



MID-CYCLE BUDGET

Fiscal Year 2018/19

MID-CYCLE BUDGET - FY 2018/19



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Summary

The City's two-year budget for fiscal years 2017/18 and 2018/19 was adopted by the City Council on June 20, 2017. The FY 2017/18 budget as originally adopted estimated revenues of \$90.5 million to fund expenditures of \$89.2 million, resulting in a balanced General Fund budget. Council approved appropriation increases over the course of the year result in an adjusted budget of \$91.0 million in revenues and \$90.4 million in operating expenses for a budgeted \$0.5 million surplus before reserve contributions. We currently project that the actual surplus for the year will be \$1.7 million, with \$0.6 million remaining after the reserve contributions of \$1.2 million have been made as budgeted and in accordance with the fiscal policy).

Overall, the City of Napa continues to realize growth in its major taxes (property, sales and TOT), as well as increased revenues in Charges for Services and Business License Tax. The housing market is strong and median house values continue to rise. Even with the strong economy, the City must continue to be cautious to ensure we balance the need for restored and increased services with the need to remain sustainable.

The Mid-Cycle budget review packet presents the current status and proposed adjustments to the FY 2018/19 budget as adopted June 20, 2017 by fund. The proposed adjustments in the fund sections have been grouped into the following categories:

- Revenue & Expenditure Adjustments – Proposed revenue and expenditure adjustments related to authorized programs and activities, including corrections to the original adopted budget.
- Decision Packages / CIP – Proposed new programs / activities and changes to Capital Improvement Projects.

MID-CYCLE BUDGET - FY 2018/19

General Fund

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

General Fund	FY 2017/18 Adjusted Budget (through 3rd Quarter)	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
Operating Revenues						
Property Tax	31,127,500	31,429,500	32,351,500	697,500	-	33,049,000
Sales Tax	17,046,500	17,713,900	17,737,000	933,200	-	18,670,200
Transient Occupancy Tax	22,925,000	21,315,000	26,624,000	(1,401,000)	-	25,223,000
Business License Tax	3,499,000	3,503,000	3,657,500	-	-	3,657,500
Other Taxes	2,760,500	2,745,500	2,867,500	-	-	2,867,500
Licenses and Permits	2,914,600	2,663,050	3,217,200	(274,700)	137,400	3,079,900
Charges for Services	5,268,350	5,278,200	5,470,450	-	-	5,470,450
Intergovernmental	675,460	1,118,640	675,460	-	-	675,460
Investment Earnings	250,000	280,000	250,000	36,000	-	286,000
Miscellaneous Revenues	281,500	288,000	179,500	-	18,000	197,500
Transfers In	4,218,500	4,218,500	3,882,780	(124,950)	13,500	3,771,330
Total Operating Revenues	90,966,910	90,553,290	96,912,890	(133,950)	168,900	96,947,840
Operating Expenditures						
City Council / City Clerk	1,203,270	1,065,510	1,222,285	(26,800)	(200)	1,195,285
City Manager	1,391,310	1,269,640	1,574,420	145,710	(600)	1,719,530
Finance	6,920,412	6,558,910	6,999,960	(37,750)	136,200	7,098,410
City Attorney	1,211,281	1,123,627	1,182,300	(31,000)	(600)	1,150,700
Human Resources	1,414,759	1,266,782	1,347,520	(29,140)	(1,570)	1,316,810
Community Development	5,671,926	5,113,290	6,034,150	(283,120)	(30,400)	5,720,630
General Government (includes CIP reserve contributions)	6,128,542	6,109,209	8,507,119	247,000	-	8,754,119
Police Department	28,285,010	28,737,575	29,593,830	330,030	(5,800)	29,918,060
Fire Department	17,423,038	18,461,658	18,092,695	356,040	226,170	18,674,905
Public Works	10,656,240	9,604,051	10,457,152	(241,450)	1,833,310	12,049,012
Parks & Recreation	10,104,781	9,505,707	10,373,040	(412,818)	(1,567,030)	8,393,192
Total Operating Expenditures	90,410,569	88,815,959	95,384,471	16,702	589,480	95,990,653
Net Operating Surplus/(Deficit)	556,341	1,737,331	1,528,419			957,187
Fiscal Policy Reserve Contributions						
Operating Reserve	229,318	229,318	175,000	(4,000)	29,000	200,000
Emergency Reserve	642,489	642,489	491,000	(14,000)	83,000	560,000
Contingency Reserve	313,074	313,074	35,000	(1,000)	6,000	40,000
Total Fiscal Policy Reserve Contributions	1,184,881	1,184,881	701,000	(19,000)	118,000	800,000
Net Surplus/(Deficit)	(628,540)	552,450	827,419			157,187
Non-Operating Expenditures						
General Government: Set-Aside for Civic Center Termination Payment (to be paid from Operating Reserve)	2,600,000	-				
General Government: Transfer of FY 2016/17 Surplus to CIP General Fund Reserve (paid from Unassigned Fund Balance)	-	1,921,520				
Projected Fund Balance at June 30						
Legally Restricted / Committed	251,910	251,910	251,910			251,910
Operating Reserve	4,262,000	4,262,000	4,437,000	(4,000)	29,000	4,462,000
Emergency	11,934,000	11,934,000	12,425,000	(14,000)	83,000	12,494,000
Contingency Reserve	889,000	889,000	924,000	(1,000)	6,000	929,000
Unassigned Fund Balance	2,415,212	3,596,201	4,423,620			4,580,807
TOTAL Projected Fund Balance at June 30	19,752,121	20,933,111	22,461,530			22,717,717

MID-CYCLE BUDGET - FY 2018/19

General Fund Projections for FY 2017/18

Revenue: The FY 2017/18 adjusted budget assumes \$91.0 million in General Fund Revenues. Current projections anticipate FY 2017/18 revenues to be slightly lower than the adjusted budget.

Expenditure: The FY 2017/18 adjusted budget appropriated \$90.4 million in General Fund Expenditures. Current projections of \$88.8 million anticipate FY 2017/18 expenditures to fall under the budget by \$1.6 million (2%).

The significant under-expenditures (10% or greater) are as follows:

City Council / City Clerk: The anticipated under-expenditure of \$138k (11%) is due to lower than anticipated services and salaries.

Human Resources: The anticipated under-expenditure of \$148k (10%) is caused by higher than anticipated departmental vacancies.

Community Development: The anticipated under-expenditure of \$559k (10%) is caused by higher than anticipated departmental vacancies and under-expenditures in services.

Public Works: The anticipated under-expenditure of \$1.1 million (10%) is due to higher than anticipated departmental vacancies and under-expenditures in services and materials and supplies.

Projected over-expenditures are as follows:

Police: The projected over-expenditure of \$453k (2%) is due to higher than anticipated overtime.

Fire: The anticipated over-expenditure of \$1.0 million (6%) is due to overtime, which is projected to end the year \$1.1 million over budget. This overage is offset by reimbursements from CalOES, which are projected at \$850k for FY 2018/19.

MID-CYCLE BUDGET - FY 2018/19

Requested Revenue / Expenditure Adjustments for FY 2018/19 – General Fund

The following table provides a summary of the Revenue and Expenditure adjustments for FY 2017/18, and shows the impact these adjustments will have on fiscal policy reserve contributions.

General Fund	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Revenue Adjustments	(133,950)	
<i>Property Tax - Increased due to higher projected assessment value</i>	697,500	
<i>Sales Tax - Increased based on Muni Services' updated projections</i>	933,200	
<i>Transient Occupancy Tax - Reduced based on updated new development timelines</i>	(1,401,000)	
<i>Licenses and Permits - Reduce to reflect trend based on lower revenue in FY 2017/18</i>	(274,700)	
<i>Investment Earnings - Increase based on rising interest rates</i>	36,000	
<i>Transfers In - Reduce due to closure of Central Stores (-\$53,350) and removal of CIP Current Projects' cost allocation (-\$71,600)</i>	(124,950)	
Expenditure Adjustments		16,702
<i>City Council / City Clerk - CalPERS Recalculation</i>		(26,800)
<i>City Manager - CalPERS Recalculation (-\$43,830), correction of negative budgets (\$210), move Parking Programs Manager position from Community Development (\$169,330), add supplies/services budget for Parking Programs Manager (\$20,000)</i>		145,710
<i>Finance - CalPERS Recalculation (-\$160,380), closure of Central Stores (\$122,630)</i>		(37,750)
<i>City Attorney - CalPERS Recalculation</i>		(31,000)
<i>Human Resources - CalPERS Recalculation</i>		(29,140)
<i>Community Development - CalPERS Recalculation (-\$114,040), correction of negative budgets (\$250), move Parking Programs Manager position to City Manager (-\$169,330)</i>		(283,120)
<i>General Government - Add budget for executive recruitments (\$30,000) and contributions to the General Plan Reserve (\$100,000), increase compensated absence appropriation (\$100,000), and adjust transfers to CIP Reserves (\$17,000)</i>		247,000
<i>Police Department - CalPERS Recalculation (\$304,930), closure of Central Stores (-\$1,900), increase to Animal Control costs paid to County (\$27,000)</i>		330,030
<i>Fire Department - CalPERS Recalculation (\$366,740), closure of Central Stores (-\$10,700)</i>		356,040
<i>Public Works - CalPERS Recalculation (-\$288,840), closure of Central Stores (-\$58,300), move Measure T Engineer positions from the CIP Fund for DP-285 (\$105,690)</i>		(241,450)
<i>Parks & Recreation - CalPERS Recalculation (-\$173,360), closure of Central Stores (-\$39,060), book interdepartmental labor credit that was not included in the original budget (-\$200,398)</i>		(412,818)
Reserve Contribution Adjustments		(19,000)
<i>Operating Reserve (5% of Operating Expenditures)</i>		(4,000)
<i>Emergency Reserve (14% of Operating Expenditures)</i>		(14,000)
<i>Contingency Reserve (1% of Operating Expenditures)</i>		(1,000)
General Fund - Proposed Adjustments TOTAL	(133,950)	(2,298)

Revenues: Based on the FY 2017/18 projections, it is requested the revenue budget for FY 2018/19 be slightly decreased by \$134k. Requested adjustments are based on updated projections or, in the case of Transfers In, changes to City operations.

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Expenditures: The significant adjustments (\$100k+ or affecting multiple departments) to the FY 2018/19 appropriation budget are identified below:

All Departments:

- CalPERS Recalculation: The recalculation of CalPERS rates resulted in an overall decrease in expenditures of \$226k.
- Central Stores closure: The closure of Central Stores resulted in an overall increase in expenditures of \$12k.

City Manager / Community Development: The Parking Programs Manager position was added in the original adopted budget to the Community Development Department. The position is now part of the City Manager's office, so salary and benefits of \$169k is to be moved between departments. Additionally, \$20k of services and supplies budget is being added for the position.

General Government: The \$100k annual transfer to the future General Plan reserve was not included in the original adopted budget, and is being added now. Additionally, the original budget for compensated absences was too low to comply with fiscal policy, and is being increased by \$100k.

Public Works: The original budget included DP-285, which added two engineers to work on Measure T projects under the assumption that they would be funded 100% by Measure T funds. We have now determined that these engineers should be paid out of the General Fund, and will charge their time to projects (assumed 80% chargeout). These changes result in an increase of \$106k to the Public Works expenditure budget.

Parks and Recreation: A reduction of \$200k to account for an interdepartment labor credit that was mistakenly left off the original adopted budget.

MID-CYCLE BUDGET - FY 2018/19

Decision Packages for FY 2018/19 – General Fund

The following table provides a summary of the General Fund operating budget decision packages for FY 2018/19, and resulting impacts on required fiscal policy contributions.

General Fund	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
City Clerk		(200)
DP-525 - Managed Print Services (see Finance)		(200)
City Manager		(600)
DP-525 - Managed Print Services (see Finance)		(600)
Finance	13,500	136,200
DP-341 - Microsoft Enterprise Agreement Renewal <i>Licensing prices for Microsoft have increased and additional funds are required to keep City computers updated.</i>		43,000
DP-458 - GIS Contract Services Database and Workflow Standardization <i>This request increases the amount of funds available annually for GIS contract services.</i>		60,000
DP-525 - Managed Print Services <i>This request repurposes Department budgets for copier toner to hire a contractor to manage printers throughout the City. No net impact to General Fund.</i>	13,500	33,200
City Attorney		(600)
DP-525 - Managed Print Services (see Finance)		(600)
Human Resources		(1,570)
DP-525 - Managed Print Services (see Finance)		(500)
DP-539 - Human Resources Manager <i>This request reclassifies a Management Analyst I/II position to Human Resources Manager, and moves some of the budget for the position to the Risk Fund (Worker's Compensation).</i>		(58,150)
DP-543 - Human Resources Coordinator <i>This request updates the title of Personnel Assistant to Human Resources Coordinator, and moves some of the budget for the position from the Risk Fund (Worker's Compensation).</i>		57,080
Community Development / Housing		(30,400)
DP-460 Public Art and Cultural Programs <i>This request will provide additional PT staff for the public art and cultural programs, which are moving to Parks & Recreation from CDD (Economic Development). Additional revenue of \$18,000 in the form of private donations is anticipated.</i>		(29,000)
DP-521 - Building Inspector, Limited Term <i>This request repurposes a portion of CDD's professional services budget to hire a limited-term Building Inspector.</i>		-
DP-525 - Managed Print Services (see Finance)		(1,400)
Police		(5,800)
DP-519 - Patrol Police Officer <i>This request adds one patrol police officer to backfill an officer that is currently working on a state-funded domestic violence grant.</i>		-
DP-525 - Managed Print Services (see Finance)		(5,800)
Fire		226,170
DP-520 - Firefighter Paramedic <i>This request adds two firefighter paramedics and reduces the Fire overtime budget by \$50,000.</i>		228,670
DP-525 - Managed Print Services (see Finance)		(2,500)

MID-CYCLE BUDGET - FY 2018/19

General Fund - Continued	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
Public Works	137,400	1,833,310
DP-525 - Managed Print Services (see Finance)		(3,900)
DP-535 - Development Engineering Junior Engineer <i>This request adds one Junior Engineer position. The position will be funded by developer revenue</i>	137,400	137,400
DP-548 - Administrative Secretary - Reclassification Request <i>This request reclassifies a Secretary position to Administrative Secretary, and changes the budget allocations for the position between General Fund, MDF, Water, and Fleet.</i>		21,730
DP-552 - Utilities Department <i>This request moves Water and MDF from Public Works into the new Utilities Department. It additionally covers restructuring within Public Works to account for the change.</i>		(540)
DP-549 - Parks and Public Works Reorganization <i>This request moves Parks and Recreation divisions for Building and Facility Maintenance, Corp</i>		1,678,620
Parks & Recreation	18,000	(1,567,030)
DP-460 Public Art and Cultural Programs <i>This request will provide additional PT staff for the public art and cultural programs, which are moving to Parks & Recreation from CDD (Economic Development). The request also moves \$29,000 budgeted for the Art Walk from CDD to Parks and Recreation. Additional revenue of \$18,000 in the form of private donations is anticipated.</i>	18,000	66,350
DP-525 - Managed Print Services (see Finance)		(4,200)
DP-545 - Administrative Assistant <i>This request will reclassify one Secretary position to Administrative Assistant.</i>		9,440
DP-550 - Urban Forestry Program <i>This request increases the amount of funds available annually for urban forestry services.</i>		40,000
DP-549 - Parks and Public Works Reorganization <i>This request moves Parks and Recreation divisions for Building and Facility Maintenance, Corp</i>		(1,678,620)
Reserve Contribution Adjustments		118,000
Operating Reserve (5% of Operating Expenditures)		29,000
Emergency Reserve (14% of Operating Expenditures)		83,000
Contingency Reserve (1% of Operating Expenditures)		6,000
General Fund - Proposed Decision Packages / CIP Update TOTAL	168,900	589,480

Summary of General Fund Adjustments

Total proposed adjustments for the General Fund increase revenue by \$35k and increase expenditures by \$606k, resulting in a budgeted net surplus of \$157k after completion of transfers to reserves.

MID-CYCLE BUDGET - FY 2018/19

Non-Recurring General Fund

The city's Non-Recurring General Fund represents "one-time" revenues and expenditures.

Non-Recurring General Fund	FY 2017/18 Adjusted Budget (through 3rd Quarter)	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
Non-Recurring Revenues						
Property Tax	-	446,886	500,000	-	-	500,000
Licenses and Permits	354,115	232,700	200,000	-	(137,400)	62,600
Charges for Services	400,000	744,315	400,000	-	-	400,000
Intergovernmental	6,088,666	2,419,924	150,000	-	-	150,000
Miscellaneous Revenues	638,000	638,000	-	-	-	-
Transfers In	432,714	432,714	450,000	-	-	450,000
Total Non-Recurring Revenues	7,913,495	4,914,539	1,700,000	-	(137,400)	1,562,600
Non-Recurring Expenditures						
Salaries and Wages	374,769	1,092,830	-	-	-	-
Benefits	22,244	461,961	-	-	-	-
Services	4,746,249	3,495,890	1,630,000	-	660,100	2,290,100
Materials and Supplies	470,091	364,851	-	-	10,500	10,500
Capital Outlay	6,092,795	103,780	370,000	-	-	370,000
Transfers Out	213,690	213,690	-	-	-	-
Total Non-Recurring Expenditures	11,919,838	5,733,002	2,000,000	-	670,600	2,670,600
Net Operating Surplus/(Deficit)	(4,006,343)	(818,463)	(300,000)			(1,108,000)
Projected Fund Balance at June 30						
Legally Restricted / Committed	700,000	700,000	700,000			700,000
Unassigned Fund Balance	524,490	3,712,370	3,412,370			2,604,370
TOTAL Projected Fund Balance at June 30	1,224,490	4,412,370	4,112,370	-	-	3,304,370

Projections for FY 2017/18

Revenue: The FY 2017/18 adjusted budget included \$7.9 million in Non-Recurring General Fund Revenues, of which \$4.8 million are related to the FY15 Earthquake. Current projections anticipate FY 2017/18 revenues to be \$4.9 million, \$3.0 million under budget. Any revenues not received by June 30 will be validated then re-budgeted in FY 2018/19 through the annual carry-forward process.

