,500 for FY23 with projected expenses to reach \$2,500.

Downtown Hardscape Maintenance (10030801):

\$36,000 for the addition of part-time labor. The Downtown Hardscape Maintenance program currently includes budget for 1 FTE, however, the program has consistently required approximately 2 FTE's to maintain the level of downtown cleaning services, and therefore, diverting staff resources from the signs and striping programs. Adding part-time staffing will help the department better align staffing with the downtown hardscape maintenance and sign and striping program demands and tasks. Shifting some downtown maintenance duties to part-time labor will allow for our full-time Street Maintenance Worker II's to exercise more time and the full range of their knowledge and skills supporting the Signs and Striping programs, increasing signing and striping productivity.

\$3,500 for overtime to account for call-outs related to emergency cleanups across downtown such as human feces, broken glass, or illegal dumping.

\$700 for increased Gasoline costs. Current budget is \$2,000; however costs are projected at \$2,700 (based on FY23 actuals and projections).

\$500 for increased Diesel costs. Current budget is \$1,000; however, costs are projected at \$1,800 (based on FY23 actuals and projections).

The Street Operations and Maintenance program is requesting the following increase to the operating budget:

Street Maintenance (10030807):

\$7,500 needed to allow for equipment rental to protect public safety during infrastructure failures (ex. failed stormdrains) related emergencies. These typically include steel plates used to cover sinkholes or damaged utilities. This increase reflects existing ongoing costs for plates and fencing that is currently deployed in the field but is awaiting infrastructure repair.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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\$2,400 to reflect increased Gasoline costs. Current budget is \$10,500, however, costs are projected at \$12,900 by end of year. FY24 & 25 costs are projected to match or exceed FY23's costs.

\$8,600 to reflect increased gasoline costs. Current budget is \$19,000, however costs are projected to reach \$27,600 by the end of the year. FY24 & 25 costs are projected to match or exceed FY23's costs.

Street Operations (10030600):

\$30,000 Overtime budget. In order to fund training, the FY24 & 25 overtime budget was cut from \$52,000 to \$22,000 to fund training. Training was traditionally covered in this budget by materials and services budget savings, however, in FY23, training was identified as a department priority to more adequately support each of our staff with safety, technical, and professional training. Therefore, training is now added as a specific line item in the budget. With increasing materials, supplies and services costs, there is no longer any projected savings within the budget to help fund training. This request will restore the overtime budget back to previous levels while adequately funding training. Due to emergency and after hour call-outs, overtime is a routine and necessary business expense for this work group. FY23 projected actuals are \$52,000 and FY24 & 25 are expected at the same levels, therefore sufficient funding is requested to cover this expense.

Why is this needed, and how does it align with Council and/or Department priorities?

**Electrical Program:** This request directly supports the Council priority for Public Infrastructure. In order to maintain the existing level of service provided by the electrical division a budget increase is warranted. Additionally, street lighting provides traffic and neighborhood safety for vehicles and pedestrians. Moreover, supply costs and lead times have increased. Additional funding will provide greater flexibility and ensure there is no reduction in the services provided to the city. The increases in program supplies and equipment repair and maintenance are directly linked to the rise in operating costs. All areas to include general electrical supplies, street lighting, and traffic signals have seen a marked increase in material costs.

**Facilities:** This request directly supports the Council priority for Public Infrastructure. In order to maintain the existing level of service a budget increase is warranted. Moreover, as the facilities continue to age more investment will be required to keep them operational. Specifically, the locations of City Hall, the Police Department, and the Community Services Building have required an additional workload and have seen an increase in the amount of service requests submitted.

**Sign Shop & Downtown Maintenance:** This request directly supports the Council priority for Public Infrastructure and Traffic Safety. The Sign Shops crews maintain the City's streets delineation infrastructure and downtown hardscaping. The requested budget allocations would allow these programs to function efficiently and maintain supplies and materials funding for the entire painting/stripping season. The current funding level is only enough to sustain this program for 50% of the paint/stripping season. Without an increase, staff will be left to choose between maintenance upgrades to school zones, cross walks, bike lanes, or lane departures. This funding is vital to ensure compliance with updated traffic safety codes as required per Federal and State traffic codes.

**Streets Maintenance & Street Operations:**



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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This request directly supports the Council priority for Public Infrastructure. The Streets crews are tasks with maintaining the City's streets infrastructure. Emergency equipment rental, fuel for vehicles and equipment and emergency and after hours call-outs overtime budgets are necessary to support the program.

What are the consequences of not funding this request?

If this request is not funded, the costs would be covered by a reduction in level of services and greater times between request and service delivery will exist; however, however, this is not recommended due to the essential nature of the facilities and infrastructure the programs support.

What alternatives were considered when creating this request?

A reduction in level of service was considered, however, this is not recommended due to the essential nature of the buildings and infrastructure supported by these programs.

How will you measure success?

Funding to match projected increasing costs and ability to maintain existing level of service. Lucity will also be used as a metric for work completion and the timelines associated.

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |            |                                                       |
|---------------------------------------------------------------------------------------------|-----------|------------|-------------------------------------------------------|
| GL Org                                                                                      | GL Object | Amount     | Comments                                              |
|                                                                                             |           | \$0        |                                                       |
| <b>Total Revenue</b>                                                                        |           | <b>\$0</b> |                                                       |
| Estimated Costs for this Budget Package:                                                    |           |            |                                                       |
| GL Org                                                                                      | GL Object | Amount     | Comments                                              |
| 10030706                                                                                    | 51310     | \$20,000   | Overtime                                              |
| 10030707                                                                                    | 56415     | \$3,500    | Diesel                                                |
| 10030707                                                                                    | 56114     | \$10,000   | Program supplies                                      |
| 10030708                                                                                    | 53320     | \$25,000   | Equipment Repair & Maint.                             |
| 10030708                                                                                    | 56410     | \$1,200    | Increased Gasoline costs                              |
| 10030704                                                                                    | 51310     | \$9,000    | Overtime                                              |
| 10030704                                                                                    | 53322     | \$29,500   | Facilities repair & maintenance supply costs          |
| 10030704                                                                                    | 53630     | \$9,000    | Training                                              |
| 10030704                                                                                    | 56410     | \$3,000    | Increased Gasoline costs                              |
| 10030704                                                                                    | 53310     | \$15,000   | Sewer Connection Fee Increase                         |
| 10030705                                                                                    | 53310     | \$10,300   | Water Cost increases & Sewer Connection Fee Increases |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |       |                  |                                           |
|---------------------------|-------|------------------|-------------------------------------------|
| 10030803                  | 56114 | \$22,500         | Program Supplies                          |
| 10030803                  | 56120 | \$45,000         | Street Materials                          |
| 10030803                  | 56410 | \$5,500          | Gasoline                                  |
| 10030803                  | 56415 | \$1,000          | Diesel                                    |
| 10030803                  | 56430 | \$1,000          | Propane                                   |
| 10030801                  | 51210 | \$36,000         | Part-time Labor                           |
| 10030801                  | 51310 | \$3,500          | Overtime                                  |
| 10030801                  | 56410 | \$700            | Gasoline                                  |
| 10030801                  | 56415 | \$800            | Diesel                                    |
| 10030807                  | 53332 | \$7,500          | Equipment Rental (Steel plates & fencing) |
| 10030807                  | 56410 | \$2,400          | Increased Gasoline costs                  |
| 10030807                  | 56415 | \$8,600          | Increased Diesel costs                    |
| 10030600                  | 51310 | \$30,000         | Restore overtime budget                   |
| <b>Total Expenditures</b> |       | <b>\$300,000</b> |                                           |

Please provide any additional financial information that will be useful in reviewing this Budget Package:





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                           |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY25 Senior Traffic Engineer & Traffic Studies                                                                                                                                                                                             | Priority: High                                                                                                                                                                                        |
| Department/Division: PW Traffic Engineering (3045)                                                                                                                                                                                                        | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Heather Maloney/Jessica Lowe                                                                                                                                                                                                          | GL Org: 10030452                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                   |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> General Plan Implementation <input type="checkbox"/> Housing & Homelessness <input checked="" type="checkbox"/> Public Infrastructure                                                                                 |                                                                                                                                                                                                       |
| <input type="checkbox"/> Climate Action & Sustainability <input checked="" type="checkbox"/> Traffic Safety                                                                                                                                               |                                                                                                                                                                                                       |

Description of Budget Request: This proposed action will 1. Establish a Senior Traffic Engineer as a new position at the Division Manager level and 2. reassign 4 FTE's from Development Engineering to the new Transportation Engineering Division; and 3. Provide \$100,000 annually for traffic calming studies. This position (and assigned staff) would provide a focussed resource to support improved traffic safety, address community concerns for traffic safety, and advance the new "Vision Zero" traffic safety and design standards.

The Senior Traffic Engineer will serve under direction of the Deputy Public Works Director, at the Division manager level and function as the City's technical expert in the traffic engineering field with responsibility for administrative and technical work and perform the general duties of Traffic Engineer as stated in NMC 10.12.020. (Since this position existed before department reorganization, its duties are referenced multiple times in the Napa Municipal Code.)

The Senior Traffic Engineer will be assigned to the PW Traffic Engineering Division (Division 3045) and will oversee the following existing 4 FTE's: Transportation Planner II, Supervising Engineering Assistant, Engineering Assistant, Sr/Engineering Aide. These positions will be reassigned from the PW Development Engineering Division (3040) to PW Transportation Engineering (3045).

The Senior Traffic Engineer will play a key role coordinating traffic safety programs and projects throughout the City, and increase coordination and collaboration efforts between engineering, operations and maintenance, and Public Safety. This classification would be incorporated at the division manager level and oversee Traffic staff currently under Development Engineering, which would move to work under direct supervision and management of the Senior Traffic Engineer.

Neighboring cities like Fairfield, Vacaville, and Vallejo have a designated Traffic Engineer with



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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comparable job duties/specifications. In addition, similarly populated cities in the greater Bay Area region like San Rafael and Pleasanton also employ this classification with similar duties.

Why is this needed, and how does it align with Council and/or Department priorities?

This position would support City Council's priority to improve Traffic Safety, address community concern for traffic safety, and advance the new "Vision Zero" traffic safety and design standards.

Currently, traffic staff do not have the work bandwidth and the specialization of an experienced and licensed Traffic Engineer to appropriately support the concerns listed above. For approximately the last 10 years, the work has been completed as part of the Development Engineering Division. Previously the Public Works Department had a separate Traffic Engineering Division and Senior Traffic Engineer as the division manager. This position would serve as the technical expert in traffic engineering for the City and function with admin and technical responsibilities.