Expenditure: The FY 2017/18 adjusted budget appropriated \$11.9 million in Non-Recurring General Fund Expenditures, of which \$5.5 million are related to the FY15 Earthquake. Current projections anticipate FY 2017/18 expenditures to be \$5.7 million, \$6.2 million under budget. Any unspent expenditure appropriation available on June 30 will be validated, and then re-budgeted in FY 2018/19 through the annual carry-forward process.

MID-CYCLE BUDGET - FY 2018/19

Decision Packages for FY 2018/19 – Non-Recurring General Fund

The following table provides a summary of the General Fund Non-Recurring decision packages for FY 2018/19.

Non-Recurring General Fund	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
City Clerk		100,000
DP-536 - Inventory Records City Hall <i>This request will provide funds for a consultant to conduct an inventory of records at City Hall.</i>		100,000
Finance		550,000
DP-515 - ERP Implementation <i>This request is for additional funds for the upcoming new ERP implementation.</i>		500,000
DP-546 - Permit Data Transparency and Analytics <i>This request is for the set-up and implementation of a public permit data transparency site.</i>		50,000
Community Development / Housing		75,000
DP-522 - Planning Professional Services <i>This request provides additional funding for contract planning services.</i>		75,000
Police Department		75,000
DP-531 - Law RMS Upgrade/Replace RFP <i>This request is to issue an RFP for the upgrade or replacement of the Law RMS.</i>		75,000
Fire		8,000
DP-520 - Firefighter Paramedic <i>This request adds two firefighter paramedics; Non-Recurring portion is for radios and uniforms.</i>		8,000
Public Works	(137,400)	(137,400)
DP-535 - Development Engineering Junior Engineer <i>previously budgeted in the Non-Recurring General Fund will now be budgeted in the General Fund. Also reducing professional services expenditures in the Non-Recurring Fund that were previously funded by the developer revenue.</i>	(137,400)	(137,400)
Non-Recurring General Fund - Proposed Decision Packages / CIP Update TOTAL	(137,400)	670,600

Summary of Non-Recurring General Fund Adjustments

The FY 2017/18 Non-Recurring General Fund budget, as adopted and adjusted, included the use of \$4.0 million of available fund balance. The mid-cycle requests propose increased expenditures of \$0.7 million in decision package requests. If the requested adjustments are approved, the non-recurring fund balance, projected to equate to \$4.4 million at the end of FY 2017/18, will be reduced by \$1.1 million for an estimated ending fund balance of \$3.3 million at the end of FY 2018/19.

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Proprietary Funds – Enterprise Funds and Housing Authority

Enterprise funds are those funds that provide goods or services to the public for a fee that makes the entity self-supporting. Napa's Enterprise Funds include: Solid Waste & Materials Diversion (Recycling) and Water Enterprise.

The Housing Authority administers Federal funds to provide and administer affordable housing programs and services to qualified residents.

Solid Waste & Materials Diversion (Recycling) - MDF

MDF	FY 2017/18 Adjusted Budget (through 3rd Quarter)	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
MDF Beginning Available Balance [1]	2,168,163	2,168,163	2,784,863			2,784,863
Operating Revenues	27,759,650	28,594,400	27,541,650		576,000	28,117,650
Operating Expenditures	26,128,790	26,229,090	26,552,320	(30,390)	547,510	27,069,440
Non-Recurring Revenues	12,796,879	3,601,800	566,000			566,000
Non-Recurring Expenditures	55,200	69,400	55,300			55,300
Capital Expenditures	13,952,396	3,035,800	240,500			240,500
Transfer to Street Resurfacing	1,916,000	1,916,000	1,960,000			1,960,000
Debt Service Expenditures	329,210	329,210	871,240			871,240
Impact to Net Position	(1,825,067)	616,700	(1,571,710)	30,390	28,490	(1,512,830)
MDF Ending Available Balance	343,096	2,784,863	1,213,153			1,272,033

[1] Solid Waste & MDF Available Balance includes funding for ongoing capital projects and Undesignated reserves.

Requested Revenue / Expenditure Adjustments for FY 2018/19 – MDF

Materials Diversion Fund	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Expenditure Adjustments	-	(30,390)
CalPERS Recalculation		(30,390)

Decision Packages for FY 2018/19 – MDF

Materials Diversion Fund	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
MDF Fund	576,000	547,510
DP-526 - Yard Trimming Transfer Cost Supplement <i>This request increases budgets to account for costs and revenue related to sending yard trimmings to an off-site compost facility.</i>	576,000	540,000
DP-548 - Administrative Secretary - Reclassification Request (see Public Works)		(11,710)
DP-552 - Utilities Department (see Public Works) <i>This request moves Water and MDF from Public Works into the new Utilities Department. It additionally covers restructuring within Public Works to account for the change.</i>		19,220

MID-CYCLE BUDGET - FY 2018/19

Water Fund

Water	FY 2017/18 Adjusted Budget (through 3rd Quarter)	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
Water Beginning Available Balance	14,208,054	14,208,054	13,662,638			13,662,638
Water Operating Revenues	24,816,500	25,936,710	25,590,000	4,836,400		30,426,400
Water Operating Expenditures	24,261,536	22,318,546	24,208,804	(350,300)	233,320	24,091,824
Water Capital and Non-Recurring Revenues	3,360,823	2,475,900	803,000		500,000	1,303,000
Water Capital and Non-Recurring Expenditures	13,689,283	3,219,430	4,329,550		1,065,430	5,394,980
Water Debt Service Expenditures	3,420,050	3,420,050	3,416,800			3,416,800
Impact to Net Position	(13,193,546)	(545,416)	(5,562,154)	5,186,700	(798,750)	(1,174,204)
Water Ending Available Balance	1,014,508	13,662,638	8,100,484			12,488,434

[1] Water Available Balance includes funding for ongoing capital projects and Undesignated reserves.

Requested Revenue / Expenditure Adjustments for FY 2018/19 – Water

The following table provides a summary of the revenue and expenditure adjustments for FY 2018/19. The Council approved increases to the water rates in November of 2017, and the \$4.8 million increase below reflects the additional revenue anticipated due to the rate change.

Water Enterprise Fund	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Revenue Adjustments	4,836,400	
<i>Operating: increase based on new rates approved November, 2017</i>	4,836,400	
Expenditure Adjustments		(350,300)
<i>Operating: CalPERS Recalculation (-\$255,400), closure of Central Stores (-\$64,900), miscellaneous operating adjustments (-\$30,000)</i>		(350,300)

Decision Packages / CIP Updates for FY 2018/19 – Water

Water Enterprise Fund	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
Water Fund	500,000	1,298,750
DP-458 - GIS Contract Services Database and Workflow Standardization <i>This request increases the amount of funds available annually for GIS contract services.</i>		40,000
DP-527 - Water Associate Engineer & Senior Aide for CIP Implementation <i>This request is for two new positions to work on water CIP projects.</i>		300,540
DP-528 - Water Limited Term Associate Engineer - Grant Funded <i>This request is for one limited term position to work on water CIP projects.</i>		174,890
DP-548 - Administrative Secretary - Reclassification Request (see Public Works)		(5,850)
DP-552 - Utilities Department (see Public Works) <i>This request moves Water and MDF from Public Works into the new Utilities Department. It additionally covers restructuring within Public Works to account for the change.</i>		199,170
CIP Update		
<i>Milliken Dam Road/Culvert/Catwalk Improvements (WS19PW01)</i>		<i>(85,000)</i>
<i>C-Tank Exterior Coating (WT19PW01) - CIP budget was \$425,000, but budgeted in GL at \$500,000</i>		<i>(500,000)</i>
<i>Distribution Sys Repair/Upgrade FY19 (WD19PW01)</i>	275,000	275,000
<i>Development Related Improvements (WD19PW02)</i>		125,000
<i>SCADA Improvements (WQ19PW06)</i>	125,000	180,000
<i>Hennessey Aeration System (WS19PW02)</i>		250,000
<i>Transmission System Repair and Upgrades (WT19PW03)</i>	100,000	100,000
<i>Alta Heights II Pressure Tank (WT19PW04)</i>		245,000

MID-CYCLE BUDGET - FY 2018/19

Housing Authority Funds

Housing Authority	FY 2017/18 Adjusted Budget (through 3rd Quarter)	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
Laurel Manor - Beginning Balance 7/1/2017	1,366,069	1,366,069	1,468,479			1,468,479
Revenue	433,000	440,200	433,000	-	-	433,000
Expenditures	339,740	337,790	350,550	22,900	-	373,450
Impact to Net Position	93,260	102,410	82,450	(22,900)	-	59,550
Ending Fund Balance	1,459,329	1,468,479	1,550,929			1,528,029
Seminary Street - Beginning Balance 7/1/2017	64,186	64,186	108,901			108,901
Revenue	221,500	220,900	230,000	(3,000)	-	227,000
Expenditures	183,539	176,185	186,449	(500)	-	185,949
Impact to Net Position	37,961	44,715	43,551	(2,500)	-	41,051
Ending Fund Balance	102,147	108,901	152,452			149,952
Section 8 - Beginning Balance as of 7/1/2017	215,824	215,824	91,574			91,574
Revenue	12,008,500	11,790,720	12,197,500	102,053	-	12,299,553
Expenditures	12,286,064	11,914,970	12,468,977	263,947	-	12,732,924
Impact to Net Position	(277,564)	(124,250)	(271,477)	(161,894)	-	(433,371)
Ending Fund Balance	(61,740)	91,574	(179,903)			(341,797)
Low / Mod - Beginning Balance as of 7/1/2017	901,861	901,861	1,091,101			1,091,101
Revenue	242,500	380,700	242,500	(2,500)	-	240,000
Expenditures	309,305	191,460	168,000	175,500	-	343,500
Impact to Net Position	(66,805)	189,240	74,500	(178,000)	-	(103,500)
Ending Fund Balance	835,056	1,091,101	1,165,601			987,601
Local Housing Beginning Balance as of 7/1/2017	252,491	252,491	112,501			112,501
Revenue	566,365	369,285	318,500	(8,000)	-	310,500
Expenditures	527,045	509,275	390,170	127,180	-	517,350
Impact to Net Position	39,320	(139,990)	(71,670)	(135,180)	-	(206,850)
Ending Fund Balance	291,811	112,501	40,831			(94,349)
Continuum of Care Beginning Balance as of 7/1/2017	(0)	(0)	(0)			(0)
Revenue	119,000	105,600	119,000	-	-	119,000
Expenditures	119,000	105,600	119,000	(1,150)	-	117,850
Impact to Net Position	-	-	-	1,150	-	1,150
Ending Fund Balance	(0)	(0)	(0)			1,150

Requested Revenue / Expenditure Adjustments for FY 2018/19 – Housing Authority

Housing Authority Funds	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Laurel Manor	-	22,900
Adjust employee allocations (-\$1,150), correction of negative budgets (\$50), increase utility, repair/maintenance and insurance budgets (\$24,000)		22,900
Seminary Street	(3,000)	(500)
Reduce rents and royalties	(3,000)	
Central Stores closeout		(500)
Section 8	102,053	263,947
Revised Federal revenue based on information provided from HUD	102,053	
Adjust employee allocations (\$2,430), CalPERS Correction (-\$29,650), add part-time staff (\$37,390) increase to other operating expenses (\$30,373), increase to Housing Assistance Payments (\$223,404)		263,947
Low / Mod Housing	(2,500)	175,500
Reduce development loan interest	(2,500)	
Increase operating expenses (\$75,500) and loan (\$100,000)		175,500
Local Housing	(8,000)	127,180
Increase services charges (\$8,500), reduce bond issuer fees and reimbursements (-\$16,500)	(8,000)	
Remove original part-time employee budget and replace with full-time employee per R2017-162 (\$117,180), increase operating expenses (\$10,000)		127,180
Continuum of Care	-	(1,150)
Adjust employee allocations		(1,150)

MID-CYCLE BUDGET - FY 2018/19

Internal Service Funds

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

As each Internal Service Fund is maintained individually, the requested adjustments for each fund are presented individually below:

Internal Service	FY 2017/18 Adjusted Budget <i>(through 3rd Quarter)</i>	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
<i>Fleet Management - Beginning Balance as of 7/1/2017</i>	1,119,557	1,119,557	661,307			661,307
Revenue	5,174,664	5,444,964	4,722,810	144,770	-	4,867,580
Expenditures	5,830,056	5,903,214	3,537,330	137,760	(64,590)	3,610,500
<i>Impact to Net Position</i>	(655,392)	(458,250)	1,185,480			1,257,080
Ending Fund Balance	464,165	661,307	1,846,787			1,918,387
<i>Central Stores - Beginning Balance as of 7/1/2017</i>	(308,579)	(308,579)	(291,239)			(291,239)
Revenue	599,600	431,300	605,800	(605,800)	-	-
Expenditures	599,600	413,960	605,800	(605,800)	-	-
<i>Impact to Net Position</i>	-	17,340	-			-
Ending Fund Balance	(308,579)	(291,239)	(291,239)			(291,239)
<i>IT Replacement - Beginning Balance as of 7/1/2017</i>	76,539	76,539	58,939			58,939
Revenue	162,400	162,200	206,000	(43,600)	-	162,400
Expenditures	162,400	179,800	206,000	(43,600)	-	162,400
<i>Impact to Net Position</i>	-	(17,600)	-			-
Ending Fund Balance	76,539	58,939	58,939			58,939
<i>Risk Management - Beginning Balance as of 7/1/2017</i>	4,660,674	4,660,674	5,965,184			5,965,184
Revenue	5,395,120	6,039,920	5,540,710	-	-	5,540,710
Expenditures	5,473,715	4,735,410	3,525,640	1,464,000	(9,980)	4,979,660
<i>Impact to Net Position</i>	(78,595)	1,304,510	2,015,070			561,050
Ending Fund Balance	4,582,079	5,965,184	7,980,254			6,526,234

Requested Revenue / Expenditure Adjustments for FY 2018/19 – Internal Service

Internal Service Funds	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Fleet Management	144,770	137,760
<i>Correction to DP-488 from original budget</i>	144,770	
<i>Reduce part-time staffing (-\$26,080), correct negative budgets (\$21,170), Central Stores closeout (-\$2,100), increase vehicle purchase budget for DP-488 (\$144,770)</i>		137,760
Central Stores	(605,800)	(605,800)
<i>Central Stores closed in FY18; remove all budgets</i>	(605,800)	(605,800)
IT Replacement	(43,600)	(43,600)
<i>Correction of original budget to match contributions from other funds</i>	(43,600)	(43,600)
Risk	-	1,464,000
<i>Increase insurance payment based on new CSAC estimate</i>		65,000
<i>Increase estimated claims to be paid</i>		1,399,000

MID-CYCLE BUDGET - FY 2018/19

Decision Packages for FY 2018/19 – Internal Service

Internal Service Funds	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
Fleet Fund	-	(64,590)
DP-548 - Administrative Secretary - Reclassification Request (see Public Works)		390
DP-552 - Utilities Department (see Public Works) <i>This request moves Water and MDF from Public Works into the new Utilities Department. It additionally covers restructuring within Public Works to account for the change.</i>		(64,980)
Risk Fund		(9,980)
DP-539 - Human Resources Manager <i>This request reclassifies a Management Analyst I/II position to Human Resources Manager, and moves some of the budget for the position to the Risk Fund (Worker's Compensation).</i>		69,190
DP-542 - Safety Analyst <i>This request reclassifies the Safety Officer position to Safety Analyst.</i>		(22,090)
DP-543 - Human Resources Coordinator <i>This request updates the title of Personnel Assistant to Human Resources Coordinator, and moves some of the budget for the position from the Risk Fund (Worker's Compensation).</i>		(57,080)

MID-CYCLE BUDGET - FY 2018/19

Capital Project Fund

The Capital Project Fund accounts for financial resources to be used for the acquisition or construction of capital improvements.

As each Capital Project key is maintained individually, they are presented individually below, at the summary level:

Capital Projects	FY 2017/18 Adjusted Budget <i>(through 3rd Quarter)</i>	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
<i>Current CIP & Reserves - Beginning Balance as of 7/1/2017</i>	28,327,445	28,327,445	1,614,578			1,614,578
Revenue	30,759,059	30,759,059	24,218,540	177,510	(237,659)	24,158,391
Expenditures	57,471,926	57,471,926	26,078,270	(1,313,390)	2,853,973	27,618,853
Impact to Net Position	(26,712,867)	(26,712,867)	(1,859,730)			(3,460,462)
Ending Fund Balance	1,614,578	1,614,578	(245,152)			(1,845,884)
<i>Street Resurfacing - Beginning Balance as of 7/1/2017</i>	16,363	16,363	793,121			793,121
Revenue	3,098,312	3,099,812	3,242,312	(530,940)	-	2,711,372
Expenditures	3,098,312	2,323,054	3,242,312	(100,000)	-	3,142,312
Impact to Net Position	-	776,758	-			(430,940)
Ending Fund Balance	16,363	793,121	793,121			362,181
<i>Sidewalk Replacement - Beginning Balance as of 7/1/2017</i>	191,435	191,435				387,643
Revenue	1,541,056	1,158,669	1,853,947	-	-	1,853,947
Expenditures	1,571,636	962,461	1,867,527	107,816	-	1,975,343
Impact to Net Position	(30,580)	196,208	(13,580)			(121,396)
Ending Fund Balance	160,855	387,643	(13,580)			266,247

Requested Revenue / Expenditure Adjustments for FY 2018/19 – Capital Projects

Capital Project Fund	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
CIP - Current Projects and Reserves	177,510	(1,313,390)
<i>Correct DP-471; should have budgeted Public Art portion of Roundabouts project in CIP</i>	350,000	350,000
<i>Correct DP-285; change to how engineers for Measure T projects are budgeted</i>	(289,490)	(64,990)
<i>Correct DP-497; budgeted credit in wrong key</i>		7,920
<i>Remove cost allocation payment to General Fund; should not pay for current projects</i>		(71,600)
<i>Remove interdepartmental labor and benefits already included in project budgets</i>		(1,534,720)
<i>Add contribution from General Fund for General Plan Reserve</i>	100,000	
<i>Increase General Fund contribution to reserves based on mid-cycle changes</i>	17,000	
Street Resurfacing	(530,940)	(100,000)
<i>Remove transfer in from Water Fund and reduce expenditures</i>	(100,000)	(100,000)
<i>Reduce transfer in from Traffic Fund (gas tax)</i>	(430,940)	
Sidewalk Replacement	-	107,816
<i>Correct DP-497; budgeted credit in wrong key</i>		(7,920)
<i>Increase overtime and construction services budgets</i>		117,136
<i>Central Stores closeout</i>		(1,400)

MID-CYCLE BUDGET - FY 2018/19

Decision Packages / CIP Updates for FY 2018/19 – Capital Projects

The following table lists decision packages that affect the Capital Project fund, as well as changes to CIP projects (summarized by funding source).

Capital Project Fund	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
CIP - Current Projects and Reserves	(237,659)	2,853,973
DP-523 - Public Art Projects	150,000	150,000
<i>This request will provide \$150,000 from the Public Art Fund to the CIP Fund for the Dwight Murray Plaza project (PK15RA01)</i>		
DP-552 - Utilities Department		69,000
<i>This request moves Water and MDF from Public Works into the new Utilities Department. It additionally covers restructuring within Public Works to account for the change.</i>		
CIP Update - by project funding source		
<i>General Fund CIP Reserve</i>	<i>1,540,588</i>	<i>3,081,176</i>
<i>General Fund Building Reserve (includes adjustments from R2017-110)</i>	<i>1,482,044</i>	<i>2,964,088</i>
<i>Developer Contribution</i>	<i>(200,000)</i>	<i>(200,000)</i>
<i>Measure T</i>	<i>(935,000)</i>	<i>(935,000)</i>
<i>Parking Fund</i>	<i>270,000</i>	<i>270,000</i>
<i>RMRA</i>	<i>1,338,912</i>	<i>1,338,912</i>
<i>State Gas Tax</i>	<i>(600,300)</i>	<i>(600,300)</i>
<i>Street Improvement Fee</i>	<i>(3,493,903)</i>	<i>(3,493,903)</i>
<i>Street Improvement - Underground Utility Impact Fees</i>	<i>250,000</i>	<i>250,000</i>
<i>TFCA</i>	<i>(40,000)</i>	<i>(40,000)</i>

MID-CYCLE BUDGET - FY 2018/19

CIP Update Detail

The following table provides a summary of the Capital Improvement Projects with requested changes in FY 2018/19. Appendix D (Capital Improvement Project Details) includes a project sheet for each project listed below.

Capital Projects	CIP Category	Adopted FY 2018/19 Budget	Proposed Adjustment	Comments
Developer Contribution		200,000	(200,000)	
Soscol/Imola Intersection Improvements (ST18PW07)	Street	200,000	(200,000)	Remove budget from FY19; planning on adding \$200,000 back in FY20
General Fund - CIP Projects	-	903,000	1,540,588	
Demolition Project - Former Residential Structures (FC19PR01)	Facilities	-	120,000	New Project: Demolition of two city owned residential structures
Arterial Gateway Enhancement (MS17PW01)	Miscellaneous	500,000	(300,000)	Reduce budget
Sports Court Resurfacing (PK16PR01)	Park	43,000	46,500	Increase budget
Park Shade Shelters (PK16PR04)	Park	260,000	307,687	Increase budget
Restrooms, Alston Park (PK18PR02)	Park	-	119,178	Increase budget
Trower Stormdrain Improvements (SD17PW03)	Storm Drain	-	982,223	Increase budget
Vine Trail Gap Closure Construction (ST18PW08)	Street	100,000	(35,000)	Reduce FY19 budget to \$65,000, planning on adding \$100,000 in FY20
1st, 2nd & California Utility Maintenance (ST19PW03)	Street	-	300,000	New Project: Underground Utility work to be done in advance of the 1st and California roundabouts
General Fund - Building Reserve		3,000,000	1,482,044	
City Hall Consolidation (FC15PW02)	Facilities	3,000,000	1,482,044	Increase budget
Measure T		6,935,000	(935,000)	
Drainage Improvements (SD17PW02)	Storm Drain	100,000	(100,000)	Remove project
Rejuvenation and Crack Seal (ST16PW03)	Street	500,000	(500,000)	Remove project
Trower Avenue Rehabilitation (ST19PW06)	Street	4,835,000	(2,709,541)	Reduce budget
Sidewalk Program Expansion (SW19PW01)	Sidewalk	1,500,000	(1,500,000)	Remove project
Westwood Neighborhood Rehabilitation (ST19PW04)	Street	-	2,579,484	New Project: Begin phased project to rehab streets and sidewalks in Westwood neighborhood
Trancas Street Rehabilitation (ST19PW05)	Street	-	1,295,057	New Project: Rehab Trancas from SR 29 to Jefferson St
Other Agencies		75,000	(75,000)	
C-Tank Exterior Coating (WT19PW01)		75,000	(75,000)	Remove project
Parking Fund		-	270,000	
McKinstry St Parking Lot (MS18PW01)	Miscellaneous	-	270,000	Increase budget
Public Art Fund		-	500,000	
Dwight Murray Plaza (PK15RA01)	Park	-	150,000	Add to CIP; DP-523 for FY19.
First & Second Street Roundabouts (ST14PW02)	Street	-	350,000	Add to CIP; approved on original adopted budget but booked incorrectly
RMRA		-	1,338,912	
Street Improvements - Butte Street Area (ST18PW12)	Street	-	430,940	Increase budget
SB1 - Road Maintenance (ST19PW01)	Street	-	907,972	New Project: Utilize new SB1 RMRA funds to apply preventative maintenance to City streets
State Gas Tax		650,300	(600,300)	
Measure T Bike Lane Matching Costs (ST18PW05)	Street	600,300	(600,300)	Remove project; will meet match requirement with other projects
Miscellaneous Concrete Projects (SW16PW01)	Sidewalk	25,000	(25,000)	Remove project
Miscellaneous Traffic Signals (TS16PW01)	Traffic Signal	25,000	(25,000)	Remove project
Uncontrolled Crosswalk Improvement Program (ST19PW02)	Street	-	50,000	New Project: Installation of 2-3 uncontrolled crosswalks per year
Street Improvement Fee		4,315,000	(3,493,903)	
Linda Vista Avenue Bridge (BR14PW02)	Bridge	1,115,000	(893,903)	Reduce budget
First & Second Street Roundabouts (ST14PW02)	Street	-	577,000	Increase budget
Silverado-Third-Coombsville-East (5-way) (ST14PW04)	Street	3,000,000	(3,000,000)	Reduce budget; planning on adding back in FY22
Soscol/Imola Intersection Improvements (ST18PW07)	Street	200,000	(200,000)	Remove budget from FY19; planning on adding back in FY20
Roundabouts West of SR29 (ST16PW01)	Street	-	23,000	Increase budget

MID-CYCLE BUDGET - FY 2018/19

Capital Projects - continued	CIP Category	Adopted FY 2018/19 Budget	Proposed Adjustment	NOTES:
Street Improvement - Underground Utility Impact Fees		-	250,000	
Trower Ave Widening - Young to Linda Vista (ST14PW05)	Street	-	250,000	Increase budget
Water Enterprise Fund		510,000	665,000	
Milliken Dam Road/Culvert/Catwalk Improvements (WS19PW01)	Watershed	85,000	(85,000)	Remove project
C-Tank Exterior Coating (WT19PW01)	Water Transmission	425,000	(425,000)	Remove project
Distribution Sys Repair/Upgrade FY19 (WD19PW01)	Water Distribution	-	275,000	New Project: Repairs and upgrades to the water distribution system
Development Related Improvements (WD19PW02)	Water Distribution	-	125,000	New Project: Repairs and upgrades to the water distribution system, paid by development projects
SCADA Improvements (WQ19PW06)	Water Quality	-	180,000	New Project: Improvements to the SCADA system
Hennessey Aeration System (WS19PW02)	Watershed	-	250,000	New Project: Install permanent aeration system at Lake Hennessey
Transmission System Repair and Upgrades (WT19PW03)	Water Transmission	-	100,000	New Project: Repairs to the water transmission system
Alta Heights II Pressure Tank (WT19PW04)	Water Transmission	-	245,000	New Project: Replace the Alta Heights II pressure tank
TOTAL FY 2018/19 CIP Adjustments			742,341	

MID-CYCLE BUDGET - FY 2018/19

Special Revenue Funds

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

As each Special Revenue Fund is maintained individually, the requested adjustments for each fund are presented individually below:

Special Revenue	FY 2017/18 Adjusted Budget (through 3rd Quarter)	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
<i>Traffic Fund - Beginning Balance as of 7/1/2017</i>	1,149,473	1,149,473	(485,026)			(485,026)
Revenue	1,789,194	1,618,000	3,173,339	(1,384,145)		1,789,194
Expenditures	3,252,499	3,252,499	2,615,500	(150,000)	(600,300)	1,865,200
Impact to Net Position	(1,463,305)	(1,634,499)	557,839			(76,006)
Ending Fund Balance	(313,832)	(485,026)	72,813			(561,032)
<i>RMRA - Beginning Balance as of 7/1/2017</i>	-	-	9,398			9,398
Revenue	464,660	464,660	-	1,384,145		1,384,145
Expenditures	455,262	455,262	-		1,338,912	1,338,912
Impact to Net Position	9,398	9,398	-			45,233
Ending Fund Balance	9,398	9,398	9,398			54,631
<i>Measure T - Beginning Balance as of 7/1/2017</i>	-	-	-			-
Revenue	-	-	7,500,000	(1,500,000)		6,000,000
Expenditures	-	-	7,546,130	(611,130)	(935,000)	6,000,000
Impact to Net Position	-	-	(46,130)			-
Ending Fund Balance	-	-	(46,130)			-
<i>Tourism Improvement District - Beg. Balance as of 7/1/2017</i>	587,658	587,658	557,378			557,378
Revenue	910,500	875,900	1,048,500	(17,000)		1,031,500
Expenditures	1,138,759	906,180	1,129,740	(16,000)		1,113,740
Impact to Net Position	(228,259)	(30,280)	(81,240)			(82,240)
Ending Fund Balance	359,399	557,378	476,138			475,138
<i>Public Art - Beginning Balance as of 7/1/2017</i>	945,553	945,553	1,051,553			1,051,553
Revenue	54,000	135,300	54,000	-		54,000
Expenditures	321,500	29,300	379,350	-	150,000	529,350
Impact to Net Position	(267,500)	106,000	(325,350)			(475,350)
Ending Fund Balance	678,053	1,051,553	726,203			576,203
<i>CDBG - Beginning Balance as of 7/1/2017</i>	2,147,807	2,147,807	112,666			112,666
Revenue	559,840	494,180	544,510	(200,500)		344,010
Expenditures	2,659,429	2,529,321	544,510	(200,500)		344,010
Impact to Net Position	(2,099,589)	(2,035,141)	-			-
Ending Fund Balance	48,218	112,666	112,666			112,666
<i>CDBG Rehab Revolving Loan - Beg. Balance as of 7/1/2017</i>	230,374	230,374	169,874			169,874
Revenue	188,915	425,000	190,000	186,490		376,490
Expenditures	642,739	485,500	190,000	191,872		381,872
Impact to Net Position	(453,824)	(60,500)	-			(5,382)
Ending Fund Balance	(223,450)	169,874	169,874			164,492
<i>HOME Program - Beginning Balance as of 7/1/2017</i>	206,819	206,819	305,314			305,314
Revenue	109,000	1,152,945	109,000	189,000		298,000
Expenditures	138,840	1,054,450	140,840	425,150		565,990
Impact to Net Position	(29,840)	98,495	(31,840)			(267,990)
Ending Fund Balance	176,979	305,314	273,474			37,324

MID-CYCLE BUDGET - FY 2018/19

Requested Revenue / Expenditure Adjustments for FY 2018/19 – Special Revenue

Special Revenue Funds	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Traffic Fund	(1,384,145)	(150,000)
<i>Move RMRA revenue from Traffic Fund; per State of CA need to track in separate fund</i>	<i>(1,384,145)</i>	
<i>Correct DP-488; change to funding source for previously approved decision package</i>		<i>280,940</i>
<i>Reduce transfer to Street Resurfacing</i>		<i>(430,940)</i>
Road Maintenance and Rehabilitation (RMRA) Fund	1,384,145	-
<i>Move RMRA revenue from Traffic Fund; per State of CA need to track in separate fund</i>	<i>1,384,145</i>	
Measure T Fund	(1,500,000)	(611,130)
<i>Reduce estimated revenue; will receive 75% of first year revenue in FY19</i>	<i>(1,500,000)</i>	
<i>Correct DP-285; change to how engineers for Measure T projects are budgeted</i>		<i>(330,190)</i>
<i>Correct DP-488; change to funding source for previously approved decision package</i>		<i>(280,940)</i>
TBID Fund	(17,000)	(16,000)
<i>Reduce revenue based on new TOT projections</i>	<i>(17,000)</i>	
<i>Revise expenditure allocations</i>		<i>(16,000)</i>
CDBG Program Fund	(200,500)	(200,500)
<i>Adjust budgets for estimated HUD allocation</i>	<i>(200,500)</i>	<i>(200,500)</i>
CDBG Rehab Revolving Loan Fund	186,490	191,872
<i>Adjust budgets for estimated HUD allocation</i>	<i>186,490</i>	<i>191,872</i>
HOME Program Fund	189,000	425,150
<i>Adjust budgets for estimated loan repayments</i>	<i>189,000</i>	<i>425,150</i>

MID-CYCLE BUDGET - FY 2018/19

Decision Packages / CIP Updates for FY 2018/19 – Special Revenue

Special Revenue Funds	FY 2018/19 Offsetting Revenues	FY 2018/19 DP or CIP Expenditures
Traffic Fund (Gas Tax)		(600,300)
CIP Update		
<i>Measure T Bike Lane Matching Costs (ST18PW05)</i>		(600,300)
<i>Miscellaneous Concrete Projects (SW16PW01)</i>		(25,000)
<i>Miscellaneous Traffic Signals (TS16PW01)</i>		(25,000)
<i>Uncontrolled Crosswalk Improvement Program (ST19PW02)</i>		50,000
Road Maintenance and Rehabilitation (RMRA) Fund		1,338,912
CIP Update		
<i>Street Improvements - Butte Street Area (ST18PW12)</i>		430,940
<i>SB1 - Road Maintenance (ST19PW01)</i>		907,972
Measure T Fund		(935,000)
CIP Update		
<i>Drainage Improvements (SD17PW02)</i>		(100,000)
<i>Rejuvenation and Crack Seal (ST16PW03)</i>		(500,000)
<i>Trower Avenue Rehabilitation (ST19PW06)</i>		(2,709,541)
<i>Sidewalk Program Expansion (SW19PW01)</i>		(1,500,000)
<i>Westwood Neighborhood Rehabilitation (ST19PW04)</i>		2,579,484
<i>Trancas Street Rehabilitation (ST19PW05)</i>		1,295,057
Public Art Fund		150,000
DP-523 - Public Art Projects		150,000
<i>This request will provide \$150,000 from the Public Art Fund to the CIP Fund for the Dwight Murray Plaza project (PK15RA01)</i>		
CIP Update		-
<i>First & Second Street Roundabouts (ST14PW02): \$350,000 was originally budgeted as capital outlay in the Public Art Fund; changing to transfer to CIP so related expenditures are included in the total project. Net zero effect on the Public Art Fund.</i>		

MID-CYCLE BUDGET - FY 2018/19

Private Purpose Trust Fund (Successor Agency)

Effective February 1, 2012, redevelopment agencies were dissolved by the State pursuant to AB 1x 26. This legislation established that the successor agency to the former redevelopment agency would be the city that established the RDA. As a result, the City Council serves as the governing board to the Successor Agency to the Napa Community Redevelopment Agency.