The California Office of Traffic Safety reports in 2020 (most recent data available) that the City of Napa ranks fifth worst out of 106 similarly sized cities in California for rate of crashes based on their composite score. Napa ranks ninth worst out of the group of 106 for the rate of traffic fatalities and injuries. The addition on this traffic engineering professional will be assigned to develop and implement plans to improve traffic safety.

The Traffic Engineer would also be assigned to work with the PIO to improve communication regarding traffic safety education and traffic safety initiatives.

What are the consequences of not funding this request?

Not designating a Senior Traffic Engineer and moving existing traffic staff into this new division will result in continued challenges with resources and specific traffic engineering expertise to be able to address traffic safety concerns.

What alternatives were considered when creating this request?

1) Not altering the staffing plan and organization of the divisions was considered, however, additional expertise and resources are believed to be needed to result in the desired safety improvements.

2) Consultant services was also considered. While the department is effectively utilizing traffic engineering consultant services to develop our Local Roadway Safety Plan and will be utilized to update our Traffic Calming Guidelines, along with other project-based assignments; the City would benefit from an experienced Traffic Engineer that can develop and lead a coordinate program.

How will you measure success?

We will be able to measure safety improvements through experiencing reductions in our traffic collision rates, through improvements in the California Office of Traffic Safety statistics, and through the improved perceptions of traffic safety from our community.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |           |                                    |
|---------------------------------------------------------------------------------------------|-----------|-----------|------------------------------------|
| GL Org                                                                                      | GL Object | Amount    | Comments                           |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
| Total Revenue                                                                               |           | \$0       |                                    |
| Estimated Costs for this Budget Package:                                                    |           |           |                                    |
| GL Org                                                                                      | GL Object | Amount    | Comments                           |
| 10030452                                                                                    | payroll   | \$231,900 | FY 25 Costs - see attached details |
| 10030452                                                                                    | 53210     | \$100,000 | FY25 Traffic Calming Studies       |
| 10030452                                                                                    | operating | \$10,150  |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
|                                                                                             |           |           |                                    |
| Total Expenditures                                                                          |           | \$342,050 |                                    |

Please provide any additional financial information that will be useful in reviewing this Budget Package:  
This position is anticipated to charge out to CIP projects and hours spent on private development review will be reimbursable through permit fees.

Budget related to the the 4FTE moving to the Traffic Engineering Division (3045) has already been captured in the department's budget. However, the Department's Staffing Plan will need to be updated to reflect the requested change.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☒ General Fund (Ongoing)    ☐ Non-Recurring General Fund (One-Time)    ☐ Other Fund

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: FY25 Traffic Signal System Service Subscriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Priority: High                                                                                                                                                                                        |
| Department/Division: Public Works – Transportation Engineering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Heather Maloney / Ed Moore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GL Org: 10030452 PW – Transportation Engineering                                                                                                                                                      |
| <input type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input checked="" type="checkbox"/> Other Request                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> General Plan Implementation           <input type="checkbox"/> Housing &amp; Homelessness         </div> <div> <input checked="" type="checkbox"/> Infrastructure         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Climate Action &amp; Sustainability         </div> <div> <input checked="" type="checkbox"/> Traffic Safety         </div> </div> |                                                                                                                                                                                                       |

### Description of Budget Request:

Public Works has been and will be upgrading the City's traffic signal infrastructure over the next several years. Upgrades include an advanced vehicle detection system (Miovision) which requires an annual subscription in order to fully utilize its capabilities including; cellular intersection communication and monitoring, signal analysis and timing, corridor synchronization, and traffic count data collection. The Miovision system provides important data to both Public Works and Police Departments used for traffic safety analysis, traffic operational studies, vehicle-pedestrian-bicycle volume counts, reviewing traffic incidents, accident reconstructions, etc.

The initial 2-years of subscription costs were included with the equipment purchase price; however, they now require renewal. Additionally, as Public Works upgrades each intersection in the future, there will be a new, ongoing, subscription costs two years following each installation.

This request includes the additional ongoing subscriptions budget needed: FY24 Costs \$9,580; FY25 Costs \$33,530

Why is this needed, and how does it align with Council and/or Department priorities?

Upgrading the dated traffic signal infrastructure is consistent with City Council Priorities and the 2018 Grand Jury Investigation on Citywide Traffic Signals for Traffic Safety and Infrastructure. The Miovision counting features reduce our consultant service needs that collect data used by Public Works and Police in support and prioritization of future traffic safety and infrastructure improvements. The Miovision performance measures included provides previously uncollected data such as corridor travel time, red light running and illegal U-turns.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What are the consequences of not funding this request?

If this request is not funded, the subscriptions will expire. While the signals will continue to operate basic functions; communication will be lost for timing failure and incident management, data collection will be lost for safety analysis and studies, and remote monitoring will be lost for incident and accident evaluation. Public Works nor Police would have comparable resources to provide the missing services.

What alternatives were considered when creating this request?

Between 2016 and 2018, Public Works tested three different signal controller, signal detection and software packages. For signal detection, staff determined that Miovision provided the best features needed to improve traffic signal operations at a reasonable annual cost. Additionally, the built-in cellular capability of Miovision added redundancy in communication and possibly eliminating the need to install costly underground facilities to communicate with our CSB Traffic Operations Center and Corp Yard Maintenance.

How will you measure success?

City corridor timing and analysis was previously performed every 3-6yrs through a regional MTC funded grant. This process, after receiving the grant, took a consultant 6-7months to collect, study, review, approve, implement and report back improved signal timings along a corridor. After implementing new signal hardware along corridors, the software packages and subscriptions will allow Traffic Engineering staff to perform corridor analysis and retiming projects annually without grants and consultants. The measure of success will be shifting from a 3-6yr corridor timing project reliant on grant funding to an annual timing project performed using existing hardware and subscription services.

Another measurement of success will be utilizing the Miovision traffic data collection services to obtain volume and intersection turning movement counts without having to hire a special traffic engineering consultant to perform the same manually. Professional Services for data collection can later be reduced after new hardware and subscription services are funded.

### Financial Information:

*This data will be entered into your Munis Budget Package*

#### Estimated Additional Revenue that will be generated by the approval of this Budget Package:

| GL Org        | GL Object | Amount | Comments |
|---------------|-----------|--------|----------|
|               |           | \$0    |          |
|               |           | \$0    |          |
|               |           | \$0    |          |
| Total Revenue |           | \$0    |          |

#### Estimated Costs for this Budget Package:

| GL Org   | GL Object | Amount   | Comments                              |
|----------|-----------|----------|---------------------------------------|
| 10030452 | 53250     | \$33,530 | FY25 Miovision Software Subscriptions |
|          |           | \$0      |                                       |
|          |           | \$0      |                                       |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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|                           |  |          |  |
|---------------------------|--|----------|--|
|                           |  | \$0      |  |
|                           |  | \$0      |  |
| <b>Total Expenditures</b> |  | \$33,530 |  |

Please provide any additional financial information that will be useful in reviewing this Budget Package:

Projected additional budget needed over the next six years is FY24 Costs \$9,580; FY25 Costs \$33,530; FY26 Costs \$35,918; FY27 Costs \$63,468; FY28 Costs \$87,418; FY29 Costs \$105,380.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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☐ General Fund (Ongoing) ☐ Non-Recurring General Fund (One-Time) ☒ Other Fund

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: UT Management Analyst II for Operations                                                                                                                                                                                                                                                          | Priority: 1                                                                                                                                                                                           |
| Department/Division: Utilities – Water Treatment                                                                                                                                                                                                                                                                | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Joy Eldredge                                                                                                                                                                                                                                                                                | GL Org: 53060116                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                  | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Workforce Stability & Hiring <input type="checkbox"/> Adoption & Implementation of the General Plan and Housing Element <input type="checkbox"/> Economic Development & Recovery<br><input type="checkbox"/> Housing / Homelessness <input type="checkbox"/> Climate Change |                                                                                                                                                                                                       |

Description of Budget Request: Addition of one Management Analyst II to support the water operations.

Why is this needed, and how does it align with Council and/or Department priorities?

The water treatment operation performs critical functions to ensure compliance for the water system and numerous facilities including three treatment plants, 13 storage tanks, 2 pressure tanks, and 9 pump stations serving a 44 square mile area. The treatment operation oversees water quality over a 350-mile pipe network. There is a need for direct support for contracting, purchasing, statistical analysis, compliance reporting, and management of leases and rights of entry. Purchasing, contracting, invoicing, reporting, and other analyst level support is currently being provided by a single Management Analyst II at the administration building. The magnitude of work requiring from the analyst level exceeds the capacity of this single positions. As such, the Water Quality Manager and Water Distribution Manager are often having to cover analyst level work items to keep the operation moving. An added Management Analyst will provide the direct support to management that is needed and free up time for managers to focus on their core duties at their level.

What are the consequences of not funding this request?

Delays in contracting that is critical to operations and potential loss of revenue while lease contracts are delayed. The work has become a burden for higher level staff, squeezing in these actions amongst other critical compliance-related duties.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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What alternatives were considered when creating this request?

Assess what internal staff can absorb these duties and consider reprioritization of duties. Determine what other duties can be streamlined, pushed down to lower-level staff, or not performed at all. The conclusion is that this MA II level is the appropriate level to support the treatment and distribution operations.

How will you measure success?

Work being performed efficiently, avoiding critical delays for contract execution, and at the appropriate staff level. Higher level staff will direct, provide input, and assign these duties rather than performing said duties.