Successor Agency	FY 2017/18 Adjusted Budget <i>(through 3rd Quarter)</i>	FY 2017/18 Projected	Adopted FY 2018/19 Budget	Proposed Revenue / Expenditure Adjustment	Proposed Decision Package / CIP	Proposed FY 2018/19 Adjusted Budget
Revenue	2,815,500	3,291,310	3,129,500	(1,651,500)		1,478,000
Expenditures	2,725,479	2,806,340	2,717,029			2,717,029
<i>Impact to Net Position</i>	90,021	484,970	412,471			(1,239,029)

Requested Revenue / Expenditure Adjustments for FY 2018/19 – Successor Agency

Successor Agency Trust Funds	FY 2018/19 Revenue Adjustments	FY 2018/19 Expenditure Adjustments
Successor Agency Trust Funds	(1,651,500)	
<i>Decrease revenue based on payoff of bonds</i>		(1,651,500)

MID-CYCLE BUDGET - FY 2018/19

Performance Measure Update

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Actual	FY 2015/16 Actual	FY 2016/17 Actual	
City Clerk	Public Records Requests	% of PRAs acknowledged and statused within target	100% within 10 business days	93%	98%	97%	100%	100%	
	Meeting Minutes	% of City Council meeting minutes posted and available for review at the next regularly scheduled meeting	100% by next regularly scheduled meeting	Not Available	50%	63%	100%	100%	
City Manager	Priority Project Tracking	% completed within target date/budget	100%	Not Available	Not Available	65%	75%	67%	
	Fiscal Health	% fiscal policies in compliance	100%	92%	94%	97%	97%	97%	
	Website and Social Media	Website hits	% aggregate change year over year	% aggregate change year over year	Not Available	Not Available	Not Available	Not Available	Not Available
		Facebook Page Likes	% aggregate change year over year	% aggregate change year over year	Not Available	Not Available	656	410	441
Affordable Housing	Average Reach-Facebook	% aggregate change year over year	% aggregate change year over year	Not Available	Not Available	557	510	687	
	Twitter Impressions	% aggregate change year over year	% aggregate change year over year	Not Available	Not Available	305,300	130,681	166,917	
	New Twitter Followers	% aggregate change year over year	% aggregate change year over year	Not Available	Not Available	435	725	3158	
	# of affordable housing unit building permits issued	Trend	Trend	0	27	7	40	8	
	# households assisted annually	40 households per year	40 households per year	71	46	108	32	18	
Family Self Sufficiency	# FSS graduates	4 per year	4 per year	2	6	9	12	12	
	Monthly Close Timeliness	% of months closed within 20 days of month end	80%	Not Available	42%	9%	55%	33%	
Finance	Accounts Payable Timeliness	# invoices processed * % of invoices paid within 30 days of invoice date	Trend 90%	16,436 83%	17,171 86%	17,286 Not Available	16,517 Not Available	18,473 Not Available	
	General Fund Budget Accuracy/Performance	% variance original budget to actual revenues % variance original budget to actual expenditures	<3% <3%	13% -4%	7% -5%	12% 16%	7% 8%	1% -3%	
Business License Processing	# of new license applications processed	Trend	Trend	844	1,061	954	815	1,114	
	% Business license applications processed within 30 days	85%	85%	Not Available	Not Available	57%	82%	97%	
IT Responsiveness/Performance	% helpdesk tickets closed within 24 hours	70%	71%	64%	62%	58%	71%		

* change to amounts reported for prior years - discovered error in calculations

MID-CYCLE BUDGET - FY 2018/19

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Actual	FY 2015/16 Actual	FY 2016/17 Actual
Trees/Rights of Way	Tree Planting (planned vs actual)	% actual to target	500	357 (71.4%)	302 (60.4%)	287 (57%)	282 (56%)	129(26%)
	Tree Pruning (planned vs actual)	% actual to target	2,000	1,959 (97.95%)	1,570 (78.5%)	1,221 (61%)	1,178 (59%)	1444(72%)
	Tree Replacement	% replacement trees planted within 30 days	100%	78.98%	100%	80%	80%	80%
Parking	Parking Maintenance	Cleaning Frequency	7 days / week	Not Available	Not Available	Not Available	3 days / week	5 days / week
		Sweeping Frequency	5 days / week	Not Available	Not Available	Not Available	2 days / week	2 days / week
Capital Improvement Program	Capital Project Performance	% projects completed on time	70%	Not Available	Not Available	Not Available	30%	40.0%
		% projects completed within budget	70%	Not Available	Not Available	Not Available	60%	63.0%
		% of non-owner initiated change order costs	<10%	Not Available	Not Available	Not Available	10%	0.7%
Engineering Services	Engineering Services	# IDR Referrals	Trend	Not Available	Not Available	218	90	282
		# Building Referrals	Trend	Not Available	Not Available	53	102	105
		Plan Check (Engineering): Use Permits	Trend	Not Available	Not Available	13	24	16
		Plan Check (Engineering): Single Family Dwellings	Trend	Not Available	Not Available	4	5	50
		Plan Check (Engineering): Subdivisions	Trend	Not Available	Not Available	20	26	9
		Lot Line Adjustments	Trend	Not Available	Not Available	10	9	7
		# of priority sidewalk repairs completed	50 per year	Not Available	Not Available	29	110	77
Sidewalk Installation	# cubic yards of concrete installed	1,200 cubic yards per year	1,205	1,700	1,345	1,522	1,547	

MID-CYCLE BUDGET - FY 2018/19

Program	Program Metric	Indicator	Target	FY 2012/13 Actual	FY 2013/14 Actual	FY 2014/15 Actual	FY 2015/16 Actual	FY 2016/17 Actual
Solid Waste & Materials Diversion	Materials Diversion	diverted v. total tons generated	70% by 2018 75% by 2020	63%	65%	66%	68%	69%
		# pothole service order requests completed (all complaints are addressed within 3 business days)	<300	325	333	383	358	413
Street Infrastructure Program	Street Conditions (Pavement Condition Index)	PCI	80% PCI by 2023 >2% pts annually	60	62	65	68	70
	Pavement Markings	% of pavement markings and signage in school zones (in need of repair) addressed	100%	Not Available	Not Available	100%	100%	100%
Water Utility	Water Quality	% compliance with state water quality standards	100%	100%	100%	99%	99%	100%
	Water Conservation - reduce overall water usage by 20% by 2020	actual v. target	2015 Interim Target: 149 gallons/person/day; 2020 Target: 132 gallons/person/day	145 gpcd	151 gpcd	125 gpcd	116 gpcd	115 gpcd
Storm Drainage	Stormwater Quality	# of illicit discharges reported	Trend	46	53	59	73	60
	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)	Not Available	Not Available	146 CB's = 128%	106 CB's = 93%*	114 CB's=100%

MID-CYCLE BUDGET - FY 2018/19

Program	Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual	CY 2015 Actual	CY 2016 Actual	CY 2017 Actual
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	Not Available	Not Available	91%	83%	85%
		Average number of days to first contact with reporting party	Trend	Not Available	Not Available	4	9	7
Code Enforcement	Code Enforcement	Average number of days to first contact with violating party	Trend	Not Available	Not Available	3	11	7
		% of cases resolved through voluntary compliance	60%	Not Available	Not Available	75%	91%	95%
Economic Development	Downtown Investment	Annual Private Real Estate \$	Trend	Not Available	\$96,436,300	\$78,000,000	\$89,000,000	\$43,000,000
		Vacancy Rate	Trend	Not Available	\$3,220,212	\$9,365,000	\$9,001,000	\$55,235,000
			Trend	Not Available	5%	7%	6%	9%
Entitlement Applications by Type	# processed (Administrative Permit)	# processed (Administrative Permit)	Trend	Not Available	Not Available	40	50	58
		# processed (Discretionary Reviews)	Trend	Not Available	Not Available	224	310	316
Determination of Application Completeness	% of applications reviewed for completeness within 30 days	% of applications reviewed for completeness within 30 days	100%	Not Available	Not Available	100%	99%	99%
		% of final determinations made for applications requiring environmental determination pursuant to CEQA that are reviewed within 180 days	95%	Not Available	Not Available	100%	67%	89%
Final Application Approval	% of final determinations made for applications requiring an environmental impact report (EIR) that are reviewed within one year	% of final determinations made for applications requiring an environmental impact report (EIR) that are reviewed within one year	95%	Not Available	Not Available	Not Available	Not Available	Not Applicable
		# of single-family units	Trend	Not Available	Not Available	38	99	19
Approved Residential Development	# of multi-family units	# of multi-family units	Trend	Not Available	Not Available	177	256	117
		# of second units	Trend	Not Available	Not Available	10	10	33
Approved Non-Residential Development	# of group bed units	# of group bed units	Trend	Not Available	Not Available	11	173	0
		# commercial square feet	Trend	Not Available	Not Available	56,143	99,194	13,777
		# office square feet	Trend	Not Available	Not Available	Not Available	28,050	16,067
		# industrial square feet	Trend	Not Available	Not Available	30,817	22,330	44,598
Disaster Prep/Recovery	Employee ICS/NIMS Training	# hotel rooms	Trend	Not Available	Not Available	145	22	28
		% compliance	100%	90%	100%	100%	100%	98%

MID-CYCLE BUDGET - FY 2018/19

Program	Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual	CY 2015 Actual	CY 2016 Actual	CY 2017 Actual
Fire Prevention	Community Outreach	# of events	100	50	89	297	85	98
		# of participants in SAFE program	6,000	7,500	5,900	6,000	5,950	
	Fire is Everyone's Fight	# of participants taught Hands Only CPR	2,000	401	1,311	5,792	2,632	
		# smoke alarms installed	40	17	60	21	113	109
	Fire Prevention Inspections (includes American Canyon)	# construction inspections	Trend	676	840	849	643	651
		# plan checks	Trend	725	1,128	1,258	1,392	1,248
		% of mandatory inspections completed (schools, institutions, hotels, motels, multifamily residential properties)	100%	100%	100%	100%	100%	100%
		# notices sent	Trend	380	327	246	298	275
	Weed Abatement	# properties inspected	Trend	103	129	147	126	115
		# citations issued	Trend	26	40	37	41	7
# parcels cleared by City		Trend	8	12	15	9	3	
Emergency Response Time	% calls responded to within target	90% response within 7 minutes	87%	89%	86%	88%	84%	
Fire Suppression & Operations	CPR Survival Rate (Napa compared to national average)	% Napa Average	Comparison	17%	27%	23%	33%	67%
		% US Average	Comparison	11%	10%	11%	12%	33%
	Certification in Specialized Disciplines	% certification	100%	Not Available	97%	100%	100%	100%
Dispatch	# calls to dispatch	% answered within 10 seconds *	Trend	46,517	52,037	50,747	47,495	49,498
		State of CA goal is now 15 seconds, measure used is 15 seconds beginning CY2016	90%	77%	81%	81%	93%	
	General time for call received to event created for Priority 1 - Priority 4 calls for Napa PD	30 seconds	Not Available	28 seconds	28 seconds	27 seconds		
	Response time from event created to arrival time for Priority 1 - Priority 4 calls for Napa PD	1 minute, 45 seconds	Not Available	Not Available	1 minute, 25 seconds	Not Available	Not Available	

MID-CYCLE BUDGET - FY 2018/19

Program	Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual	CY 2015 Actual	CY 2016 Actual	CY 2017 Actual
Patrol	Officer committed time vs non-committed time	Hours committed v Non-Committed	Trend	Not Available	Not Available	Not Available	Not Available	Not Available
	UCR Part 1	# crimes	Trend	2,239	2,181	2,377	2,471	2,259
Property & Records	Larceny Offenses	# crimes	Trend	Not Available	Not Available	919	1013	842
		# of processed reports	Trend	7,172	7,665	8,180	7,791	7,208
		# of front counter assistance	Trend	Not Available	12,427	17,493	16,882	14,683
		# permits processed	Trend	820	759	740	886	856
		# background requests processed	Trend	903	1,094	1,107	974	835
		# subpoenas processed	Trend	2,684	3,283	4,124	3,471	3,386
Investigations	# cases assigned	# cases assigned	Trend	410	353	431	362	293
	% Cleared by arrest or charges filed	% Cleared by arrest or charges filed	Trend	19%	23%	27%	0.33	0.31
Napa Special Investigations Bureau	# cases assigned	# cases assigned	Trend	189	215	177	147	140
	% Cleared by arrest or charges filed	% Cleared by arrest or charges filed	Trend	64.5%	39.0%	44.0%	24.5%	Not Available
Special Police Operations	Value of substances seized	Value of substances seized	Trend	\$33,060,721	\$81,444,932	\$16,292,109	\$16,917,363	Not Available
	# homeless persons served	# homeless persons served	Trend	2,250	2,275	1890	1,816	2,172
	# homeless persons placed in housing or shelter	# homeless persons placed in housing or shelter	Trend	125 individuals/ 9 families	106 individuals/ 7 families	119 individuals/ 8 families	131 individuals/ 10 families	126 individuals / 18 families
	# homeless veterans served	# homeless veterans served	Trend	9	14	8	5	14
School Resource Officers	# cases investigated	# cases investigated	Trend	139	128	144	140	226
	% of cases cleared	% of cases cleared	100%	100%	100%	96%	100%	100%
Diversion	# youth referred to program	# youth referred to program	Trend	1,002	1,316	1,408	1,572	1,728
	% completing program	% completing program	Trend	95%	96%	75%	0.94	0.9

MID-CYCLE BUDGET - FY 2018/19

Program	Program Metric	Indicator	Target	CY 2013 Actual	CY 2014 Actual	CY 2015 Actual	CY 2016 Actual	CY 2017 Actual	
Traffic Safety	Traffic Safety	# fatal collisions	Trend	1	0	1	0	1	
		# injury collisions	Trend	596	637	269	230	335	
		# DUI related collisions	Trend	83	90	79	85	86	
		# DUI arrests	Trend	286	373	426	341	187	
		# education presentations	Trend	10	17	6	13	6	
		# engineering change recommendations made	Trend	0	0	1	30	27	
	Red Light Camera (enforcement ended 2/28/2017)	Traffic Counts	# violations	Trend	4,667	3,415	3,739	4,967	1,188
			# citations issued	Trend	2,397	2,845	1,882	2,246	320
			# fatal collisions	Trend	0	0	0	0	0
			# injury collisions	Trend	34	25	33	5	5
Speed Surveys	Speed Surveys	% traffic counts on major streets completed and published annually by February 15	100%	Not Available	41%	50%	100%	100%	
		# of expiring speed surveys completed	Trend	29	40	3	0	52	
		% of expiring speed surveys completed	100%	100%	97%	100%	100%	100%	



Appendix A

Five-Year Staffing Plan

Fiscal Year 2018-19

MID-CYCLE BUDGET - FY 2018/19

FY 2018/19 Changes to Staffing Levels - General Fund			
Dept	Position	Add FTE	Comments
Community Development	Building Inspector (Limited Term)	1	Add one limited-term building inspector
Fire	Firefighter Paramedic	2	Add two firefighter paramedics
Police	Police Officer	1	Add one police officer to backfill for officer working on domestic violence grant
Public Works	Management Analyst I/II	1	Add one management analyst to backfill for analyst moving to new Utilities Department
	Junior Engineer	1	Add one junior engineer to development engineering division
6 Additional General Fund FTE			
FY 2018/19 Changes to Staffing Levels - Non General Fund / Other Funding Sources			
Public Works Fleet	Fleet Manager	-1	Remove fleet manager position
Utilities Water	Associate Civil Engineer	1	Add one associate civil engineer to work on CIP
	Associate Civil Engineer (Limited Term)	1	Add one limited-term associate civil engineer to work on disaster-related and HMGP CIP
	Senior Engineering Aide	2	Add two senior engineering aides
3 Additional Non General Fund FTE			

FY 2018/19 Staffing Reallocations - All Funds				
Dept	Position	Eliminate FTE	Add FTE	Comments
Human Resources	Management Analyst I/II	1		Restructuring of the Human Resources department to better meet organizational needs.
	Human Resources Manager		1	
	Personnel Assistant	1		
	Human Resources Coordinator		1	
	Safety Officer	1		
	Safety Analyst		1	
Parks and Recreation	Secretary	1		Reclass to allow for additional duties.
	Administrative Assistant		1	
Public Works	Deputy Public Works Director (Operations)	1		The creation of the Utilities department created the need for movement of positions within both the new department and Public Works.
	Utilities Director		1	
	Electrical Supervisor	1		
	Engineering Assistant	1		
	Maintenance Superintendent		2	
	Secretary	1		
	Administrative Secretary		1	
	Equipment Mechanic	1		
	Senior Equipment Mechanic		1	
Utilities	Water General Manager	1		
	Deputy Utilities Director		1	
		10	10	