### Financial Information:

*This data will be entered into your Munis Budget Package*

#### Estimated Additional Revenue that will be generated by the approval of this Budget Package:

| GL Org               | GL Object | Amount | Comments |
|----------------------|-----------|--------|----------|
|                      |           | \$0    |          |
|                      |           | \$0    |          |
|                      |           | \$0    |          |
| <b>Total Revenue</b> |           | \$0    |          |

#### Estimated Costs for this Budget Package:

| GL Org                    | GL Object | Amount  | Comments |
|---------------------------|-----------|---------|----------|
| 53060116                  | 51110     | 127,610 |          |
| 53060116                  | 51152     | 1,420   |          |
| 53060116                  | 52430     | 1,910   |          |
| 53060116                  | 52410     | 1,200   |          |
| 53060116                  | 52140     | 80      |          |
| 53060116                  | 52210     | 14,290  |          |
| 53060116                  | 52210     | (5,740) |          |
| 53060116                  | 52510     | 420     |          |
| 53060116                  | 52150     | 1,850   |          |
| 53060116                  | 52110     | 18,490  |          |
| 53060116                  | 52120     | 1,200   |          |
| 53060116                  | 52130     | 220     |          |
| 53060116                  | 52520     | 2,550   |          |
| 53060116                  | 52512     | 90      |          |
| <b>Total Expenditures</b> |           | 165,590 |          |





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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## City of Napa Budget Process FY 2022/23 New Position/Position Reallocation Request Form Position Total Cost Calculation

| ANNUAL POSITION COST (A)                                         | ONGOING COSTS | ONE-TIME COSTS |
|------------------------------------------------------------------|---------------|----------------|
| Total Cost of Salary and Benefits<br>(To Be Provided By Finance) | 165,590       |                |

| ANNUAL STAFF DEVELOPMENT COST (B)          | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------|---------------|----------------|
| Seminars/Conferences (CE) (55902)          |               |                |
| Professional Licensing                     |               |                |
| Professional Dues (55901)                  |               |                |
| Tuition Reimbursement (52401)              |               |                |
| Other (Please Explain)                     |               |                |
| <b>TOTAL ANNUAL STAFF DEVELOPMENT COST</b> |               |                |
| Justification/Notes                        |               |                |

| ANNUAL EQUIPMENT COST (C)                                    | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------------------------|---------------|----------------|
| Computers (56140)                                            |               |                |
| Office Furniture (56104)                                     |               |                |
| Vehicles (must also submit New Vehicle Request Form) (57402) |               |                |
| Communication Devices                                        |               |                |
| Other (Please Explain)                                       |               |                |
| <b>TOTAL ANNUAL EQUIPMENT COST</b>                           |               |                |



# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                     |
|---------------------|
| Justification/Notes |
|---------------------|

|                             |                        |
|-----------------------------|------------------------|
|                             | TOTAL FY 2023/24 COSTS |
| TOTAL ANNUAL COST (D=A+B+C) | 165,590                |

|                              |       |
|------------------------------|-------|
| Finance Department Approval: | Date: |
|------------------------------|-------|



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)   ☐ Non-Recurring General Fund (One-Time)   ☒ Other Fund

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: UT Office Assistant I for Distribution                                                                                                                                                                                                                                                           | Priority: 1                                                                                                                                                                                           |
| Department/Division: Utilities – Water Treatment                                                                                                                                                                                                                                                                | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Joy Eldredge                                                                                                                                                                                                                                                                                | GL Org: 53060114                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                  | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Workforce Stability & Hiring <input type="checkbox"/> Adoption & Implementation of the General Plan and Housing Element <input type="checkbox"/> Economic Development & Recovery<br><input type="checkbox"/> Housing / Homelessness <input type="checkbox"/> Climate Change |                                                                                                                                                                                                       |

Description of Budget Request: Addition of one Office Assistant I/II to support the water distribution operation at the Corporation Yard.

Why is this needed, and how does it align with Council and/or Department priorities?

The water distribution operation, located at the corporation yard, performs critical functions to maintain transmission and distribution pipeline system of 350 miles of pipe through over 25,500 meters serving customers and the treatment operation, located at the Barwick Jamieson Water Treatment Plant, operates, and maintains 3 water treatment plants, 13 storage tanks, 2 pressure tanks and 9 pump stations in a 44 square mile area. Historically, water distribution has had a small allocation of Public Work's Office Assistant at the corporation yard, however over the years their availability has been reduced given their workload and responsibilities to Public Works. There is an identified need to provide administrative support onsite for the Distribution Manager and 18 supporting staff as well as the Water Quality Manager and 28 field staff in the treatment operation. Currently, this support is from a single Office Assistant and a single Secretary in the RLS administration building who are unable to support the entire Department due to workload. The lack of onsite support requires the Distribution Manager and Water Quality Manager to coordinate tasks with offsite resources and often perform tasks at the Office Assistant level including record keeping, reporting, timekeeping and payroll activities, preparing correspondence, receiving and documenting deliveries, coordinating purchasing with Buyer, and other duties. These duties are more appropriately performed by an onsite Office Assistant. The Office Assistant will also provide a backup for the Office Assistant at the administration building to handle the public counter and phone calls.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

|                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What are the consequences of not funding this request?</p> <p>Duties are being performed by the Distribution Manager and Water Quality Manager with phone calls from the field and interruption of higher-level duties when they should be performed at lower levels staff that are available on site.</p>                                                                                                            |
| <p>What alternatives were considered when creating this request?</p> <p>Assess what other internal staff can absorb these duties. Determine what other processes can be set up to reduce the phone calls and schedule time frames for deliveries, etc. The scheduling has helped but is not a solution to the need for onsite support at the corporation yard for this magnitude of an operation to run efficiently.</p> |
| <p>How will you measure success?</p> <p>Reduction in the frequency of calls and interruptions to Distribution Manager duties, allowing focus on higher level productivity and field operations.</p>                                                                                                                                                                                                                      |

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |         |          |
|---------------------------------------------------------------------------------------------|-----------|---------|----------|
| GL Org                                                                                      | GL Object | Amount  | Comments |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
| <b>Total Revenue</b>                                                                        |           | \$0     |          |
| Estimated Costs for this Budget Package:                                                    |           |         |          |
| GL Org                                                                                      | GL Object | Amount  | Comments |
| 53060114                                                                                    | 51110     | 71,620  |          |
| 53060114                                                                                    | 51110     | 250     |          |
| 53060114                                                                                    | 52430     | 1,070   |          |
| 53060114                                                                                    | 52410     | 600     |          |
| 53060114                                                                                    | 52140     | 80      |          |
| 53060114                                                                                    | 52210     | 8,020   |          |
| 53060114                                                                                    | 52210     | (3,220) |          |
| 53060114                                                                                    | 52510     | 240     |          |
| 53060114                                                                                    | 52150     | 1,040   |          |
| 53060114                                                                                    | 52110     | 18,490  |          |
| 53060114                                                                                    | 52120     | 1,200   |          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                           |       |         |  |
|---------------------------|-------|---------|--|
| 53060114                  | 52130 | 110     |  |
| 53060114                  | 52520 | 1,430   |  |
| 53060114                  | 52512 | 50      |  |
| <b>Total Expenditures</b> |       | 100,980 |  |

Please provide any additional financial information that will be useful in reviewing this Budget Package:

Current budget allocation from 53060114 of 10% of PW Ops OA will be eliminated if this position is approved.

Current budget allocation of \$40k for PT staff in 53060114 will be reduced to fund this position if approved.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases



## City of Napa Budget Process FY 2022/23 New Position/Position Reallocation Request Form Position Total Cost Calculation

| ANNUAL POSITION COST (A)                                         | ONGOING COSTS | ONE-TIME COSTS |
|------------------------------------------------------------------|---------------|----------------|
| Total Cost of Salary and Benefits<br>(To Be Provided By Finance) | 100,980       |                |

| ANNUAL STAFF DEVELOPMENT COST (B)          | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------|---------------|----------------|
| Seminars/Conferences (CE) (55902)          |               |                |
| Professional Licensing                     |               |                |
| Professional Dues (55901)                  |               |                |
| Tuition Reimbursement (52401)              |               |                |
| Other (Please Explain)                     |               |                |
| <b>TOTAL ANNUAL STAFF DEVELOPMENT COST</b> |               |                |
| Justification/Notes                        |               |                |

| ANNUAL EQUIPMENT COST (C)                                    | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------------------------|---------------|----------------|
| Computers (56107)                                            |               | 0              |
| Office Furniture (56104)                                     |               | 0              |
| Vehicles (must also submit New Vehicle Request Form) (57402) |               |                |
| Communication Devices                                        |               |                |
| Other (Please Explain)                                       |               |                |
| <b>TOTAL ANNUAL EQUIPMENT COST</b>                           |               | 0              |



# City of Napa Budget Process FY 2023/24 & 2024/25

## Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

|                     |
|---------------------|
| Justification/Notes |
|---------------------|

|                             |                        |
|-----------------------------|------------------------|
|                             | TOTAL FY 2024/25 COSTS |
| TOTAL ANNUAL COST (D=A+B+C) | 100,980                |

|                              |       |
|------------------------------|-------|
| Finance Department Approval: | Date: |
|------------------------------|-------|





## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

☐ General Fund (Ongoing)   ☐ Non-Recurring General Fund (One-Time)   ☒ Other Fund

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Package Title: UT Water Plant Maintenance Mechanic I for Treatment                                                                                                                                                                                                                                              | Priority: 1                                                                                                                                                                                           |
| Department/Division: Utilities – Water Treatment                                                                                                                                                                                                                                                                | Budget Year: FY 2024/25                                                                                                                                                                               |
| Department Contact: Joy Eldredge                                                                                                                                                                                                                                                                                | GL Org: 53060116                                                                                                                                                                                      |
| <input checked="" type="checkbox"/> New FTE<br><input type="checkbox"/> Change to Current FTE<br><input type="checkbox"/> New Vehicle (Addition to Fleet)<br><input type="checkbox"/> New IT Project<br><input type="checkbox"/> Other Request                                                                  | <input type="checkbox"/> Ongoing Budget Request<br><input type="checkbox"/> One-Time Budget Request<br><input checked="" type="checkbox"/> Combo Request (Both One-Time and Ongoing Budget Requested) |
| Select the Council Priority (or Priorities) that this request supports:                                                                                                                                                                                                                                         |                                                                                                                                                                                                       |
| <input checked="" type="checkbox"/> Workforce Stability & Hiring <input type="checkbox"/> Adoption & Implementation of the General Plan and Housing Element <input type="checkbox"/> Economic Development & Recovery<br><input type="checkbox"/> Housing / Homelessness <input type="checkbox"/> Climate Change |                                                                                                                                                                                                       |

Description of Budget Request: Addition of one Water Plant Maintenance Mechanic I/II to support the water treatment operation.

Why is this needed, and how does it align with Council and/or Department priorities?

The water treatment operation performs critical functions to ensure compliance for the water system and numerous facilities including three treatment plants, 13 storage tanks, 2 pressure tanks, 9 pump stations, and 14 pressure regulating stations serving a 44 square mile area. Historically we have had 3 FTEs in the plant maintenance mechanic series to support the above facilities. There is an identified need to increase the preventive maintenance capabilities for all facilities as well as keep up with emergency repairs of our aging infrastructure that are necessary to ensure 24/7 reliability and resilience for water service. The number of facilities requiring maintenance, the age of many system components, increased regulations, and the criticality of ensuring reliability of water service has exceeded the capacity of the 3 FTEs. An additional Water Plant Maintenance Mechanic is necessary to safely ensure continued operation and optimized lifespan of the pumps and critical equipment and facilities.