Appendix A
Five-Year Budget Staffing Plan

ATTACHMENT 3

Department/ Division	Position Title	2014/15 Amended	2015/16 Amended	2016/17 Amended	2017/18 Amended	2018/19 Amended	
City Manager	City Manager	1.00	1.00	1.00	1.00	1.00	
	Assistant City Manager - Administrative Services	1.00	1.00	1.00	-	-	
	Assistant City Manager - Development Services	-	-	-	1.00	1.00	
	Assistant to the City Manager	1.00	1.00	1.00	-	-	
	Deputy City Manager	-	-	-	1.00	1.00	
	Community Outreach Coordinator (Management Analyst I/II)	1.00	1.00	1.00	1.00	1.00	
	Secretary to the City Manager	1.00	1.00	1.00	1.00	1.00	
	Parking Programs Manager	-	-	-	1.00	1.00	
	<i>Part Time -FTE</i>	<i>0.17</i>	<i>0.12</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	Total full time employees	5.00	5.00	5.00	6.00	6.00	
	<i>Total part time employees</i>	<i>0.17</i>	<i>0.12</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Total City Manager	5.17	5.12	5.00	6.00	6.00		
City Clerk	City Clerk	1.00	1.00	1.00	1.00	1.00	
	Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	
	Records Analyst	-	1.00	1.00	1.00	1.00	
	<i>Records Specialist (LT)</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	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	
	<i>Part Time - FTE</i>	<i>0.57</i>	<i>0.48</i>	<i>0.48</i>	<i>0.48</i>	<i>0.48</i>	
	Total full time employees	4.00	5.00	5.00	5.00	5.00	
	<i>Total part time employees</i>	<i>0.57</i>	<i>0.48</i>	<i>0.48</i>	<i>0.48</i>	<i>0.48</i>	
	<i>Total limited term employees</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	Total City Clerk	5.57	5.48	5.48	5.48	5.48	
City Attorney	City Attorney	1.00	1.00	1.00	1.00	1.00	
	Assistant City Attorney	1.00	1.00	1.00	1.00	1.00	
	Deputy City Attorney	1.00	1.00	1.00	1.00	1.00	
	Legal Secretary to the Attorney	1.00	1.00	1.00	1.00	1.00	
	Total City Attorney	4.00	4.00	4.00	4.00	4.00	
Human Resources	Human Resources Director	1.00	1.00	1.00	1.00	1.00	
	Assistant Human Resources Director	-	1.00	1.00	1.00	1.00	
	Personnel Manager	1.00	-	-	-	-	
	Human Resources Manager [1]	-	-	-	-	1.00	
	Management Analyst I/II [1]	1.00	1.00	1.00	2.00	1.00	
	Safety Analyst [2]	-	-	-	-	1.00	
	Safety Officer [2]	1.00	1.00	1.00	1.00	-	
	Human Resources Coordinator [3]	-	-	-	-	1.00	
	Personnel Assistant [3]	2.00	3.00	3.00	1.00	-	
	Office Assistant I/II	-	-	-	1.00	1.00	
	<i>Part Time -FTE</i>	<i>0.48</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Total full time employees	6.00	7.00	7.00	7.00	7.00		
<i>Total part time employees</i>	<i>0.48</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>		
Total Human Resources	6.48	7.00	7.00	7.00	7.00		
Finance	<i>Administration</i>	Finance Director	1.00	1.00	1.00	1.00	1.00
		Finance Manager	1.00	1.00	1.00	1.00	1.00
		Finance Analyst	1.00	1.00	1.00	1.00	1.00
		Administrative Assistant	-	1.00	1.00	1.00	1.00
		Administrative Secretary	1.00	-	-	-	-
	<i>Part Time -FTE</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.72</i>	<i>0.48</i>	
		4.00	4.00	4.00	4.72	4.48	
	<i>Accounting & Auditing</i>	Accounting & Audit Supervisor	1.00	1.00	1.00	1.00	1.00
		Senior Accountant	-	-	1.00	1.00	1.00
		Accountant	3.00	3.00	2.00	2.00	2.00
		Accounting Technician/Tech Entry	2.00	3.00	3.00	3.00	3.00
		Account Clerk I/II	2.00	2.00	2.00	2.00	2.00
	<i>Part Time -FTE</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>-</i>	<i>-</i>	
		8.46	9.46	9.46	9.00	9.00	
	<i>Revenue</i>	Revenue Operations Supervisor	1.00	1.00	1.00	1.00	1.00
		Accounting Technician/Tech Entry	4.00	4.00	4.00	4.00	4.00
		<i>Accounting Technician/Tech Entry (LT)</i>	<i>1.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Account Clerk I/II		4.00	5.00	5.00	5.00	5.00	
<i>Part Time -FTE</i>		<i>0.75</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	
	10.75	10.00	10.00	10.00	10.00		

Appendix A
Five-Year Budget Staffing Plan

ATTACHMENT 3

Department/ Division	Position Title	2014/15 Amended	2015/16 Amended	2016/17 Amended	2017/18 Amended	2018/19 Amended
Finance (Continued)						
<i>Purchasing</i>	Purchasing Services Manager	-	-	1.00	1.00	1.00
	Purchasing & Inventory Specialist	-	-	-	1.00	1.00
	Management Analyst I/II	-	1.00	-	-	-
	Purchasing Agent	1.00	-	-	-	-
		1.00	1.00	1.00	2.00	2.00
<i>Information Technology</i>	Information Technology Manager	1.00	1.00	1.00	1.00	1.00
	Systems Administrator	2.00	2.00	2.00	3.00	3.00
	Systems Analyst	5.00	5.00	5.00	4.00	4.00
	GIS Coordinator	1.00	1.00	1.00	1.00	1.00
	Telecommunication Technician	1.00	-	-	-	-
	Telecommunication Specialist	1.00	2.00	2.00	2.00	2.00
	<i>Part Time -FTE</i>	-	-	-	-	-
		11.00	11.00	11.00	11.00	11.00
	Total full time employees	33.00	35.00	35.00	36.00	36.00
	<i>Total part time employees</i>	1.21	0.46	0.46	0.72	0.48
	<i>Total limited term employees</i>	1.00	-	-	-	-
	Total Finance	35.21	35.46	35.46	36.72	36.48
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
	Senior Office Assistant	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant [4]	-	-	-	-	1.00
	Secretary [4]	1.00	1.00	1.00	1.00	-
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	-	1.03	0.96	1.23	0.48
			5.00	6.03	5.96	6.23
<i>Recreation</i>	Recreation Manager	-	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>Part Time -FTE [5]</i>	16.61	11.79	11.79	14.40	15.50
		22.61	18.79	18.79	21.40	22.50
<i>Parks</i>	Parks, Trees & Facilities Maintenance Manager	1.00	1.00	1.00	1.00	1.00
	Parks Trees & Facilities Supervisor	2.00	3.00	3.00	3.00	3.00
	Park Maintenance Worker III [6]	7.00	8.00	8.00	8.00	7.00
	Park Maintenance Worker I/II	12.00	11.00	11.00	11.00	11.00
	Maintenance Laborer [6]	4.00	5.00	5.00	5.00	4.00
	<i>Part Time -FTE</i>	5.16	5.10	6.20	7.68	8.11
		31.16	33.10	34.20	35.68	34.11
<i>Bldg and Facility Maintenance</i>	Parks, Trees & Facilities Supervisor [6]	1.00	1.00	1.00	1.00	-
	Maintenance Craftsworker [6]	1.00	1.00	1.00	1.00	-
	Custodian [6]	4.00	4.00	4.00	4.00	-
	<i>Part Time -FTE [6]</i>	2.24	0.46	0.46	1.12	-
		8.24	6.46	6.46	7.12	-
	Total full time employees	43.00	46.00	46.00	46.00	38.00
	<i>Total part time employees</i>	24.01	18.38	19.41	24.42	24.09
	Total Parks & Recreation Services	67.01	64.38	65.41	70.42	62.09
Community Development						
<i>Administration</i>	Community Development Director	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	2.00	2.00
	Administrative Secretary	1.00	1.00	1.00	-	-
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00
			4.00	4.00	4.00	4.00
<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
	Associate Planner	2.00	2.00	2.00	1.00	1.00
	Assistant Planner	1.00	1.00	1.00	2.00	2.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	0.46	0.17	0.10	0.19	0.19
		7.46	7.17	7.10	7.19	7.19

Appendix A
Five-Year Budget Staffing Plan

ATTACHMENT 3

Department/ Division	Position Title	2014/15 Amended	2015/16 Amended	2016/17 Amended	2017/18 Amended	2018/19 Amended	
Community Development (Continued)							
<i>Building Inspection</i>	Chief Building Official	1.00	1.00	1.00	1.00	1.00	
	Deputy Chief Building Official [7]	-	-	1.00	1.00	1.00	
	Senior Building Inspector [7]	1.00	1.00	-	1.00	1.00	
	Plans Examiner	1.00	1.00	1.00	1.00	1.00	
	Building Inspector I/II [7]	-	-	-	2.00	2.00	
	Building Inspector I/II (LT) [8]	-	-	-	-	1.00	
	Building Inspector	3.00	3.00	3.00	-	-	
<i>Code Enforcement</i>	Permit Technician [9]	1.00	2.00	2.00	2.00	3.00	
	Code Enforcement Officer	2.00	3.00	3.00	3.00	3.00	
<i>Economic Development</i>	Econ Dev & Redevelopment Manager	1.00	1.00	1.00	1.00	1.00	
	Sr Development Project Coordinator	-	1.00	1.00	1.00	1.00	
	Sr Development Project Coordinator (LT)	1.00	-	-	-	-	
<i>Housing</i>	Development Project Coordinator	1.00	1.00	1.00	1.00	1.00	
	Housing Manager	1.00	1.00	1.00	1.00	1.00	
	Housing Rehab Prgm Supervisor	1.00	1.00	1.00	1.00	1.00	
	Rental Assistant Prgm Supervisor	1.00	1.00	1.00	1.00	1.00	
	Affordable Housing Representative	1.00	1.00	1.00	1.00	1.00	
	Housing Rehabilitation Specialist [10]	-	-	1.00	-	-	
	Housing Rehabilitation Specialist (LT) [10]	-	-	-	1.00	1.00	
	Secretary	1.00	1.00	1.00	1.00	1.00	
	Housing Specialist	5.00	5.00	5.00	5.00	5.00	
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00	
	Part Time -FTE	1.83	2.19	1.19	1.27	0.95	
	Total full time employees	12.83	13.19	13.19	13.27	12.95	
	Total part time employees	2.29	2.36	1.29	1.46	1.14	
Total limited term employees	1.00	-	-	1.00	2.00		
Total Community Development		36.29	38.36	38.29	38.46	40.14	
Public Works							
<i>Administration</i>	Public Works Director	1.00	1.00	1.00	1.00	1.00	
	Deputy PW Director - Engineering	1.00	1.00	1.00	1.00	1.00	
	Deputy PW Director - Operations [11]	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	-	1.00	2.00	2.00	2.00	
	Accounting Technician/Tech Entry	1.00	1.00	-	-	-	
	Administrative Secretary [12]	-	-	-	-	1.00	
	Secretary [12]	1.00	1.00	1.00	1.00	-	
	Office Assistant I/II	1.00	1.00	1.00	1.00	1.00	
	Part Time -FTE	-	1.08	1.08	0.88	0.88	
	Total full time employees	7.00	9.08	9.08	8.88	7.88	
	<i>Maintenance</i>	Public Works Maintenance Manager	1.00	1.00	1.00	1.00	1.00
		Maintenance Superintendent [11]	-	-	-	-	1.00
Associate Civil Engineer		-	-	-	1.00	1.00	
Junior Engineer / Assistant Engineer		-	1.00	1.00	-	-	
Engineering Assistant [11]		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	
Street Maintenance Worker III		3.00	3.00	3.00	3.00	3.00	
Street Maintenance Worker I/II [7]		9.00	9.00	10.00	10.00	12.00	
Park Maintenance Worker III [6]		-	-	-	-	1.00	
Maintenance Laborer [6]		-	-	-	-	1.00	
Senior Office Assistant [11]		-	-	-	-	1.00	
Office Assistant I/II [11]		-	-	-	-	1.00	
Part Time -FTE [13]	0.93	3.31	3.31	2.81	1.85		
Total full time employees	19.93	23.31	24.31	23.81	28.85		
<i>Fleet Management</i>	Fleet Manager	1.00	1.00	1.00	1.00	-	
	Fleet Shop Supervisor	1.00	1.00	1.00	1.00	1.00	
	Senior Equipment Mechanic [11]	-	-	-	-	1.00	
	Equipment Mechanic [11]	4.00	4.00	4.00	4.00	3.00	
	Office Assistant I/II [11]	1.00	1.00	1.00	1.00	-	
Part Time -FTE	-	-	-	1.38	0.46		
Total full time employees	7.00	7.00	7.00	8.38	5.46		

Appendix A
Five-Year Budget Staffing Plan

ATTACHMENT 3

Department/ Division	Position Title	2014/15 Amended	2015/16 Amended	2016/17 Amended	2017/18 Amended	2018/19 Amended
Public Works (Continued)						
General Services	Maintenance Superintendent [11]	-	-	-	-	1.00
	Electrical Supervisor [11]	1.00	1.00	1.00	1.00	-
	Electrician III	2.00	2.00	2.00	2.00	2.00
	Electrician I/II	2.00	2.00	3.00	3.00	3.00
	Electrician I/II - (LT)	1.00	1.00	-	-	-
	Parks, Trees & Facilities Supervisor [6]	-	-	-	-	1.00
	Maintenance Craftworker [6]	-	-	-	-	1.00
	Custodian [6]	-	-	-	-	4.00
	Part Time -FTE [6]	-	-	-	-	1.39
		6.00	6.00	6.00	6.00	13.39
Real Property	Property Manager	1.00	1.00	1.00	1.00	1.00
	Engineering Aide / Senior Engineering Aide [14]	-	-	-	-	1.00
	Part Time -FTE [14]	-	-	0.50	0.46	-
		1.00	1.00	1.50	1.46	2.00
Engineering	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00	3.00	3.00
	Junior Engineer / Assistant Engineer	2.00	2.00	2.00	3.00	3.00
	Engineering Assistant	1.00	1.00	1.00	2.00	2.00
	Engineering Aide / Senior Engineering Aide	3.00	3.00	2.00	2.00	2.00
	Part Time -FTE	0.23	0.27	0.27	0.19	0.19
			8.23	8.27	7.27	11.19
Development Engineering	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	2.00	1.00	1.00
	Junior Engineer / Assistant Engineer [15]	2.00	2.00	2.00	1.00	2.00
	Transportation Planner I/II	1.00	1.00	1.00	1.00	1.00
	Supervising Engineering Assistant [16]	-	-	-	2.00	2.00
	Engineering Assistant [16]	3.00	4.00	4.00	1.00	1.00
	Engineering Aide / Senior Engineering Aide	1.00	2.00	3.00	4.00	4.00
Part Time -FTE	0.22	0.92	0.92	1.00	1.00	
		9.22	11.92	13.92	12.00	13.00
Construction	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Junior Engineer / Assistant Engineer	1.00	1.00	1.00	1.00	1.00
	Senior Construction Inspector [16]	-	-	-	1.00	1.00
	Construction Inspector [16]	2.00	2.00	2.00	1.00	1.00
	Construction Inspector Assistant	1.00	1.00	1.00	1.00	1.00
	Engineering Aide / Senior Engineering Aide	2.00	2.00	2.00	2.00	2.00
	Part Time -FTE	-	-	-	0.19	0.19
		7.00	7.00	7.00	7.19	7.19
Central Stores	Purchasing & Inventory Specialist	1.00	1.00	1.00	-	-
		1.00	1.00	1.00	-	-
	Total full time employees	64.00	68.00	71.00	72.00	79.00
	Total part time employees	1.38	5.58	6.08	6.92	6.89
		1.00	1.00	-	-	-
		66.38	74.58	77.08	78.92	85.89
Utilities [11]						
Administration	Utilities Director [11]	-	-	-	-	1.00
	Deputy Utilities Director [11]	-	-	-	-	1.00
	Management Analyst I/II [11]	-	-	-	-	1.00
	Secretary [11]	-	-	-	-	1.00
	Water Resources Analyst [11]	-	-	-	-	1.00
	Water Conservation Specialist [11]	-	-	-	-	1.00
		-	-	-	-	6.00
Material Diversion Services	Materials Diversion Administrator	1.00	1.00	1.00	1.00	1.00
	Management Analyst I/II	1.00	1.00	1.00	1.00	1.00
	Waste Prevention Specialist	-	-	1.00	1.00	1.00
	Waste Prevention Representative	1.00	1.00	-	-	-
	Senior Scalehouse Attendant	-	-	-	1.00	1.00
	Scalehouse Attendant	2.00	2.00	2.00	2.00	2.00
	Part Time -FTE	2.00	2.38	2.38	2.42	2.42
		7.00	7.38	7.38	8.42	8.42