What are the consequences of not funding this request?

Schedule preventive maintenance is critical to ensuring full useful life of mechanical equipment and associated facilities. Being understaffed in this series results in more emergency after-hour callouts and increased costs to maintain reliable 24/7 water service.



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS: Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What alternatives were considered when creating this request?</p> <p>Assess what other internal staff can absorb these duties. Determine what other duties can be streamlined, rescheduled, and/or reduced in frequency. The conclusion is that this plant maintenance mechanic position is necessary to provide the appropriate level of support for treatment facilities.</p> <p>How will you measure success?</p> <p>Routine preventive maintenance work being performed consistently and over time, a reduction in the frequency of emergency callouts, less risk of customer service interruptions.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Financial Information:

*This data will be entered into your Munis Budget Package*

| Estimated Additional Revenue that will be generated by the approval of this Budget Package: |           |         |          |
|---------------------------------------------------------------------------------------------|-----------|---------|----------|
| GL Org                                                                                      | GL Object | Amount  | Comments |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
|                                                                                             |           | \$0     |          |
| <b>Total Revenue</b>                                                                        |           | \$0     |          |
| Estimated Costs for this Budget Package:                                                    |           |         |          |
| GL Org                                                                                      | GL Object | Amount  | Comments |
| 53060116                                                                                    | 51110     | 109,970 |          |
| 53060116                                                                                    | 51152     | 250     |          |
| 53060116                                                                                    | 51152     | 200     |          |
| 53060116                                                                                    | 51140     | -       |          |
| 53060116                                                                                    | 51110     | 250     |          |
| 53060116                                                                                    | 52430     | 1,650   |          |
| 53060116                                                                                    | 52410     | 600     |          |
| 53060116                                                                                    | 52140     | 80      |          |
| 53060116                                                                                    | 52210     | 12,320  |          |
| 53060116                                                                                    | 52210     | (4,950) |          |
| 53060116                                                                                    | 52510     | 13,750  |          |
| 53060116                                                                                    | 52150     | 1,590   |          |
| 53060116                                                                                    | 52110     | 18,490  |          |
| 53060116                                                                                    | 52120     | 1,200   |          |
| 53060116                                                                                    | 52130     | 110     |          |
| 53060116                                                                                    | 52520     | 2,200   |          |
| 53060116                                                                                    | 52512     | 70      |          |
| <b>Total Expenditures</b>                                                                   |           | 157,780 |          |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases



Please provide any additional financial information that will be useful in reviewing this Budget Package:



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

### City of Napa Budget Process FY 2022/23 New Position/Position Reallocation Request Form Position Total Cost Calculation

| ANNUAL POSITION COST (A)                                         | ONGOING COSTS | ONE-TIME COSTS |
|------------------------------------------------------------------|---------------|----------------|
| Total Cost of Salary and Benefits<br>(To Be Provided By Finance) | 157,780       |                |

| ANNUAL STAFF DEVELOPMENT COST (B)          | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------|---------------|----------------|
| Seminars/Conferences (CE) (55902)          | 1,000         |                |
| Professional Licensing                     |               |                |
| Professional Dues (55901)                  |               |                |
| Tuition Reimbursement (52401)              |               |                |
| Other (Please Explain)                     |               |                |
| <b>TOTAL ANNUAL STAFF DEVELOPMENT COST</b> | <b>1,000</b>  |                |
| Justification/Notes                        |               |                |

| ANNUAL EQUIPMENT COST (C)                                    | ONGOING COSTS | ONE-TIME COSTS |
|--------------------------------------------------------------|---------------|----------------|
| Computers (56107)                                            |               |                |
| Office Furniture (56104)                                     |               |                |
| Vehicles (must also submit New Vehicle Request Form) (57402) |               |                |
| Communication Devices                                        |               |                |
| Other (Please Explain)                                       |               |                |
| <b>TOTAL ANNUAL EQUIPMENT COST</b>                           |               |                |



## City of Napa Budget Process FY 2023/24 & 2024/25 Budget Package Information

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**INSTRUCTIONS:** Complete and attach as backup to your Budget Package in Munis. Budget Packages are for New Positions, Changes to Positions, Additions to Fleet, New IT Projects, or other requested budget increases

Justification/Notes

|                                    |                               |
|------------------------------------|-------------------------------|
|                                    | <b>TOTAL FY 2024/25 COSTS</b> |
| <b>TOTAL ANNUAL COST (D=A+B+C)</b> | <b>158,780</b>                |

Finance Department Approval:

Date:



## Appendix G

# Performance Measures

*Fiscal Years  
2023/24 & 2024/25*

## Performance Measures

| Dept/Division | Metric                                | Indicator                                                                                                       | Target                                            | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual       | FY 2021/22<br>Actual |
|---------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------|----------------------|----------------------------|----------------------|
| City Manager  | Fiscal Health                         | % fiscal policies in compliance                                                                                 | 100%                                              | 97%                  | 97%                  | 97%                        |                      |
|               |                                       | Website hits                                                                                                    | Trend                                             | 310,503              | 388,687              | 676,700                    | 913,819              |
|               | Website and<br>Social Media           | Facebook Page Likes                                                                                             | Trend                                             | 489                  | 615                  | 370/1,211 New<br>Followers | N/A                  |
|               |                                       | Average Reach-Facebook                                                                                          | Trend                                             | 2,059                | 1,350                | Not Available              | N/A                  |
|               |                                       | Instagram                                                                                                       | Total                                             | Not Available        | Not Available        | 2,139                      | 2,473                |
|               |                                       | Twitter Impressions                                                                                             | Trend                                             | 355,200              | 642,500              | 784,100                    | 386,600              |
|               |                                       | New Twitter Followers                                                                                           | Trend                                             | 325                  | 523                  | 555                        | -8                   |
|               |                                       | Total Facebook Followers                                                                                        | Trend                                             |                      |                      |                            | 12,963               |
|               |                                       | Total Facebook Reach                                                                                            | Trend                                             |                      |                      |                            | 236,261              |
|               |                                       |                                                                                                                 |                                                   |                      |                      |                            |                      |
|               | IT<br>Responsiveness<br>/ Performance | % helpdesk tickets closed within 24<br>hours                                                                    | 70%                                               | 66%                  | 69%                  | 63%                        | 62%                  |
|               | Affordable<br>Housing                 | # of affordable housing unit building<br>permits issued                                                         | Trend                                             | 0                    | 191                  | 26                         | 71                   |
|               | Housing Rehab<br>Program              | # households assisted annually                                                                                  | 40 households<br>per year                         | 16                   | 65                   | 31                         | 14                   |
|               | Family Self<br>Sufficiency            | # FSS graduates                                                                                                 | 4 per year                                        | 6                    | 7                    | 4                          | 6                    |
|               |                                       |                                                                                                                 |                                                   |                      |                      |                            |                      |
| Dept/Division | Metric                                | Indicator                                                                                                       | Target                                            | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual       | FY 2021/22<br>Actual |
| City Clerk    | Public Records<br>Requests            | % of PRAs acknowledged and statused<br>within target                                                            | 100% within 10<br>business days                   | 100%                 | 100%                 | 100%                       | 100%                 |
|               |                                       | % of City Council meeting minutes<br>posted and available for review at the<br>next regularly scheduled meeting | 100% by next<br>regularly<br>scheduled<br>meeting | 48%                  | 13%                  | 34%                        | 82%                  |
|               | Meeting Minutes                       |                                                                                                                 |                                                   |                      |                      |                            |                      |

## Performance Measures

| Dept/Division   | Metric                       | Indicator                                                | Target                               | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
|-----------------|------------------------------|----------------------------------------------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Human Resources | Worker's Compensation Claims | # claims filed                                           | Trend                                | 86                   | 134                  | 73                   | 120                  |
|                 |                              | # lost days due to on the job injuries                   | Trend                                | 1,832                | 1,357                | 1,088                | 1,754                |
|                 | Safety Inspections           | # inspections per year                                   | 24 Project Site inspections per year | 27                   | 7                    | 10                   | 7                    |
|                 |                              | # Hazard Level 1 issues                                  | Trend                                | 27                   | 1                    | 3                    | 0                    |
|                 |                              | # Hazard Level 2-3 issues                                | Trend                                | 88                   | Not Available        | 116                  | 129                  |
|                 |                              | Average # days to correct Level 2-3 safety issues        | 30 days                              | 15                   | Not Available        | Not Available        | Not Available        |
|                 | New/Changed Class Specs      | # new/changed class specs                                | Trend                                | 13                   | 14                   | 40                   | 37                   |
|                 | New Hires                    | # new hires (regular)                                    | Trend                                | 43                   | 62                   | 34                   | 45                   |
|                 |                              | # new hires (part time)                                  | Trend                                | 54                   | 33                   | 23                   | 64                   |
|                 |                              | % new hires completing probation                         | Trend                                | 91%                  | 92%                  | 100%                 | 98%                  |
|                 | Recruitments                 | % completed within agreed upon timeframe                 | 80%                                  | 90%                  | 92%                  | 91%                  | 80%                  |
| Dept/Division   | Metric                       | Indicator                                                | Target                               | CY 2019<br>Actual    | CY 2020<br>Actual    | CY 2021<br>Actual    | CY 2022<br>Actual    |
| Human Resources | Employee ICS/ NIMS Training  | % compliance                                             | 100%                                 | 96%                  | 96%                  | 53%                  | 79%                  |
| Dept/Division   | Metric                       | Indicator                                                | Target                               | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
| Finance         | Monthly Close Timeliness     | % of months closed within 20 days of month end           | 80%                                  | 83%                  | 75%                  | 92%                  | 50%                  |
|                 | Accounts Payable Timeliness  | # invoices processed                                     | Trend                                | 19,741               | 17,021               | Not Available        | 29,874               |
|                 |                              | % of invoices paid within 30 days of invoice date        | 90%                                  | Not Available        | Not Available        | Not Available        | 78.41%               |
|                 | General Fund Budget          | % variance original budget to actual revenues            | <3%                                  | 1.6%                 | (1.95)%              | (11.6114137)%        |                      |
|                 | Accuracy/ Performance        | % variance original budget to actual expenditures        | <3%                                  | 1.5%                 | (1.31)%              | (13.215205)%         |                      |
|                 | Business License Processing  | # of new license applications processed                  | Trend                                | 1,048                | 839                  | 1,513                | 1,931                |
|                 |                              | % Business license applications processed within 30 days | 85%                                  | 67%                  | 67%                  | 100%                 | 97.08%               |



## Performance Measures

| Dept/Division                                  | Metric                         | Indicator                                                                                                                       | Target                                                                                         | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual |              |
|------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| Parks & Recreation / Parks                     | Park Maintenance               | Cost per acre % actual to target (Industry standard operating expenditure per acre by National Recreation and Park Association) | FY 2016/17 \$6,561 FY 2017/18 \$6,589 FY 2018/19 \$6,750 FY 2019/20 \$7,160 FY 2020/21 \$7,556 | \$4,712 (70%)     | \$4,425 (62%)     | \$4,608 (61%)     | \$4,643 (62%)     |              |
|                                                |                                | Tree Planting (planned vs actual)                                                                                               | % actual to target                                                                             | 500 (100%)        | 172 (34%)         | 158 (32%)         | 236 (47%)         | 212 (42%)    |
|                                                |                                | Tree Pruning (planned vs actual)                                                                                                | % actual to target                                                                             | 2000 (100%)       | 1,576 (79%)       | 2,753 (138%)      | 1,374 (69%)       | 2,138 (107%) |
|                                                |                                | Tree Replacement                                                                                                                | % replacement trees planted within 30 days                                                     | 100%              | 80%               | 100%              | 90%               | 80%          |
| Dept/Division                                  | Metric                         | Indicator                                                                                                                       | Target                                                                                         | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual |              |
| Parks & Recreation / Recreation Services       | Recreation Program Performance | Class Participation %                                                                                                           | 75%                                                                                            | 68%               | 72%               | 75%               | 79%               |              |
|                                                |                                | % direct cost recovered                                                                                                         | 50%                                                                                            | 50%               | 40%               | 19%               | 31%               |              |
|                                                |                                | # of participant visits                                                                                                         | Trend                                                                                          | 142,682           | 118,627           | 24,412            | 54,216            |              |
|                                                | Special Event Attendance       | # of attendees (private special events)                                                                                         | Trend                                                                                          | 145,425           | 95,250            | N/A               | 147,500           |              |
| # of attendees (City-sponsored special events) |                                | Trend                                                                                                                           | 41,450                                                                                         | 42,650            | 5,500             | 37,500            |                   |              |
| Dept/Division                                  | Metric                         | Indicator                                                                                                                       | Target                                                                                         | CY 2019 Actual    | CY 2020 Actual    | CY 2021 Actual    | CY 2022 Actual    |              |
| CDD / Building Permit & Inspection             | Building Permit Processing     | % of permits processed within target goal (21 days for single plan check, 14 additional days for additional plan checks)        | 95% within timeframes                                                                          | 85%               | 90%               | 90%               | 95%               |              |
| Dept/Division                                  | Metric                         | Indicator                                                                                                                       | Target                                                                                         | CY 2019 Actual    | CY 2020 Actual    | CY 2021 Actual    | CY 2022 Actual    |              |
| CDD / Economic Development                     | Downtown Investment            | Annual Private Real Estate \$                                                                                                   | Trend                                                                                          | \$8,275,000       | \$7,933,500       | \$18,225,000      | N/A               |              |
|                                                |                                | Annual Private Construction \$                                                                                                  | Trend                                                                                          | \$5,279,137       | \$8,938,515       | \$7,245,323       | \$3,299,183       |              |
|                                                |                                | Vacancy Rate                                                                                                                    | Trend                                                                                          | 10%               | 10.22%            | 8%                | 8%                |              |

## Performance Measures

| Dept/Division                                       | Metric                                      | Indicator                                                       | Target                                                                                                                                            | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
|-----------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| CDD /<br>Parking                                    | Parking<br>Maintenance                      | Cleaning Frequency                                              | 7 days / week                                                                                                                                     | 5 days / week        | 5 days / week        | 5 days / week        | 5 days / week        |
|                                                     |                                             | Sweeping Frequency                                              | 5 days / week                                                                                                                                     | 1 day / week         | 1 day / week         | 1 day / week         | 1 day / week         |
| Dept/Division                                       | Metric                                      | Indicator                                                       | Target                                                                                                                                            | CY 2019<br>Actual    | CY 2020<br>Actual    | CY 2021<br>Actual    | CY 2022<br>Actual    |
| CDD /<br>Planning                                   | Entitlement<br>Applications by<br>Type      | # processed (Administrative Permit)                             | Trend                                                                                                                                             | 41                   | 122                  | 124                  | 77                   |
|                                                     |                                             | # processed (Discretionary Reviews)                             | Trend                                                                                                                                             | 158                  | 78                   | 189                  | 147                  |
|                                                     |                                             | Determination of<br>Application<br>Completeness                 | % of applications reviewed for<br>completeness within 30 days                                                                                     | 99%                  | 100%                 | 100%                 | 100%                 |
|                                                     |                                             | Final Application<br>Approval                                   | % of final determinations made for<br>applications requiring environmental<br>determination pursuant to CEQA that are<br>reviewed within 180 days | 95%                  | 100%                 | 100%                 | 100%                 |
|                                                     | Approved<br>Residential<br>Development      |                                                                 | % of final determinations made for<br>applications requiring an environmental<br>impact report (EIR) that are reviewed<br>within one year         | 95%                  | 100%                 | —%                   | —%                   |
|                                                     |                                             | # of single-family units                                        | Trend                                                                                                                                             | 34                   | 89                   | 20                   | 104                  |
|                                                     |                                             | # of multi-family units                                         | Trend                                                                                                                                             | 70                   | 218                  | 34                   | 10                   |
|                                                     |                                             | # of second units                                               | Trend                                                                                                                                             | 34                   | 45                   | 19                   | 10*                  |
|                                                     |                                             | # of group bed units                                            | Trend                                                                                                                                             | 0                    | 0                    | 0                    | 10                   |
|                                                     | Approved Non-<br>Residential<br>Development | # commercial square feet                                        | Trend                                                                                                                                             | 68,070               | 229,371              | 69,770               | 0                    |
|                                                     |                                             | # office square feet                                            | Trend                                                                                                                                             | 0                    | 0                    | 0                    | 0                    |
|                                                     |                                             | # industrial square feet                                        | Trend                                                                                                                                             | 0                    | 0                    | Not Available        | 0                    |
|                                                     |                                             | # hotel rooms                                                   | Trend                                                                                                                                             | 12                   | 156                  | 0                    | 7                    |
|                                                     | Code<br>Enforcement                         | Average number of days to first contact<br>with reporting party | Trend                                                                                                                                             | 5                    | 7                    | 7                    | 3                    |
|                                                     |                                             | Average number of days to first contact<br>with violating party | Trend                                                                                                                                             | 6                    | 7                    | 7                    | 3                    |
|                                                     |                                             | % of cases resolved through voluntary<br>compliance             | 60%                                                                                                                                               | 98%                  | 95%                  | 95%                  | 98%                  |
| Dept/Division                                       | Metric                                      | Indicator                                                       | Target                                                                                                                                            | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
| Public Works /<br>Capital<br>Improvement<br>Program | Capital Project<br>Performance              | % projects completed on time                                    | 70%                                                                                                                                               | 30%                  | 85%                  | 75%                  | 80%                  |
|                                                     |                                             | % projects completed within budget                              | 70%                                                                                                                                               | 60%                  | 70%                  | 75%                  | 80%                  |
|                                                     |                                             | % of non-owner initiated change order<br>costs                  | <10%                                                                                                                                              | 4%                   | 4%                   | 5%                   | 5%                   |

## Performance Measures

| Dept/Division                                | Metric                          | Indicator                                                                         | Target                                                                      | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
|----------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Public Works /<br>Development<br>Engineering | Development<br>Engineering      | # IDR Referrals                                                                   | Trend                                                                       | 183                  | 119                  | 219                  | 170                  |
|                                              |                                 | # Building Referrals                                                              | Trend                                                                       | 242                  | 216                  | 217                  | 254                  |
|                                              |                                 | Plan Check (Engineering): Use Permits                                             | Trend                                                                       | 7                    | 3                    | 5                    | 1                    |
|                                              |                                 | Plan Check (Engineering): Single Family Dwellings                                 | Trend                                                                       | 33                   | 7                    | 4                    | 5                    |
|                                              |                                 | Plan Check (Engineering): Subdivisions                                            | Trend                                                                       | 11                   | 5                    | 5                    | 4                    |
|                                              |                                 | Lot Line Adjustments                                                              | Trend                                                                       | 5                    | 7                    | 11                   | 4                    |
|                                              | Stormwater<br>Quality           | # of illicit discharges reported                                                  | Trend                                                                       | 82                   | 73                   | 29                   | 45                   |
|                                              | Catch Basin<br>Cleaning         | % of high priority catch basins (CB's) cleaned per year                           | *Clean 114 High Priority CB's per year (new target established in FY 16/17) | 114<br>CB's=100%     | 164 CB's =<br>144%   | 165 CB's =<br>145%   | 160 (140%)           |
|                                              |                                 | % traffic counts on major streets completed and published annually by February 15 | 100%                                                                        | 98%                  | Not Available        | 39%                  | 61%                  |
|                                              | Traffic Counts<br>Speed Surveys | # of expiring speed surveys completed                                             | Trend                                                                       | 17                   | Not Available        | 47                   | 11                   |
|                                              |                                 | % of expiring speed surveys completed                                             | 100%                                                                        | 88%                  | Not Available        | 94%                  | 100%                 |
|                                              | Traffic Safety                  | # engineering change recommendations made                                         | Trend                                                                       | 4                    | 29                   | 11                   | 19                   |
| Dept/Division                                | Metric                          | Indicator                                                                         | Target                                                                      | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
| Pubic Works/<br>General<br>Services          | Electrical                      | # of Completed Work Orders                                                        | Trend                                                                       | N/A                  | 588                  | 1,050                | 735                  |
|                                              | Facilities<br>Maintenance       | # of Completed Work Orders                                                        | Trend                                                                       | N/A                  | 1                    | 77                   | 1,118                |
| Dept/Division                                | Metric                          | Indicator                                                                         | Target                                                                      | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
| Public Works/<br>Fleet                       | Fleet<br>Maintenance            | # of Completed Work Orders                                                        | Trend                                                                       | 1,431                | 1,385                | 1,498                | 1,303                |