Appendix A
Five-Year Budget Staffing Plan

Department/ Division	Position Title	2014/15 Amended	2015/16 Amended	2016/17 Amended	2017/18 Amended	2018/19 Amended
Utilities (Continued)						
<i>Water Admin [11]</i>	Water General Manager [11]	1.00	1.00	1.00	1.00	-
<i>Water Engineering</i>	Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
	Associate Civil Engineer [17]	1.00	1.00	2.00	2.00	3.00
	Associate Civil Engineer (LT) [18]	-	-	-	-	1.00
	Water Resources Analyst [11]	1.00	1.00	1.00	1.00	-
	Engineering Assistant	1.00	3.00	3.00	3.00	3.00
	Water Conservation Specialist [11]	1.00	1.00	1.00	1.00	-
	Junior Engineer / Assistant Engineer [19]	-	-	-	-	1.00
	Engineering Aide / Senior Engineering Aide [11][17][19]	2.00	-	1.00	1.00	2.00
	Engineering Aide - (LT)	1.00	1.00	-	-	-
	Secretary [11]	1.00	1.00	1.00	1.00	-
		10.00	10.00	11.00	11.00	11.00
<i>Water Distribution</i>	Water Distribution System Superintendant	1.00	1.00	1.00	1.00	1.00
	Water Facilities Supervisor	2.00	2.00	2.00	1.00	1.00
	Supervising Water Service Worker [20]	1.00	-	-	1.00	1.00
	Water Systems Specialist	1.00	1.00	1.00	1.00	1.00
	Water Meter Specialist [20]	1.00	1.00	1.00	1.00	-
	Water Facilities Worker III	2.00	2.00	2.00	2.00	2.00
	Water Facilities Worker I/II	6.00	8.00	8.00	6.00	6.00
	Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
	Water Services Worker	5.00	5.00	5.00	5.00	5.00
	Senior Office Assistant [11]	1.00	1.00	1.00	1.00	-
		22.00	23.00	23.00	21.00	19.00
<i>Water 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
	Plant Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
	Water Facilities Supervisor	-	-	-	1.00	1.00
	Water Facilities Worker I/II	-	-	-	2.00	2.00
	Control Systems Administrator	-	-	1.00	1.00	1.00
	Control System Supervisor	1.00	1.00	-	-	-
	Control Systems Analyst	-	-	2.00	2.00	2.00
	Control System Specialist	2.00	2.00	-	-	-
	Senior Water Treatment Facility Operator	1.00	1.00	1.00	1.00	1.00
	Water Treatment Facility Operator/Trainee [20]	9.00	10.00	10.00	10.00	10.00
	Plant Maintenance Electrician	1.00	1.00	1.00	1.00	1.00
	Plant Maintenance Mechanic III	2.00	2.00	2.00	2.00	2.00
	Plant Maintenance Mechanic I/II	1.00	1.00	1.00	1.00	1.00
	Water Quality Supervisor	-	-	-	1.00	1.00
	Laboratory Technician	2.00	2.00	2.00	2.00	2.00
	Purchasing & Inventory Specialist	1.00	1.00	1.00	1.00	1.00
	Part Time -FTE	4.66	3.23	3.23	3.23	3.23
		27.66	27.23	27.23	31.23	31.23
	Total full time employees	59.00	61.00	63.00	66.00	69.00
	Total part time employees	6.66	5.61	5.61	5.65	5.65
	Total limited term employees	1.00	1.00	-	-	1.00
	Total Utilities	66.66	67.61	68.61	71.65	75.65
Police						
<i>Administration</i>	Police Chief	1.00	1.00	1.00	1.00	1.00
	Administrative Services Manager	0.50	0.50	0.50	0.50	0.50
	Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	Secretary [21]	1.00	1.00	1.00	-	-
	Management Analyst I/II [21]	-	-	-	1.00	1.00
	Part Time -FTE	0.94	0.94	0.94	0.48	0.48
		4.44	4.44	4.44	3.98	3.98
<i>Special 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	12.00	15.00	15.00	15.00	15.00
	Police Forensic Specialist	1.00	1.00	1.00	1.00	1.00
	Homeless Outreach Specialist	1.00	1.00	1.00	1.00	1.00
	Part Time -FTE	5.58	3.92	3.92	2.88	2.88
		24.58	25.92	25.92	24.88	24.88

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ATTACHMENT 3

Department/ Division	Position Title	2014/15 Amended	2015/16 Amended	2016/17 Amended	2017/18 Amended	2018/19 Amended
Police (Continued)						
<i>Patrol</i>	Police Captain	1.00	1.00	1.00	1.00	1.00
	Police Lieutenant	1.00	1.00	1.00	1.00	1.00
	Police Sergeant	8.00	8.00	8.00	8.00	8.00
	Police Officer/Police Officer Trainee [22]	45.00	44.00	44.00	46.00	47.00
	Community Service Officer I/II	5.00	5.00	5.00	6.00	6.00
	<i>Part Time -FTE</i>	<i>0.46</i>	<i>0.46</i>	<i>0.46</i>	<i>2.35</i>	<i>2.35</i>
		60.46	59.46	59.46	64.35	65.35
<i>Support 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 II	17.00	17.00	17.00	17.00	17.00
	Public Safety Call Taker / Public Safety Dispatcher I	8.00	8.00	8.00	8.00	8.00
	Senior Police Records Assist.	1.00	1.00	1.00	1.00	1.00
	Community Service Officer I/II	1.00	1.00	-	-	-
	Police Records Assistant I/II	6.00	6.00	6.00	6.00	6.00
	Police Property Technician	-	-	1.00	2.00	2.00
	<i>Part Time -FTE</i>	<i>1.55</i>	<i>2.60</i>	<i>2.60</i>	<i>3.77</i>	<i>3.77</i>
		41.55	42.60	42.60	44.77	44.77
	Total full time employees	122.50	124.50	124.50	128.50	129.50
	<i>Total part time employees</i>	<i>8.53</i>	<i>7.92</i>	<i>7.92</i>	<i>9.47</i>	<i>9.47</i>
	Total Police	131.03	132.42	132.42	137.97	138.97
Fire						
<i>Administration</i>	Fire Chief	1.00	1.00	1.00	1.00	1.00
	Administrative Services Manager	0.50	0.50	0.50	0.50	0.50
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.17</i>	<i>0.17</i>	<i>0.17</i>	<i>0.22</i>	<i>0.22</i>
		2.67	2.67	2.67	2.72	2.72
<i>Prevention</i>	Fire Marshal [23]	-	-	-	1.00	1.00
<i>Prevention</i>	Fire Division Chief [23]	1.00	1.00	1.00	-	-
	Fire Prevention Inspector III	1.00	1.00	1.00	1.00	1.00
	Fire Prevention Inspector I/II	2.00	3.00	3.00	3.00	3.00
	Secretary	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>0.55</i>	<i>0.55</i>	<i>0.55</i>	<i>0.77</i>	<i>0.77</i>
		5.55	6.55	6.55	6.77	6.77
<i>Operations</i>	Fire Division Chief	1.00	1.00	1.00	1.00	1.00
	Fire Battalion Chief	3.00	4.00	4.00	4.00	4.00
	Fire Captain	16.00	15.00	15.00	16.00	16.00
	Firefighter/Paramedic [24]	26.00	26.00	26.00	27.00	29.00
	Firefighter	11.00	11.00	11.00	12.00	12.00
	Emergency Medical Services Specialist	1.00	1.00	1.00	1.00	1.00
	<i>Part Time -FTE</i>	<i>1.79</i>	<i>1.79</i>	<i>2.29</i>	<i>3.31</i>	<i>3.31</i>
		59.79	59.79	60.29	64.31	66.31
	Total full time employees	65.50	66.50	66.50	69.50	71.50
	<i>Total part time employees</i>	<i>2.51</i>	<i>2.51</i>	<i>3.01</i>	<i>4.29</i>	<i>4.29</i>
	Total Fire	68.01	69.01	69.51	73.79	75.79
Total City Staff		491.81	503.42	508.26	530.42	537.49
City Staff by Type						
	Full-Time	439.00	458.00	464.00	476.00	482.00
	Part-Time	47.81	43.42	44.26	53.42	52.49
	Limited Term	5.00	2.00	-	1.00	3.00
		491.81	503.42	508.26	530.42	537.49

END NOTES

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

-
- [1] DP-539 replaces one Management Analyst I/II position with the new Human Resources Manager position
-
- [2] DP-542 downgrades the Safety Officer position to Safety Analyst. Position is funded through Risk Management Internal Service Fund
-
- [3] DP-543 changes the title of the Personnel Assistant position to Human Resources Coordinator
-
- [4] DP-545 reclasses one Secretary position to Administrative Assistant
-
- [5] DP-460 requested additional funds for part-time services (1,000 hours)
-
- [6] DP-549 moves Parks and Recreation positions to Public Works
-
- [7] R2017-29 added 1 Deputy Chief Building Official and deleted 1 Senior Building Inspector. R2017-161 brought back the Senior Building Inspector position and created the flexibly staffed Building Inspector I/II classifications. These 3 classifications replace the flexibly staffed Building Inspector and Building Inspector Trainee positions. Moved 1 Building Inspector to Senior.
-
- [8] DP-521 adds one limited term Building Inspector I/II position
-
- [9] DP-493, approved in the original adopted budget, adds 1 Permit Technician in FY 18/19
-
- [10] Housing Rehabilitation Specialist (full-time) position was added in the FY 16/17 mid-cycle budget but never filled. The original adopted budget for FY 17/18 removed this position, but CDD then brought back the position as limited-term on R2017-162.
-
- [11] DP-552 creates the Utilities Department and reorganizes the Public Works Department. It includes multiple reclasses, adds a Management Analyst I/II and a Engineering Aide/Senior Engineering Aide, and removes the Fleet Manager.
-
- [12] DP-548 reclasses one Secretary position to Administrative Secretary
-
- [13] DP-488, approved in the original adopted budget, removes 1.92 part-time FTE and adds 2 Street Maintenance Worker I/II in FY 18/19
-
- [14] DP-451, approved in the original adopted budget, removes 0.46 part-time FTE and adds 1 Engineering Aide
-
- [15] DP-535 adds one Junior Engineer / Assistant Engineer
-
- [16] DP-497, approved in the original adopted budget, included a classification study for two Engineering Assistants and 1 Construction Inspector. The Supervising Engineering Assistant and Senior Construction Inspector positions were approved on R2018-027.
-
- [17] DP-527 adds one Associate Civil Engineer and one Senior Engineering Aide
-
- [18] DP-528 adds one Limited Term Associate Civil Engineer
-
- [19] DP-433, approved in the original adopted budget, reclasses 1 Engineering Aide/Senior Engineering Aide to Junior/Assistant Engineer in FY 18/19
-
- [20] R2015-116 eliminated 1 Supervising Water Service Worker and added 1 Water Treatment Facility Operator. DP-426, approved in the original adopted budget, adds back the Supervising Water Service Worker position in FY 17/18 and eliminates the Water Meter Specialist position in FY 18/19
-
- [21] R2018-004 eliminated 1 Secretary and added 1 Management Analyst I/II
-
- [22] DP-519 adds one Police Officer position
-
- [23] R2018-038 deleted the Fire Division Chief position and added the Fire Marshal position
-
- [24] DP-520 adds two Firefighter/Paramedic positions
-



Appendix B

Fiscal Policy

Fiscal Year 2018-19

Fiscal Policy

Objective

To establish a set of fiscal policies which will assist in ensuring the City's long term fiscal stability. These policies are intended to provide direction so that the City's finances are managed in a manner that will continue to provide for the delivery of quality services; maintain an enhanced service delivery; ensure a balanced budget; and establish reserves necessary to meet known and unknown future obligations.

Background

As recommended by the Government Finance Officers Association (GFOA), City staff developed, and presented to Council in 2007, a set of Fiscal Policy statements that have been adopted to address the following areas:

- General Financial Goals
- Operating Budget Policies
- Revenue Policies
- Utility Rates and Fees Policies
- Expenditure Policies
- Capital Improvement Budget Policies
- Debt Policies
- Reserve / Fund Balance Policies
- Investment Policies
- Accounting, Auditing & Financial Reporting Policies

The adopted Fiscal Policy is reviewed on an annual basis in conjunction with the preparation of the Long Term Financial Plan and the City's budget process. This review is performed by staff in order to document proposed new policies identified through the preparation of the Long Term Financial Plan and the biennial budget. Additionally, as circumstances change, there is sometimes a need to modify existing policy statements.

Fiscal Policy

Fiscal Policy Statement	Status
General Financial Goals	
To maintain and enhance the sound fiscal condition of the City.	√
Operating Budget Policies	
The City will adopt a balanced two-year budget by June 30 of every other year. As a part of the bi-annual review, prior to the end of the two-year budget, the City Council will adopt the budget for the second year of the two-year budget.	√
A bi-annual base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.	√
Current revenues will be sufficient to support current operating expenditures.	√
Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the City's capital plant and equipment.	√
The purchase of new or replacement capital equipment with a value of \$25,000 or more and with a minimum useful life of two years will require City Council approval.	√
The City will project its equipment replacement and maintenance needs for the next six years and will update this projection each year. From this projection a maintenance and replacement schedule will be developed and followed.	--
The City will forecast its General Fund expenditures and revenues for each of the next six years and will update the Long Term Financial Plan forecast at least annually.	√
The City will review, on a bi-annual basis, the General Fund operating position (operating revenues less operating expenditures) to determine if funds are available to operate and maintain future public facilities.	√
If funding is not available for operations and maintenance costs, the City will delay construction of proposed new facilities.	√
The Working Capital or Undesignated Fund Balance for the Water Enterprise Fund is to be maintained at a minimum 45-90 days of operating expenses or 12.3% to 25% of Operating and Maintenance costs.	√
The City will transfer Working Capital or Undesignated Fund Balance of the Water Enterprise Fund that is above 90 days of operating costs or 25% of annual operating and maintenance costs into the Capital Improvement Reserve.	√
Revenue Policies	
The City will strive to maintain a diversified and stable revenue base to shelter it from short-term fluctuations in any one revenue source.	√
The City will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental, and statistical analysis as appropriate. Revenue estimates adopted by the City Council must be conservative.	√

Fiscal Policy

Fiscal Policy Statement	Status
Revenue Policies (Continued)	
User fees will be adjusted annually to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is in the public interest.	√
Non-recurring revenues will be used for non-recurring expenditures only. (Including capital and reserves.)	√
The City will annually identify developer fees and permit charges received from non-recurring services performed in the processing of new development. Revenue from these sources will be used to meet peak workload requirements.	√
Utility Rates and Fee Policies	
The City will set fees and user charges for each utility fund at a level that fully supports the total direct and indirect cost of the activity. Indirect costs include the cost of annual debt service used for capital assets and overhead charges.	√
Water rates shall be established at a level that supports operating costs as well as capital investment in the system equal to or greater than the level of annual depreciation of the system assets based on the average of the previous five years.	√
Expenditure Policies	
The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents of the community.	√
The City shall contract with outside consultants or utilize limited term positions for peaks in workload, when a project is limited in term and/or scope, or when specialized expertise is necessary and it is more cost-effective to hire a consultant than add a full-time staff position. Conversely, for longer term needs (3-5 years) and when it becomes more cost-effective, the City shall consider adding full-time staff.	√
Capital Improvement Budget Policies	
The City will make capital improvements in accordance with an adopted capital improvement program.	√
The City will develop an annual five-year plan for capital improvements, including CIP design, development, implementation, and operating and maintenance costs.	√
The City shall budget a transfer from the General Fund to the Capital Improvement Projects (CIP) Fund on an annual basis equal to a minimum of the annual General Fund CIP Project budget not able to be funded from the CIP General Fund Reserve or 1% of the General Fund Operating Budget, whichever is greater. Any transfers over and above the annual CIP Budget for General Fund projects will be deposited into the CIP General Fund Reserve to be used for future General Fund CIP Projects.	√

Fiscal Policy

Fiscal Policy Statement	Status
Capital Improvement Budget Policies (Continued)	
The Water Fund and the Solid Waste / Materials Diversion fund may only use funds generated by their service charges, grants and other outside sources of funds to fund their CIP projects. No General Fund monies shall be used to fund Water Fund or Solid Waste / Materials Diversion fund CIP Projects.	√
The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities and for which operating and maintenance costs have been included in the budget.	√
The Council will review the Street Improvement Program every two years during budget time and will transfer as much as possible from the General Fund and Gas Tax Fund to the Street Resurfacing Program Fund.	√
The Park Acquisition & Development Fund, as well as other Park related special development impact funds, may only be used to fund facilities included in a Master Plan or a recommendation by the Parks and Recreation Commission and subsequently approved by City Council.	√
The Water Fund shall propose a budget that includes a minimum investment in infrastructure of \$3 million annually for five years starting in FY 2012-13 to be funded by rate based revenue and connection fees from development.	√
Debt Policies	
The City may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be documented and made available for City Council review.	√
The City Council may issue inter-fund loans rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans must be repaid consistent with terms established in a written agreement.	√
The City will confine long-term borrowing to fund capital improvements that cannot be funded from current revenues.	√
The City will use special assessment revenue, inter-fund loans or other self-supporting bonds instead of general obligation bonds when feasible.	√
Reserve/Fund Balance Policies	
In accordance with GASB 54, Unrestricted Fund Balance is assigned to the following categories: committed, assigned and unassigned. The City shall reduce committed or assigned fund balance first only if the expenditures incurred are for the purpose for which the funds were originally committed or assigned. Otherwise, unassigned fund balance shall be reduced first, followed by assigned, and then committed.	√