## Performance Measures

| Dept/Division                               | Metric                                       | Indicator                                                                                        | Target                              | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual |
|---------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Public Works / Maintenance                  | Graffiti Abatement                           | # of graffiti related work orders completed                                                      | Trend                               | 24                | 51                | 29                | 6                 |
|                                             |                                              | # of graffiti related work orders completed within 2 business days                               | Trend                               | 24                | 31                | 22                | 6                 |
|                                             | Potholes                                     | # pothole service order requests completed (all complaints are addressed within 3 business days) | <300                                | 2,348             | 2,421             | 1,234             | 2840              |
|                                             | Signs & Marking                              | Pounds of thermoplastic applied                                                                  | 750,000                             |                   |                   |                   |                   |
|                                             | Pavement Markings                            | % of pavement markings and signage in school zones (in need of repair) addressed                 | 100%                                | 100%              | 100%              | 100%              | 100%              |
| Dept/Division                               | Metric                                       | Indicator                                                                                        | Target                              | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual |
| Public Works / Sidewalk Improvement Program | Sidewalk Repairs                             | # of priority sidewalk repairs completed                                                         | 50 per year                         | 31                | 36                | 30                | 0                 |
|                                             | ADA Ramp Upgrades                            | # of ADA Ramps Upgraded                                                                          | 20                                  |                   |                   |                   | 12                |
|                                             | Sidewalk Installation                        | # cubic yards of concrete installed                                                              | 1,200 cubic yards per year          | 870               | 720               | 580               | 471               |
| Dept/Division                               | Metric                                       | Indicator                                                                                        | Target                              | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual |
| Public Works / Local Streets Paving Program | Street Conditions (Pavement Condition Index) | PCI                                                                                              | 80% PCI by 2023<br>>2% pts annually | 70                | 68                | 65                | 63                |
| Dept/Division                               | Metric                                       | Indicator                                                                                        | Target                              | FY 2018/19 Actual | FY 2019/20 Actual | FY 2020/21 Actual | FY 2021/22 Actual |
| Utilities / Solid Waste & Recycling         | Materials Diversion                          | diverted v. total tons generated                                                                 | 70% by 2018<br>75% by 2020          | 68%               | 68%               | 63%               | 63%               |

## Performance Measures

| Dept/Division                | Metric                                                         | Indicator                                       | Target                                                                                    | FY 2018/19<br>Actual | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual |
|------------------------------|----------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Utilities /<br>Water Utility | Water Quality                                                  | % compliance with state water quality standards | 100%                                                                                      | 100%                 | 100%                 | 100%                 | 99%                  |
|                              | Water Conservation - reduce overall water usage by 20% by 2020 | actual v. target                                | CY 2015 Interim Target: 149 gallons/person/day;<br>CY 2020 Target: 132 gallons/person/day | 124 gpcd             | 134 gpcd             | 132 gpcd             | 116 gpcd             |
| Dept/Division                | Metric                                                         | Indicator                                       | Target                                                                                    | CY 2019<br>Actual    | CY 2020<br>Actual    | CY 2021<br>Actual    | CY 2022<br>Actual    |
| Police /<br>Operations       | Officer committed time vs non-committed time                   | Hours committed v Non-Committed                 | Trend                                                                                     | Not Available        | Not Available        | Not Available        | Not Available        |
|                              | UCR Part 1                                                     | # crimes                                        | Trend                                                                                     | 2,125                | 2,181                | 1,920                | 1,486                |
|                              | Larceny Offenses                                               | # crimes                                        | Trend                                                                                     | 848                  | 887                  | 806                  | 881                  |
|                              | Traffic Safety                                                 | # fatal collisions                              | Trend                                                                                     | 2                    | 3                    | 3                    | 3                    |
|                              |                                                                | # injury collisions                             | Trend                                                                                     | 328                  | 497                  | 245                  | 243                  |
|                              |                                                                | # DUI related collisions                        | Trend                                                                                     | 89                   | 65                   | 87                   | 112                  |
|                              |                                                                | # DUI arrests                                   | Trend                                                                                     | 122                  | 132                  | 237                  | 199                  |
|                              |                                                                | # education presentations                       | Trend                                                                                     | 4                    | 0                    | 0                    | 3                    |

## Performance Measures

| Dept/Division                            | Metric                                   | Indicator                                       | Target | CY 2019 Actual                     | CY 2020 Actual                 | CY 2021 Actual                  | CY 2022 Actual |
|------------------------------------------|------------------------------------------|-------------------------------------------------|--------|------------------------------------|--------------------------------|---------------------------------|----------------|
| Police /<br>Special Police<br>Operations | Investigations                           | # cases assigned                                | Trend  | 1,287                              | 986                            | 1,034                           | 1,026          |
|                                          |                                          | % Cleared by arrest or charges filed            | Trend  | 33%                                | 46%                            | 47%                             | 41%            |
|                                          | Napa Special<br>Investigations<br>Bureau | # cases assigned                                | Trend  | 155                                | 116                            | 87                              | 77             |
|                                          |                                          | % Cleared by arrest or charges filed            | Trend  | 55%                                | 44%                            | 53%                             | 51%            |
|                                          |                                          | Value of substances seized                      | Trend  | \$257,987.00                       | \$15,560.00                    | \$399,880.00                    | \$386,191.80   |
|                                          | Homeless<br>Program                      | # homeless persons served                       | Trend  | 1,315                              | 823                            | 705                             | 2,705          |
|                                          |                                          | # homeless persons placed in housing or shelter | Trend  | 138<br>individuals / 3<br>families | 29 individuals /<br>5 families | 76 individuals /<br>15 families | 22             |
|                                          |                                          | # homeless veterans served                      | Trend  | 38                                 | 57                             | 36                              | 44             |
|                                          | School<br>Resource<br>Officers           | # cases investigated                            | Trend  | 270                                | 2                              | 227                             | 210            |
|                                          |                                          | % of cases cleared                              | 100    | 100%                               | 100%                           | 100%                            | 7%             |
|                                          | Diversion                                | # youth referred to program                     | Trend  | 3,232                              | 1,933                          | 3,090                           | 3,203          |
|                                          |                                          | % completing program                            | Trend  | 94%                                | 92%                            | 95%                             | 96%            |

## Performance Measures

| Dept/Division             | Metric                      | Indicator                                                                                                        | Target               | CY 2019 Actual       | CY 2020 Actual       | CY 2021 Actual       | CY 2022 Actual                   |
|---------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| Police / Support Services | Dispatch Calls              | # calls to dispatch                                                                                              | Trend                | 48,889               | 48,079               | 50,795               | 48,330                           |
|                           |                             | % answered within 10 seconds * State of CA goal is now 15 seconds, measure used is 15 seconds beginning CY2016   | 90%                  | 95%                  | 96%                  | 96%                  | 95%                              |
|                           |                             | General time for call received to event created for Priority 1 - Priority 4 calls for Napa PD                    | 30 seconds           | 26 seconds           | 27 seconds           | 27 seconds           | 39.3 seconds                     |
|                           |                             | Response time from event created to arrival time for Priority 1 - Priority 4 calls for Napa PD                   | 1 minute, 45 seconds | 1 minute, 52 seconds | 1 minute, 24 seconds | 1 minute, 32 seconds | 1 minute, 28 seconds             |
|                           | Property & Records          | # of processed reports                                                                                           | Trend                | 7,040                | 6,207                | 5,779                | 6,355                            |
|                           |                             | # of front counter assistance                                                                                    | Trend                | 12,134               | 2,557                | 1,504                | 4,305                            |
|                           |                             | # permits processed                                                                                              | Trend                | 726                  | 776                  | 751                  | 919                              |
|                           |                             | # background requests processed                                                                                  | Trend                | 799                  | 754                  | 862                  | 897                              |
|                           |                             | # subpoenas processed                                                                                            | Trend                | 3,988                | 3,348                | 4,074                | 4,311                            |
| Dept/Division             | Metric                      | Indicator                                                                                                        | Target               | CY 2019 Actual       | CY 2020 Actual       | CY 2021 Actual       | CY 2022 Actual                   |
| Fire / Fire Prevention    | Community Outreach          | # of events                                                                                                      | 100                  | 130                  | 1                    | 1                    | 1                                |
|                           |                             | # of participants in SAFE program                                                                                | 6,000                | 5,750                | 2                    | 2,000                | 250                              |
|                           |                             | # of participants taught Hands Only CPR                                                                          | 2,000                | 2,523                | 56                   | 648                  | 1,270                            |
|                           | Fire is Everyone's Fight    | # smoke alarms installed                                                                                         | 40                   | 143                  | 20                   | 24                   | 51 alarms & 32 battery exchanges |
|                           | Fire Prevention Inspections | # construction inspections                                                                                       | Trend                | 688                  | 646                  | 1,013                | 679                              |
|                           |                             | # plan checks                                                                                                    | Trend                | 1,309                | 1,103                | 2,176                | 1,476                            |
|                           |                             | % of mandatory inspections completed (schools, institutions, hotels, motels, multifamily residential properties) | 100%                 | 91%                  | 99.9%                | 100%                 | 100%                             |
|                           |                             | # Weed Abatement Inspections                                                                                     | Trend                | 219                  | 237                  | 329                  | 71                               |

## Performance Measures

| Dept/Division                                 | Metric                                   | Indicator                          | Target                        | CY 2019 Actual | CY 2020 Actual | CY 2021 Actual | CY 2022 Actual |
|-----------------------------------------------|------------------------------------------|------------------------------------|-------------------------------|----------------|----------------|----------------|----------------|
| Fire /<br>Fire<br>Suppression &<br>Operations | Emergency Response Time                  | % calls responded to within target | 90% response within 7 minutes | 90%            | 85%            | 90%            | 89%            |
|                                               | Certification in Specialized Disciplines | % certification                    | 100%                          | 100%           | 100%           | 90%            | 100%           |
|                                               | Call Volume                              | Total Call Volume                  | Trend                         | 10,347         | 9,702          | 10,199         | 11,098         |