Fiscal Policy

Fiscal Policy Statement	Status
Reserve/Fund Balance Policies (Continued)	
The City will maintain General Fund Emergency reserves at a level at least equal to 14% of budgeted operating expenditures. The primary purpose of these reserves is to protect the City's essential service programs and funding requirements during periods of economic downturn (defined as a recession lasting two or more years), or other unanticipated or emergency situations, such as a natural disaster, that could not be reasonably foreseen during preparation of the budget. The use of the General Fund Emergency Reserve must be approved by City Council.	√
The General Fund Operating Reserve will be maintained at a level of 5% of its operating budget.	√
A Capital Facilities Replacement Reserve shall be established for the purpose of providing funds for the expansion of existing city facilities or the creation/renovation/acquisition of new facilities that meet the workforce needs of city services. The City shall include in its annual adopted budget a transfer to the Capital Facilities Replacement Reserve equal to 2% of the General Fund Operating Budget.	√
A CIP General Fund Reserve shall be established for the purpose of providing funds for ongoing and future Capital Improvement Projects. Amounts transferred to this fund shall be from the General Fund's Undesignated Fund Balance, and, unless otherwise directed, will equate to any remaining General Fund Undesignated funds as of June 30 of any year, after the Operating, Emergency, and Contingency funds threshold for the next fiscal year have been met, and an amount equal to 2% of the Operating Budget has been transferred to the Capital Facilities Replacement Reserve.	√
A Contingency reserve will be established to provide for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs. The level of the Contingency appropriation will be established as needed but shall not be less than 1% of General Fund operating expenditures.	√
The City will comply with GASB 45 and establish an irrevocable trust to fund future retiree medical costs. The Trust will be funded through bi-weekly charges to departments equal to the Annual Required Contribution (ARC) as a percentage of payroll based on the most recent OPEB Actuarial Report.	√
The City will establish an irrevocable trust to help mitigate increases in future pension costs. Deposits to the Trust will be made at least annually and will be equal to the budget for pension contributions (object 52301) less the actual pension contributions for the General Fund, Internal Service Funds, and Enterprise Funds (excluding Housing Authority Enterprise Funds).	√

Fiscal Policy

Fiscal Policy Statement	Status
Reserve/Fund Balance Policies (Continued)	
A Compensated Absence appropriation will be established to accumulate funds to be used for payment of accrued leave balances for separating employees. This appropriation will be maintained at a level at least equal to 100% of the prior year experience for vacation payout to separating employees and shall grow to no more than two times the prior three year average.	√
Fund Balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are to be reported as Assigned Fund Balance. The Finance Director is designated the authority to "assign" amounts to be used for specific purposes. Those amounts are to be reported in the financial statements as "Assigned Fund Balance" in compliance with GASB Statement 54.	√
Self-insurance reserves will be maintained at a level which, together with purchased insurance policies, adequately protects the City. Council approved a revision to the Self-insurance reserve policy on May 6, 2008. The revision calls for reserve funding level goals to be modified to correspond with the format used by the City's actuary and that the reserve funding level goal for each program be no less than the target 80% confidence level appropriately discounted for investment income.	√
A General Plan Update Reserve Fund shall be maintained in the CIP Fund to accumulate funds necessary to update the General Plan every 20 years. The General Fund adopted budget shall include a transfer to the General Plan Update Reserve Fund of \$100,000 per year.	+
The City will maintain a Fleet Replacement Fund for costs associated with the replacement of vehicles and other rolling stock (such as trailers, compressors or other equipment on wheels) as they become unserviceable, obsolete or reach a predetermined service life. The fund will be maintained at a level adequate to replace all stock, per the pre-determined replacement schedule.	√
The City will establish an Equipment Replacement Fund for capital equipment as it becomes unserviceable, obsolete or reaches a predetermined service life. The fund will be maintained at a level adequate to replace all capital equipment per the pre-determined replacement schedule.	--
The City will establish a Water Capital Improvement Reserve to pay for unforeseen cost escalations to CIP projects and future compliance projects. The reserve will be maintained at a minimum level of 10%-20% of annual capital improvements to the Water System.	√
The City will establish a Long Term Water Supply Reserve and set aside \$200,000 annually from the operating fund.	√

Fiscal Policy

Fiscal Policy Statement	Status
Reserve/Fund Balance Policies (Continued)	
The City will establish a Water System Renewal and Replacement Reserve for unforeseen and unbudgeted replacements or repairs. The reserve will be maintained at a minimum level of 10%-20% of annual capital improvements to the Water System.	√
The City will establish a Water Fund Emergency Reserve to fund operating or capital expenditures required as a result of unbudgeted financial liability. The reserve will be maintained at a level of 5%-10% of annual operating expenditures excluding debt service.	√
The City Manager (or his designee) has the authority to expend Water Enterprise Emergency Reserves to address critical needs within the water system. In accordance with NMC 2.91.04, the item will be taken to Council at the first feasible time at a regularly scheduled council meeting.	√
The City will maintain a Rate Stabilization Reserve in the Solid Waste Fund. This reserve will be funded at a level of 5%-10% of collection revenues to stabilize collection rates to avoid wide swings in rates over time.	√
The City will maintain a Solid Waste/Materials Diversion Operating Reserve to cover unforeseen revenue shortfalls, increases in expenses, and potential environmental compliance expenditures. The reserve should be funded at a level of 20% of operating expenditures, which excludes contributions to reserves, the Street Resurfacing Program, capital projects, and debt service.	√
The City will maintain a Capital Improvement Projects (CIP) Reserve in the Solid Waste Fund to provide for major renovation, modernization or for planned capital improvement program repairs and maintenance at the Napa MDF. This reserve is for projects that exceed \$250,000 in any given year, as set in policy approved by City Council. The annual contribution will equate to the annual depreciation of the MDF facility.	√
The City will maintain a Liability Reserve in the Solid Waste Fund to fund liabilities of the City for items related to the Solid Waste Fund.	√
The City will maintain a Fuel Cost Stabilization Reserve within the Fleet Fund to mitigate fuel cost increases. The reserve will be funded from budget savings in the fuel expenditure object on an annual basis and will be utilized to fund increases in the cost of fuel over and above the annual fuel expenditure budget. The maximum balance in the fuel cost stabilization reserve shall initially be set at \$250,000, but will be reviewed annually to ensure it is sufficient to cover excess fuel cost increases.	√
The City will maintain a Liability Reserve in the Solid Waste Fund to fund liabilities of the City for items related to the Solid Waste Fund.	√

Fiscal Policy

Fiscal Policy Statement	Status
Reserve/Fund Balance Policies (Continued)	
The City will maintain a Fuel Cost Stabilization Reserve within the Fleet Fund to mitigate fuel cost increases. The reserve will be funded from budget savings in the fuel expenditure object on an annual basis and will be utilized to fund increases in the cost of fuel over and above the annual fuel expenditure budget. The maximum balance in the fuel cost stabilization reserve shall initially be set at \$250,000, but will be reviewed annually to ensure it is sufficient to cover excess fuel cost increases.	√
The City will maintain a Contingency Reserve Fund (CRF) for the Tourism Improvement District (TID) to build and protect reserves for usage during periods of extended economic downturn and uncertainty, unanticipated events that may impact travel and hospitality in the region, or emergencies/natural disasters that impact the City of Napa and business community and result in fluctuations of Transient Occupancy Tax (TOT) revenues. Funds in the CRF will remain unspent until the City Council determines that their usage is required, based on specific findings made by the Napa TID Local Governing Committee. The TID CRF shall be set at 35% of the annual budgeted revenues. The annual funding of the CRF will be included in the adopted budget. The City of Napa Finance Department shall verify the Fund Balance to the Napa TID Local Governing Committee as soon as possible upon the close of each Fiscal Year, and will make any necessary budget adjustments based on the final net position.	√
Investment Policies	
The City Treasurer will annually submit an investment policy to the City Council for review and adoption.	√
The City Treasurer will invest the City's monies in accordance with applicable laws and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indenture or issuance document.	√
Accounting, Auditing & Financial Reporting Policies	
The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.	√
Quarterly financial reports will be submitted to the City Council and will be made available to the public.	√
Full and continuing disclosure will be provided in the general financial statements and bond representations.	√
Maintain a good credit rating in the financial community.	√
Maintain a liquidity ratio of at least 1:1.	√

Fiscal Policy

Fiscal Policy Statement	Status
Accounting, Auditing & Financial Reporting Policies (Continued)	
An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report (CAFR), including an audit opinion.	√
In accordance with City Charter section 58, the Finance Department will, at least once a month, provide a report of the cash in the Treasury to the City Council in writing.	√
In accordance with Napa Municipal Code section 2.32.050, the Finance Director shall deliver to the City Manager and to the City Council at a regularly scheduled Council meeting, a budget report showing the budget status at the end of the preceding month.	√
<p><i>Legend:</i> √ = Budget Complies with Fiscal Policy Standard, -- = Fiscal Policy Standard is not met in Budget, + = New / Revised Fiscal Policy</p>	



Appendix C

Interfund Transfers

Fiscal Year 2018-19

MID-CYCLE BUDGET - FY 2018/19

Fiscal Year 2018/19

From		Purpose	To			
Fund	Amount		Fund	Amount		
201	Traffic Fund	47,700	City Admin	100	General Fund	47,700
211	Underground Utility Impact	6,750	City Admin	100	General Fund	6,750
216	TBID Fund	8,100	City Admin	100	General Fund	8,100
217	Public Art Fund	3,850	City Admin	100	General Fund	3,850
219	Other Special Revenue	7,150	City Admin	100	General Fund	7,150
222	Housing Inclusionary Residential	15,700	City Admin	100	General Fund	15,700
233	HOME Program	9,100	City Admin	100	General Fund	9,100
241	Assessment Districts	20,350	City Admin	100	General Fund	20,350
244	Parking Business District	4,000	City Admin	100	General Fund	4,000
271	Golf Course	100	City Admin	100	General Fund	100
291	Parking Security	18,400	City Admin	100	General Fund	18,400
292	Parking Maintenance	33,000	City Admin	100	General Fund	33,000
301	Street Resurfacing Program	53,000	City Admin	100	General Fund	53,000
301	Sidewalk Improvement Program	20,550	City Admin	100	General Fund	20,550
510	Solid Waste & Materials Diversion	313,650	City Admin	100	General Fund	313,650
511	Solid Waste & Materials Diversion NR	5,300	City Admin	100	General Fund	5,300
530	Water	1,650,100	City Admin	100	General Fund	1,650,100
531	Water Capital Projects	14,050	City Admin	100	General Fund	14,050
539	Water Nonrecurring	5,300	City Admin	100	General Fund	5,300
610	Fleet Management	242,000	City Admin	100	General Fund	242,000
630	IT Replacement	8,100	City Admin	100	General Fund	8,100
640	Risk Management	368,000	City Admin	100	General Fund	368,000
841	Laurel Manor	14,600	City Admin	100	General Fund	14,600
842	Seminary Street	23,450	City Admin	100	General Fund	23,450
843	Section 8	156,800	City Admin	100	General Fund	156,800
844	20% Low/Mod Income	19,250	City Admin	100	General Fund	19,250
846	Local Housing Fund	27,900	City Admin	100	General Fund	27,900
Citywide Administrative Transfer Subtotal		3,096,250		Citywide Administrative Transfer Subtotal		3,096,250
100	General Fund	100,000	Fund Reserve	660	Equipment Replacement	100,000
100	General Fund	5,279,000	Fund Reserves	301	Capital Projects	5,279,000
100	General Fund	925,319	Operating	301	Sidewalk Improvement Program	925,319
General Fund Transfers Out Subtotal		6,304,319		General Fund Transfers Out Subtotal		6,304,319
201	Traffic Fund	100,000	Fund Projects	301	Capital Projects	100,000
201	Traffic Fund	751,372	Operating	301	Street Resurfacing Program	751,372
201	Traffic Fund	928,628	Operating	301	Sidewalk Improvement Program	928,628
202	RMRA	1,338,912	Fund Projects	301	Capital Projects	1,338,912
203	Measure T	6,000,000	Fund Projects	301	Capital Projects	6,000,000
211	Underground Utility Impact	1,135,000	Fund Projects	301	Capital Projects	1,135,000
213	Street Improvement Impact	821,097	Fund Projects	301	Capital Projects	821,097
217	Public Art Fund	500,000	Fund Projects	301	Capital Projects	500,000
292	Parking Maintenance	270,000	Fund Projects	301	Capital Projects	270,000
301	Capital Projects	675,080	Operating	100	General Fund	675,080
510	Materials Diversion	1,960,000	Operating	301	Street Resurfacing Program	1,960,000
Other Transfers Subtotal		14,480,089		Other Transfers Subtotal		14,480,089
Total Transfers Out		23,880,658		Total Transfers In		23,880,658



Appendix D

Decision Package Details

Fiscal Year 2018-19

MID-CYCLE BUDGET - FY 2018/19

Decision		
Package	Title	
DP-0341	Microsoft Enterprise Agreement Renewal	56
DP-0458	GIS Contract Services Database and Workflow Standardization	57
DP-0460	Public Art & Cultural Programs	58
DP-0515	ERP Implementation	59
DP-0519	Patrol Police Officers	60
DP-0520	Firefighter Paramedic	62
DP-0521	Building Inspector (LT)	63
DP-0522	Planning Professional Services	64
DP-0523	Public Art Projects	65
DP-0525	Managed Print Services	66
DP-0526	Yard Trimming Transfer Cost Supplement	68
DP-0527	Water Associate Engineer & Snr Aid for CIP Implementation	70
DP-0528	Water Limited Term Associate Engineer - Grant Funded	71
DP-0531	Law RMS Upgrade/Replace RFP	73
DP-0535	Development Engineering Junior Engineer	74
DP-0536	Inventory Records City Hall	76
DP-0539	Human Resources Manager	77
DP-0542	Safety Analyst	78
DP-0543	Human Resources Coordinator	79
DP-0545	Administrative Assistant	80
DP-0546	Permit Data Transparency and Analytics	82
DP-0548	Administrative Secretary - Reclassification Request	83
DP-0549	Parks and Public Works Reorg	84
DP-0550	Urban Forestry Program	86
DP-0552	Utilities Department and Public Works Reorg	87



Budget Decision Package

Microsoft Enterprise Agreement Renewal

Dept: Information Technology
Key Title: IT Admin

Contact: Scott Nielsen
FundKey: 41610

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$43,000	\$0	\$0	\$43,000
FY19/20	\$0	\$0	\$0	\$0

Description:

In June of 2015 the City of Napa entered in to a 3 year agreement with CompuCom for all of our Microsoft licenses. The cost of the Microsoft licenses was held constant at \$143,00 annually. Over the 3 year period the cost of the licenses we have in use today have increased 30%.

New Program or Significant Increase? New Program Change to Existing Program

30% increase in Microsoft licensing cost over currently budgeted.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

The cost of Microsoft licenses annually will be \$186,000 for 550 users.

550 user licenses for Microsoft Secure Productive Enterprise platform that combines Windows 10 Enterprise, Office 365 Enterprise, and Enterprise Mobility + Security into one package, Windows Defender Advanced Threat Protection and Microsoft Cloud App Security.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$43,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$43,000.00	\$0.00	\$0.00	\$0.00

Ongoing commitment of \$43,000 to maintain licenses.



Budget Decision Package

GIS contract services database and workflow standardization

Dept: Information Technology
Key Title: IT Admin

Contact: Scott Nielsen
FundKey: 41610

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$60,000	\$40,000	\$0	\$100,000
FY19/20	\$0	\$0	\$0	\$0

Description:

Implementing various GIS database and workflow standardization. Set up workflow for data auto population tools. Set up a workflow/plan for emergency management GIS. Develop more GIS web tools for departments. GIS web maps launching site. GIS Server Administration

New Program or Significant Increase? **New Program** **Change to Existing Program**

Contract GIS staff resources to meet demand for services.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

Contract GIS staff resources to meet demand for services.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$60,000.00	\$40,000.00		
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$60,000.00	\$40,000.00	\$0.00	\$0.00

Contract GIS staff resources to meet demand for services. Ongoing commitment of \$100k additional funds (\$60k General Fund, \$40k Water).



Budget Decision Package

Mid-Cycle: Public Art & Cultural Programs

Dept: Parks & Rec Services
Key Title: Community Events

Contact: Katrina Gregory
FundKey: 45132

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$37,350	\$0	\$0	\$37,350
FY19/20	\$0	\$0	\$18,000	(\$18,000)

Description:

This request is for additional part-time staff assistance to support the Napa Lighted Art Festival, Art Walk and other public art programs. Approximately 550 hours of the 1000 hours will be used to oversee and implement the Art Walk Program and public art projects. The remaining 450 hours will be used to support the Napa Lighted Art Festival and other related cultural programs.

Additionally, this request moves the \$29,000 budgeted for the Art Walk from Economic Development to Parks and Rec (no impact to the General Fund).

New Program or Significant Increase? New Program Change to Existing Program

This request is for funding in addition to the existing budget allocation.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

The reoccurring expenses would support the on-going part-time staff costs to operate these programs.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$37,350.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$37,350.00	\$0.00	\$0.00	\$0.00

Part-time position totaling 1,000 hours. Ongoing increase in PT staffing.

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
45132	Community Events	36401	Contributions and donations from priv	\$0.00	\$18,000.00
Total				\$0.00	\$18,000.00

Additional sponsorship funds from the Napa Lighted Art Festival will offset a portion of these new staff costs. Staff raised approximately \$165K in sponsorship funds last year and anticipate raising an additional \$15-25K next year.



Budget Decision Package

ERP & UB Replacement

Dept: Information Technology
Key Title: NR IT

Contact: Brian Cochran
FundKey: 49610

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$500,000	\$0	\$0	\$500,000
FY19/20	\$0	\$0	\$0	\$0

Description:

Acquire and implement a new integrated government-oriented ERP and separate provision of billing services. The City is currently participating with the County of Napa to issue a joint RFP for a new ERP.