## Appendix H

# Fleet Replacements and Purchases

*Fiscal Years  
2023/24 & 2024/25*

## Fleet Replacements

### Fiscal Year 2023/24

| UNIT | YEAR | MAKE            | MODEL         | TYPE                                | DEPT         | ESTIMATED COST | PLANNED REPLACEMENT                | NEW UNIT # |
|------|------|-----------------|---------------|-------------------------------------|--------------|----------------|------------------------------------|------------|
| 1101 | 2009 | FORD            | F-150         | 4X2 REGULAR CAB                     | Public Works | \$ 45,500      | F-150 REGULAR CAB                  | 18001      |
| 1319 | 2012 | WANCO           | F-150         | SIGN BOARD                          | Public Works | \$ 23,000      | SIGN BOARD                         | 13001      |
| 1336 | 2014 | FORD            | F-450         | TRUCK MEDIUM DUTY FLAT BED          | Public Works | \$ 75,000      | F-350/F-450 FLATBED                | 13002      |
| 1602 | 2010 | FORD            | F-250         | SINGLE CAB WORK TRUCK               | Public Works | \$ 75,000      | F-250 UTILITY BODY                 | 16001      |
| 1603 | 2011 | FORD            | F-450         | 4X4 UTILITY W ENCLOSED SERVICE BODY | Public Works | \$ 100,000     | F-450 UTILITY BODY W/ SERVICE BODY | 16002      |
| 1800 | 2010 | FORD            | ESCAPE        | MULTIPURPOSE VEHICLE                | Public Works | \$ 38,000      | 2WD SUV                            | 18002      |
| 1801 | 2010 | FORD            | RANGER        | COMPACT PICKUP 4X4                  | Public Works | \$ 35,000      | MAVERICK OR F150                   | 18003      |
| 2104 | 2001 | INTERSTATE WEST | TANDEM AXLE   | TRAILER ENCLOSED BICYCLE            | Police       | \$ 12,500      | BICYCLE TRAILER                    | 21001      |
| 2249 | 2014 | FORD            | F-250         | 3/4 TON EXTRA CAB FOR AVAA          | Police       | \$ 65,000      | F-250 SUPERCAB LONGBED             | 22006      |
| 2266 | 2016 | POLARIS         | GEM EL XD     | 2016-POLARIS-GEM-LSV 1400           | Police       | \$ 24,500      | CARGO CART                         | 22007      |
| 2272 | 2019 | FORD            | EXPLORER      | PI ECO BOOST                        | Police       | \$ 100,000     | FORD EXPLORER                      | 22008      |
| 2273 | 2019 | FORD            | EXPLORER      | PI ECO BOOST                        | Police       | \$ 100,000     | FORD EXPLORER                      | 22009      |
| 2274 | 2019 | FORD            | EXPLORER      | PI ECO BOOST                        | Police       | \$ 100,000     | FORD EXPLORER                      | 22010      |
| 2275 | 2019 | FORD            | EXPLORER      | PI ECO BOOST                        | Police       | \$ 100,000     | FORD EXPLORER                      | 22011      |
| 2276 | 2019 | FORD            | EXPLORER      | PI ECO BOOST K-9 UNIT               | Police       | \$ 115,000     | FORD EXPLORER K-9 UNIT             | 22012      |
| 4201 | 2006 | FORD            | ESCAPE HYBRID | SUV 2WD FOUR DOOR                   | CDD          | \$ 40,000      | 2WD SUV                            | 42000      |
| 6109 | 2012 | FORD            | F-450         | 4X4 SINGLE CAB DUMP TRUCK           | Parks & Rec  | \$ 100,000     | SINGLE CAB DUMP TRUCK              | 61000      |
| 6110 | 2012 | FREIGHTLINER    | M2            | CAB & CHASSIS W/TEREX XT55 AERIAL   | Parks & Rec  | \$ 235,000     | CAB & CHASSIS W/ AERIAL            | 61001      |

## Fleet Replacements

| UNIT                                   | YEAR | MAKE          | MODEL        | TYPE                               | DEPT        | ESTIMATED COST      | PLANNED REPLACEMENT | NEW UNIT # |
|----------------------------------------|------|---------------|--------------|------------------------------------|-------------|---------------------|---------------------|------------|
| 6111                                   | 2012 | FORD          | F-350        | SINGLE CAB UTILITY BED 1-TON TRUCK | Parks & Rec | \$ 80,000           | F-350 UTILITY BODY  | 61002      |
| 6208                                   | 2010 | FORD          | F-250        | SINGLE CAB WORK TRUCK              | Parks & Rec | \$ 75,000           | F-250 UTILITY BODY  | 62002      |
| 6210                                   | 2011 | FORD          | F-250        | SINGLE CAB UTILITY BED             | Parks & Rec | \$ 70,000           | F-250 UTILITY BODY  | 62003      |
| 6211                                   | 2011 | FORD          | F-250        | SINGLE CAB UTILITY BED W/WINCH     | Parks & Rec | \$ 75,000           | F-250 UTILITY BODY  | 62004      |
| 6220                                   | 2013 | TORO          | 3280D        | MOWER 72" DECK                     | Parks & Rec | \$ 35,000           | 72" MOWER           | 62005      |
| 6223                                   | 1990 | ZIEMAN        | BOAT TRAILER | BOAT TRAILER                       | Parks & Rec | \$ 15,000           | BOAT TRAILER        | 62006      |
| 6224                                   | 1986 | GREGOR        | H-51         | OUTBOARD BOAT 6 MAN                | Parks & Rec | \$ 45,000           | OUTBOARD BOAT 6 MAN | 62007      |
| 6230                                   | 2016 | BANDIT INDUST | CHIPPER      | 1590XP                             | Parks & Rec | \$ 95,000           | TOW BEHIND CHIPPER  | 62008      |
| 6231                                   | 2016 | SDI           | C160-20H6M   | SPAYER MOBILE                      | Parks & Rec | \$ 15,000           | SPRAYER MOBILE      | 62009      |
| 6232                                   | 2016 | SDI           | C160-20H6M   | SPRAYER MOBILE                     | Parks & Rec | \$ 15,000           | SPRAYER MOBILE      | 62010      |
| 6233                                   | 2016 | TORO          | 79518        | WALK BEHIND MOWER                  | Parks & Rec | \$ 15,000           | WALK BEHIND MOWER   | 62011      |
| 6305                                   | 2014 | FORD          | F-250        | 3/4 TON TRUCK SUPER DUTY           | Parks & Rec | \$ 70,000           | F-250 UTILITY BODY  | 63000      |
| 6407                                   | 2016 | CLUB CAR      | CARRY ALL    | 2016-CARGO CART                    | Parks & Rec | \$ 27,500           | CARGO CART          | 64000      |
| <b>TOTAL GENERAL FUND REPLACEMENTS</b> |      |               |              |                                    |             | <b>\$ 2,016,000</b> |                     |            |
| 1212                                   | 2004 | GORMAN-RUPP   | T6A60S-F4L   | TRASH PUMP                         | Utilities   | \$ 47,500           | TRASH PUMP          | 12006      |
| 1216                                   | 2010 | FREIGHTLINER  | M2           | CONVENTIONAL CAB WATER CREW TRUCK  | Utilities   | \$ 300,000          | CREW TRUCK          | 12007      |
| 1217                                   | 2010 | FREIGHTLINER  | M2           | CONVENTIONAL CAB WATER CREW TRUCK  | Utilities   | \$ 300,000          | CREW TRUCK          | 12008      |
| 1232                                   | 2011 | FORD          | F-250        | 3/4 TON EXTRA CAB                  | Utilities   | \$ 55,000           | F-250 EXTRA CAB     | 12009      |
| 1246                                   | 2014 | FORD          | F-250        | 3/4 TON TRUCK                      | Utilities   | \$ 65,000           | F-250 UTILITY BODY  | 12010      |
| 1249                                   | 2014 | FORD          | F-250        | 3/4 TON TRUCK                      | Utilities   | \$ 65,000           | F-250 UTILITY BODY  | 12011      |

## Fleet Replacements

| UNIT                                                                 | YEAR | MAKE         | MODEL      | TYPE                                | DEPT      | ESTIMATED COST      | PLANNED REPLACEMENT | NEW UNIT # |
|----------------------------------------------------------------------|------|--------------|------------|-------------------------------------|-----------|---------------------|---------------------|------------|
| 1261                                                                 | 2012 | WANCO        | WVT3       | SIGN BOARD                          | Utilities | \$ 23,000           | SIGN BOARD          | 12012      |
| 1272                                                                 | 2006 | FREIGHTLINER | M2         | 36K GVWR CC WITH FLAT BED-14K CRANE | Utilities | \$ 210,000          | MINI EXCAVATOR      | 12013      |
| 4202                                                                 | 2009 | FORD         | RANGER     | XLT SUPER CAB 4X2                   | Utilities | \$ 35,000           | MAVERICK OR F150    | 12014      |
| <b>TOTAL SOLID WASTE &amp; MATERIALS DIVERSION FUND REPLACEMENTS</b> |      |              |            |                                     |           | <b>\$ 1,100,500</b> |                     |            |
| 3206                                                                 | 2009 | PIERCE       | 7400SBA4X2 | E6 FIRE APPARATUS TYPE 3            | Fire      | \$ 763,000          |                     | 32000      |
| <b>TOTAL FIRE APPARATUS FUND REPLACEMENTS</b>                        |      |              |            |                                     |           | <b>\$ 763,000</b>   |                     |            |
| <b>TOTAL FLEET REPLACEMENTS - ALL FUNDS</b>                          |      |              |            |                                     |           | <b>\$ 3,879,500</b> |                     |            |

### Additions to Fleet from Budget Decision Packages

| PROPOSED VEHICLE*                                      | DEPT        | ESTIMATED COST    | REPLACEMENT RESERVE FUND | NEW UNIT # |
|--------------------------------------------------------|-------------|-------------------|--------------------------|------------|
| Crary Bearcat Vacuum Shredder model DL10               | Parks & Rec | \$ 6,000          | GENERAL FUND             | 62021      |
| John Deere 26G Mini excavator Tandem axel tilt trailer | Parks & Rec | \$ 50,000         | GENERAL FUND             | 62022      |
| Explorer or other mid-size SUV                         | Police      | \$ 60,000         | GENERAL FUND             | 22022      |
| <b>TOTAL GENERAL FUND PURCHASES</b>                    |             | <b>\$ 116,000</b> |                          |            |
| <b>TOTAL ADDITIONS TO FLEET - ALL FUNDS</b>            |             | <b>\$ 116,000</b> |                          |            |

\*Make and model may change based on vehicle availability or Fleet's assessment of department needs.

## Fleet Replacements

### Fiscal Year 2024/25

| UNIT | YEAR | MAKE            | MODEL       | TYPE                                            | DEPT         | ESTIMATED COST | PLANNED REPLACEMENT                 | NEW UNIT # |
|------|------|-----------------|-------------|-------------------------------------------------|--------------|----------------|-------------------------------------|------------|
| 1318 | 2005 | CARSON          | LS101       | UTILITY TRAILER                                 | Public Works | \$ 6,000       | UTILITY TRAILER                     | 13003      |
| 1320 | 2012 | WANCO           | WVT3        | SIGN BOARD                                      | Public Works | \$ 23,000      | SIGN BOARD                          | 13004      |
| 1400 | 2015 | FORD            | TRANSIT VAN | CARGO VAN TRANSIT 150                           | Public Works | \$ 60,000      | CARGO VAN TRANSIT 150               | 14000      |
| 2253 | 2015 | CHEVROLET       | CAPRICE     | CHEVROLET CAPRICE POLICE                        | Police       | \$ 102,500     | FORD EXPLORER OR OTHER SUV          | 22013      |
| 2267 | 2000 | EAGLE           | TRAILER     | TRAILER COMMAND *EOC*                           | Police       | \$ 200,000     | TRAILER COMMAND *EOC*               | 22014      |
| 2277 | 2020 | FORD            | EXPLORER    | 2020-FORD EXPLORER PI                           | Police       | \$ 102,500     | FORD EXPLORER                       | 22015      |
| 2278 | 2020 | FORD            | EXPLORER    | 2020-FORD EXPLORER PI                           | Police       | \$ 102,500     | FORD EXPLORER                       | 22016      |
| 2279 | 2020 | FORD            | EXPLORER    | 2020-FORD EXPLORER PI                           | Police       | \$ 102,500     | FORD EXPLORER                       | 22017      |
| 2280 | 2020 | FORD            | EXPLORER    | 2020-FORD EXPLORER PI                           | Police       | \$ 102,500     | FORD EXPLORER                       | 22018      |
| 2281 | 2020 | FORD            | EXPLORER    | 2020-FORD EXPLORER PI                           | Police       | \$ 102,500     | FORD EXPLORER                       | 22019      |
| 2290 | 2020 | FORD            | EXPLORER    | 2020-FORD EXPLORER PI                           | Police       | \$ 102,500     | FORD EXPLORER                       | 22020      |
| 2505 | 2015 | HONDA           | ACCORD EX   | 4-DOOR SEDAN                                    | Police       | \$ 45,000      | SEDAN                               | 22021      |
| 3203 | 2000 | EZ LOADER       | CARRIER     | BOAT TRAILER                                    | Fire         | \$ 5,000       | Non Replacement Fund Vehicle/Remove |            |
| 3209 | 2015 | CHEVROLET       | SUBURBAN    | BATTALION 1 - COMMAND UNIT MPV 4X4              | Fire         | \$ 90,000      | 3/4 TON 4X4 CREW CAB TRUCK          | 32001      |
| 3216 | 2001 | INTERSTATE WEST | TANDEM AXLE | EOC TRAILER - ENCLOSED 16 FT EMERGENCY RESPONSE | Fire         | \$ 22,000      | TRAILER                             | 32002      |
| 3220 | 1997 | ACHILLES        | SG-140      | BOAT 1 - BOAT INFLATABLE 14'                    | Fire         | \$ 7,500       | Non Replacement Fund Vehicle/Remove |            |
| 3221 | 1997 | ACHILLES        | SG-140      | BOAT 2 - BOAT INFLATABLE 14'                    | Fire         | \$ 7,500       | Non Replacement Fund Vehicle/Remove |            |
| 4102 | 2015 | FORD            | ESCAPE      | 4 DOOR SEDAN FWD                                | CDD          | \$ 35,000      | 2WD SUV OR SEDAN                    | 41000      |

## Fleet Replacements

| UNIT                                                   | YEAR | MAKE        | MODEL           | TYPE                                | DEPT         | ESTIMATED COST      | PLANNED REPLACEMENT         | NEW UNIT # |
|--------------------------------------------------------|------|-------------|-----------------|-------------------------------------|--------------|---------------------|-----------------------------|------------|
| 4103                                                   | 2015 | FORD        | ESCAPE          | 4 DOOR SEDAN FWD                    | CDD          | \$ 35,000           | 2WD SUV OR SEDAN            | 41001      |
| 6106                                                   | 2012 | FORD        | F-550           | CHIPPER BODY DUMP                   | Parks & Rec  | \$ 120,000          | CHIPPER BODY DUMP           | 61003      |
| 6112                                                   | 2015 | FORD        | F-350           |                                     | Parks & Rec  | \$ 70,000           | F-350 CREW CAB UTILITY BODY | 61004      |
| 6114                                                   | 2017 | SDI         | 300D14-5H       | 2017-SDI SPRAYER                    | Parks & Rec  | \$ 17,500           | TRAILERED SPRAYER           | 61005      |
| 6212                                                   | 2011 | FORD        | F-250           | SINGLE CAB UTILITY BED W/WINCH      | Parks & Rec  | \$ 65,000           | F-250 UTILITY W/WINCH       | 62012      |
| 6218                                                   | 2012 | SMITHCO     | 76-000-DF       | GROUNDS LAWN SWEEPER                | Parks & Rec  | \$ 55,000           | GROUNDS SWEEPER             | 62013      |
| 6221                                                   | 2013 | TORO        | 3280D           | MOWER 72" DECK                      | Parks & Rec  | \$ 37,500           | 72" MOWER                   | 62014      |
| 6225                                                   | 2015 | FORD        | F-250           | SINGLE CAB UTILITY BED W/WINCH      | Parks & Rec  | \$ 55,000           | F-250 UTILITY W/WINCH       | 62015      |
| 6227                                                   | 2015 | FORD        | F-150           | 2WD                                 | Public Works | \$ 42,500           | F-150 EXT CAB               | 62016      |
| 6235                                                   | 2017 | TORO MOWER  | GM5910          | GROUNDS MOWER                       | Parks & Rec  | \$ 145,000          | GROUNDS MOWER               | 62017      |
| 6236                                                   | 2017 | TORO MOWER  | GM5910          | GROUNDS MOWER                       | Parks & Rec  | \$ 145,000          | GROUNDS MOWER               | 62018      |
| 6244                                                   | 2005 | BIG TEX     | 10LP            | TRAILER 9900 GVWR SPEC PURPOSE      | Parks & Rec  | \$ 21,000           | TRAILER                     | 62019      |
| 6246                                                   | 2005 | PACE        | 16              | TRAILER UTILITY TRAILER - BALLFIELD | Parks & Rec  | \$ 18,000           | BALLFIELD TRAILER           | 62020      |
| 6301                                                   | 2011 | FORD        | TRANSIT CONNECT | CARGO MINIVAN                       | Public Works | \$ 40,000           | E-TRANSIT VAN               | 63001      |
| 6306                                                   | 2015 | FORD        | TRANSIT VAN     | CARGO VAN TRANSIT 150               | Public Works | \$ 60,000           | CARGO VAN TRANSIT 150       | 63002      |
| 6401                                                   | 2015 | TENNANT     | T5-800-C        | WALK BEHIND SCRUBBER                | Public Works | \$ 20,000           | WALK BEHIND SCRUBBER        | 64001      |
| 6411                                                   | 2017 | TORO        | E2065           | GTX ELEC UTI                        | Parks & Rec  | \$ 25,000           | UTILITY CART                | 64002      |
| <b>TOTAL GENERAL FUND REPLACEMENTS</b>                 |      |             |                 |                                     |              | <b>\$ 2,190,000</b> |                             |            |
| 1311                                                   | 2010 | CATERPILLAR | 246C            | SKID STEER LOADER                   | Public Works | \$ 85,000           | SKID STEER                  | 13005      |
| <b>TOTAL STREETS &amp; SIDEWALKS FUND REPLACEMENTS</b> |      |             |                 |                                     |              | <b>\$ 85,000</b>    |                             |            |

## Fleet Replacements

| UNIT                                   | YEAR | MAKE         | MODEL       | TYPE                                 | DEPT      | ESTIMATED COST | PLANNED REPLACEMENT                  | NEW UNIT # |
|----------------------------------------|------|--------------|-------------|--------------------------------------|-----------|----------------|--------------------------------------|------------|
| 1200                                   | 2015 | FORD         | TRANSIT VAN | CARGO VAN TRANSIT 150                | Utilities | \$ 60,000      | CARGO VAN TRANSIT 150                | 12015      |
| 1206                                   | 2008 | FORD         | F-450       | CAB & CHASSIS SERVICE BODY           | Utilities | \$ 95,000      | CAB & CHASSIS SERVICE BODY           | 12016      |
| 1229                                   | 2011 | FORD         | F550        | 4X2 UTILITY WITH CRANE AND COMPRESOR | Utilities | \$ 140,000     | 4X2 UTILITY WITH CRANE AND COMPRESOR | 12017      |
| 1250                                   | 2015 | FORD         | TRANSIT VAN | CARGO VAN TRANSIT 150                | Utilities | \$ 60,000      | CARGO VAN TRANSIT 150                | 12018      |
| 1251                                   | 2015 | FORD         | F-150       | 4X2 SUPER CAB                        | Utilities | \$ 50,000      | 4X2 SUPER CAB                        | 12019      |
| 1252                                   | 2015 | FORD         | F-350       | CAB & CHASSIS 3/4 TON U BODY         | Utilities | \$ 75,000      | CAB & CHASSIS 3/4 TON U BODY         | 12020      |
| 1254                                   | 2017 | TORO         | UTILITY     | GTX ELEC UTI                         | Utilities | \$ 25,000      | 2017 TORO WORKMAN GTX ELEC UTI       | 12021      |
| 1258                                   | 2015 | FORD         | F-350       | 4X2 SUPERCAB                         | Utilities | \$ 50,000      | 4X2 SUPERCAB                         | 12022      |
| 1268                                   | 2002 | FREIGHTLINER | FL112       | TRUCK WATER 3500 GALLON S/S          | Utilities | \$ 500,000     | TRUCK WATER 3500 GALLON S/S          | 12023      |
| 1279                                   | 2001 | HYSTER       | FORKLIFT    | FORKLIFT 4400 LB                     | Utilities | \$ 60,000      | 5K or 6K FORKLIFT                    | 12024      |
| 1291                                   | 1999 | HYSTER       | FORKLIFT    | FORKLIFT 5000 LB CAP                 | Utilities | \$ 65,000      | 5K or 6K FORKLIFT                    | 12025      |
| TOTAL WATER UTILITY FUND REPLACEMENTS  |      |              |             |                                      |           | \$ 1,180,000   |                                      |            |
| 3206                                   | 2009 | PIERCE       | 7400SBA4X2  | E6 FIRE APPARATUS TYPE 3             | Fire      | \$ 150,000     | n/a - upfit only                     | n/a        |
| TOTAL FIRE APPARATUS FUND REPLACEMENTS |      |              |             |                                      |           | \$ 150,000     |                                      |            |
| TOTAL FLEET REPLACEMENTS - ALL FUNDS   |      |              |             |                                      |           | \$ 3,605,000   |                                      |            |



# OPERATING AND CAPITAL BUDGET

*Fiscal Year*  
*2023/24 & 2024/25*