New Program or Significant Increase? **New Program** **Change to Existing Program**

The City of Napa's current Sungard Financial System is no longer current technology. The software provider has stopped enhancements and is within 5 years of discontinuing support. Municipal Financial Systems take on average 36 months to implement; The City must move now in order to implement new systems in the current systems' support window.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

Acquire and implement a new integrated government-oriented ERP and separate provision of billing services. The City is currently participating with the County of Napa to issue a joint RFP for a new ERP.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$500,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$500,000.00	\$0.00	\$0.00	\$0.00

Additional \$500,000 of funding required on top of the \$250,000 approved with DP-0499 in the last 2-year budget cycle. Now that we are working with the County on the RFP we anticipate selecting a system and beginning the implementation process in FY 18/19.



Budget Decision Package

Patrol Police Officer

Dept: Police
Key Title: PD Patrol

Contact: Steve Potter
FundKey: 42123

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	\$0	\$0	\$0
FY19/20	\$0	\$0	\$0	\$0

Description:

The addition of increased housing has an associated increase in calls for service. There has been a significant increase in tourism, hospitality opportunities moving into the City, increased community activism and the planned addition of housing units creates a need for additional staffing. The City recently accepted a CalOES grant related to domestic violence. With the assignment of one Patrol Officer to the dedicated Domestic Violence Investigator position which is reimbursed by the Law Enforcement Specialized Unit grant and with Officer work related injuries that have resulted in a loss of a total of 648 Police Officer work days in 2017; These issued combined demonstrates a need for additional Patrol officers. Additionally, we anticipate 3 officers leaving prior to the end of the calendar year. This is in addition to 1 Sergeant who has submitted a memo of intent to retire. Hiring in FY2018-19 will help us address calls for service and maintain adequate staffing levels.

New Program or Significant Increase? New Program Change to Existing Program

With the allocation of two downtown officers in the FY2017-18 budget, we are at the same staffing levels of FY2004/05.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

The Domestic Violence Investigator position is reimbursed by a Law Enforcement Specialized Unit grant which is renewable up to 3 years.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 1

With the increase in tourist activity downtown, increased community activism, reassignment of a Patrol Officer to a grant funded position, loss of Officer's time at work due to injuries and the anticipated increase in Housing/population within the City and associated calls for service; additional patrol officers are needed.

Grant Funds?

The Police Department has been awarded a grant for one Officer that will be dedicated to a Domestic Violence Investigator position. This grant is renewable for up to 3 years.

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	(\$5,000.00)	\$0.00	\$0.00	\$0.00
Services	\$1,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$4,000.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Salary and benefits for one officer hired at A step, to be offset by the position now being funded by the DV grant. \$1,000 ongoing for training costs (offset by salary for DV grant position). \$4k of non-recurring general fund for initial uniform purchase (\$1k) and initial radio (\$3k) plus additional \$1,000 annually for increased training costs - 42123-55801 and \$1,000 for initial uniform purchase.

Funding



Budget Decision Package

Patrol Police Officer

Dept: Police

Contact: Steve Potter

Key Title: PD Patrol

FundKey: 42123

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
				\$0.00	\$0.00
Total				\$0.00	\$0.00



Budget Decision Package

Firefighter Paramedics

Dept: Fire
Key Title: FD Paramedic Services

Contact: Steve Brassfield
FundKey: 42272

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$236,670	\$0	\$0	\$236,670
FY19/20	\$0	\$0	\$0	\$0

Description:

Additional positions are needed due to the increase in daily minimum staffing. With the increase in daily minimum staffing to 18 in FY2017/18 and our current position allocation of 19 per shift we have incurred a significant amount of overtime for daily minimum staffing beyond what was projected for this budget cycle. During the current fiscal year to date, 90% of those days required the hiring of overtime to meet minimum staffing. There has been a daily allocation of 19 per shift in Fire Operations as far back as FY2003/04; at that time daily minimum staffing was at 16. We believe the new positions are mission critical and minimal net costs due to the projected decrease in overtime costs.

New Program or Significant Increase? New Program Change to Existing Program

Hiring 2 Firefighter Paramedics will reduce the amount of minimum staffing overtime.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

New/Eliminated Personnel? Proposed Net Impact on FTEs: 2

Grant Funds?

Are the proposed services, programs or activities mandated?

Daily shift minimum staffing is 18 per NCFM MOU.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$228,670.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$8,000.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$236,670.00	\$0.00	\$0.00	\$0.00

Salaries & benefits for 2 firefighter/paramedics (\$367,260), offset by civilianization of Fire Marshall position (approved on R2018-038) (-\$88,590) and reduction of OT budget (-\$50,000).

\$2,000 Supplies cost for initial uniform purchase (49270-56101), \$6,000 cost for radios (49270-56103)



Budget Decision Package

Building Inspector (LT)

Dept: Community Developme
Key Title: CDD Bldg Inspect and Plan Chk

Contact: Rick Tooker
FundKey: 41721

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	\$0	\$0	\$0
FY19/20	\$0	\$0	\$0	\$0

Description:

The City has three building inspectors, however, there have been ongoing interruptions in service over the past year resulting in changes in staffing, planned/unplanned absences resulting from time off, training, injury, illness or other factors, and increasing demands based on permit activity, particularly for big projects (e.g., Meritage Commons, Archer Hotel, etc.,) which frequently requires an inspector to be onsite all day when there are several dozen inspections for the remaining inspectors to complete. As a result, building inspection services are often supplemented as needed by contract services in the Building Division to meet demand. Until fairly recently, the City of Napa could call on one of our many contract inspector firms to provide an on-call building inspector on short notice, sometime the very next day when someone has called in sick or the number of inspections that day was unusually high. However, this has not been the case for approximately the last year as many cities and counties are looking to fill vacancies and private firms are tapped to meet demand. As an alternative to relying on "on call" building inspectors and having to move scheduled inspections to the next day to meet demand, The Department seeks to eliminate from the Building Division's professional services budget for inspectors (\$126,360 each year in FY 18/19 and FY 19/20) and hire a two-year limited term building inspector. The net result would be the same funding, but more reliability on an "in-house" inspector.

New Program or Significant Increase? New Program Change to Existing Program

This position would change the staffing plan of the division to add one limited term employee. No significant additional costs associated with this position relating to vehicles or large equipment as the Building Division has a vehicle that can be assigned to the inspector. The position can be evaluated for future need at the end of two years.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

The estimated cost is currently \$126,360.00 This amount would be offset by an equivalent reduction to professional services (41721-53201).

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 1

As discussed, this request would add one limited term position.

Grant Funds?

There are no grant funds associated with this request.

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$126,360.00	\$0.00	\$0.00	
Services	(\$136,360.00)	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$10,000.00	\$0.00	\$0.00	
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

An estimated \$10,000 in materials and supplies would be needed in the first year to prepare a cubicle space for the inspector (non-recurring general fund)



Budget Decision Package

Planning Professional Services

Dept: Community Developme
Key Title: NR Community Development

Contact: Rick Tooker
FundKey: 49711

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$75,000	\$0	\$0	\$75,000
FY19/20	\$0	\$0	\$0	\$0

Description:

There number of planning and development projects continues to grow, including significant projects that require experience at a high level (e.g., Franklin Station Post Office, Wine Train, Consolidated City Hall and Super Block, Gasser development, General Plan, etc.). Two contract planners have been used this past year to support demand, however, one retired in April and the other is shared by other cities so service to Napa is limited. There is \$145,500 in the current professional services budget for FY 17-18, and another \$75,000 is requested.

New Program or Significant Increase? New Program Change to Existing Program

Increased services are needed for review of high level planning and development projects.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

There are no associated grant funds with this request.

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$75,000.00	\$0.00		\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$75,000.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Public Art Projects

Dept: Economic Development
Key Title: SB Public Art

Contact: Rick Tooker
FundKey: 21701

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$150,000	\$0	\$0	\$150,000
FY19/20	\$0	\$0	\$0	\$0

Description:

This request is to commit funding to two public art projects in the Fiscal Year 2018/19. The public art fund had an uncommitted fund balance of approximately \$361,000 (as of February 20, 2018), not including funds committed for three projects (\$200,000 for Dwight Murray Plaza, \$100,000 for a bridge lighting project, and \$350,000 for a roundabout project). It is anticipated that the delayed Dwight Murray Plaza improvements, which bid at significantly higher than anticipated, and setting aside additional resources from the Public Art Fund is needed for materials and labor that were previously going to be shared is needed in the amount of an additional \$150,000. City staff worked with the Public Art Steering Committee who is responsible for advising the City Manager and Council each year on proposed expenditures of the Public Art Fund and this years supported no additional projects, but rather to focus on completing the process for commissioning the three existing projects above and setting aside additional funds as necessary to ensure they are installed. Therefore, the funds are currently available and future revenues received will be utilized for additional public art projects.

New Program or Significant Increase? New Program Change to Existing Program

The Public Art Fund currently exists with contributions generally from non-residential projects exceeding \$250,000 (1% of the costs) that do not otherwise provide for art on the development site. These funds can only be utilized for public art. Previously received funds are currently being programmed and setting aside an additional \$150,000 toward the Dwight Murray Plaza art, which was previously going to be a shared cost because the City would be covering some materials and labor, is a continuation of the ongoing process of procuring public art.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

The funds for the project would only be needed once. Additional funds will be requested in the future for additional public art projects.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	
Transfers	\$150,000.00	\$0.00	\$0.00	\$0.00
Total	\$150,000.00	\$0.00	\$0.00	\$0.00

The funds would be committed to public art for the Dwight Murray Plaza project.



Budget Decision Package

Managed Print Services

Dept: Information Technology
Key Title: IT Admin

Contact: Scott Nielsen
FundKey: 41610

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$13,500	\$0	\$13,500	\$0
FY19/20	\$0	\$0	\$0	\$0

Description:

New contract for managed print services that would service all City printers, replace printers as needed, and cover all parts, etc (including toner). Will pay for contract by pulling toner budgets from all departments and moving to the Finance Copy Center budget.

Proposed Managed Print Services

- * Includes all Parts, Labor and Replacements
 - * 36 Month term - locked rate
 - * Includes 2 paper drawers on all Kyocera printers
 - * 12 - P6130cdn Ecosys Color Printers
 - * 4 - All in One Ecosys M6035cdn color/b&w
 - * 8 - P3045dn B&W Printers
 - * 3 - All in One B&W Ecosys M2540dw
- Total of 27 Kyocera Ecosys printers

- * Includes 50,000 B&W Prints per month
- * Includes 5,000 Color Prints per month

New Program or Significant Increase? **New Program** **Change to Existing Program**

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

Current Monthly Costs for Printer Fleet Monitored \$3,490.00 Based on the Monitoring for 12 months / cartridge pricing provided by the City / Ink jet color / Brother and Lexmark costs of printing color / b&w

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$13,500.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$13,500.00	\$0.00	\$0.00	\$0.00

Department budgets will be reduced by an amount equivalent to their annual toner purchases, and the budget for the Finance Copy Center will be increased.

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
41142	City Clerk Copy Center Oper	61510	Transfer in from MDF	\$1,500.00	\$0.00
41142	City Clerk Copy Center Oper	61530	Transfer in from Water Operating	\$3,300.00	\$0.00



Budget Decision Package

Managed Print Services

Dept: Information Technology

Contact: Scott Nielsen

Key Title: IT Admin

FundKey: 41610

41142	City Clerk Copy Center Oper	61610	Transfer in from Fleet	\$600.00	\$0.00
41142	City Clerk Copy Center Oper	61630	Transfer in from IT Replacement	\$8,100.00	\$0.00
Total				\$13,500.00	\$0.00

The transfers in from MDF, Water and Fleet are equivalent to their annual toner purchases. The transfer in from IT Replacement will cover the replacement of printers in FY19.



Budget Decision Package

Yard Trimmings Transfer Cost Supplement

Dept: PW - Materials Diversio
 Key Title: MDF - Facility

Contact: Chris Shoop
 FundKey: 51005

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	\$540,000	\$576,000	(\$36,000)
FY19/20	\$0	\$0	\$0	\$0

Description:

Until the covered compost system (CASP) and stormwater improvements are in place at the MDF, the current air permit governing the facility prevents the ability to handle and process all the incoming yard trimmings loads coming into the facility. As a result, it is necessary to send some yard trimmings loads to a compost facility in Zamora to avoid possible air permit violations. During the budget process last year, we requested and received \$300,000 for these costs. This was based on an expectation of needing to transfer 20,000 tons in FY 18/19 based on expected incoming loads and the improvements being done 6 months into the 18/19 fiscal year. Given the significantly higher than expected tonnage coming in, and the improvements not scheduled to be completed during the fiscal year, an increase in the budget for these transfer costs is needed. These costs will be more than offset by the additional revenue received from the gate rates charged as the additional materials are brought in to be processed at the MDF.

New Program or Significant Increase? **New Program** **Change to Existing Program**

The MDF began incurring costs in FY16/17 for the transfer of material to the Zamora facility. The volumes of organic materials received and processed at the MDF in calendar year 2016 and growing through calendar year 2017 greatly exceeded historical levels and triggered the need for the transfers. Primarily because of the air permit governing the facility, the MDF is currently restricted to a historical permit tonnage until the new CASP system is installed and fully operational. In order to be compliant with this interim restriction (but not lose the additional long term revenue from new gate-fee-paying users of the MDF), the City and NRWS have to ship compostable materials off site to a third-party composting facility.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

The costs incurred for the transfer of organic material are temporary and will require non-recurring funds to cover the expenses incurred. Once the improvements are completed at the facility, the material transfers will not be necessary.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

NO FTE impacts for this decision package

Grant Funds?

There are no sources of grant funds associated with these expenses.

Are the proposed services, programs or activities mandated?

While the specific activity of transferring organics to another facility is not in-and-of-itself required, keeping the MDF in compliance with its state solid waste and composting permit is critical and necessary. Also, keeping organic material out of the landfill helps the City meet the AB 939 requirement of diverting at least 50% of material away from landfill.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00		\$0.00	\$0.00
Services	\$0.00	\$540,000.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Yard Trimmings Transfer Cost Supplement

Dept: PW - Materials Diversio
Key Title: MDF - Facility

Contact: Chris Shoop
FundKey: 51005

Total	\$0.00	\$540,000.00	\$0.00	\$0.00
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The additional \$540,000 in FY 18/19, combined with the \$300,000 already budgeted, will cover the cost of transferring 56,000 tons of yard trimmings during the year, at the transfer cost of \$15 per ton.

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
51005	MDF - Facility	34402	Direct material sales	\$576,000.00	\$0.00
Total				\$576,000.00	\$0.00

The additional cost of the transfers out will be offset by gate revenue obtained for the material coming in. The portion of gate fees available after other costs are paid is equal to approximately \$16 per ton, which at 56,000 tons in FY 18/19 amounts to \$576,000.



Budget Decision Package

Water Associate Engineer and Snr Aide for CIP implementati

Dept: PW - Water
 Key Title: Water Capital Projects Admin

Contact: Joy Eldredge
 FundKey: 53101

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	\$300,540	\$0	\$300,540
FY19/20	\$0	\$0	\$0	\$0

Description:

Associate Engineer and Senior Engineering Aide to implement the annual CIP investment in the water system approved by Council in December 2017.

New Program or Significant Increase? New Program Change to Existing Program

The 2017 water cost of service review approved by Council identified an increase in the Water Capital Improvement Program (CIP) during the study period from the current \$3M per year to \$6M per year. This program is necessary to keep up with aging infrastructure and to ensure reliability of water service.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

Ongoing capital improvements are necessary to maintain the water system.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 2

Current engineering staffing levels have not changed since 2011 and the water system has absorbed recovery efforts from 2 disasters and a CIP that has risen from annual investments of \$1M to \$6M. There is a backlog of projects that need to be implemented.

Grant Funds?

Are the proposed services, programs or activities mandated?

Investments in aging infrastructure is required to maintain reliable water service to customers and keep up with increasingly stringent drinking water quality compliance standards.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$300,540.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$300,540.00	\$0.00	\$0.00

Asoc Engineer \$174,890
 Senior Engineering Aide \$125,650

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
Total					

Water rates revised and made effective December 2017 account for implementation of the increase to the CIP.



Budget Decision Package

Water Limited Term Associate Engineer - Grant Funded

Dept: PW - Water

Contact: Joy Eldredge

Key Title: Water Capital Project Trnsmssn

FundKey: 53104

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	\$174,890	\$0	\$174,890
FY19/20	\$0	\$0	\$0	\$0

Description:

The water division is finishing the design process and ready to bid the construction work for \$3.2M of federal and state-funded (FEMA/OES) Projects related to recovery from the 2014 South Napa Earthquake. An approved \$2.5M HMGP project awarded after the 2014 earthquake is in design and a time extension has been requested due to lack of staff capacity.

There are currently \$8M of FEMA/OES projects outstanding to be designed and implemented to recover from the 2017 Napa Sonoma Complex Fires including two pump stations. In addition the City has applied and received approval to submit benefit cost analyses for an additional \$11.6M for three Hazardous Mitigation Grant Program (HMGP) projects. The HMGP requires completion of construction within three years.

New Program or Significant Increase? **New Program** **Change to Existing Program**

Federal and state programs are available to support water system improvements and this position will be funded by these program funds.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

Three years limited term position funded by the Grant Program.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 1

Three year limited term paid for with FEMA/OES recovery and HMGP funds.

Grant Funds?

- 2014 EQ - \$3.2M outstanding projects
- 2014 HMGP - \$2.5M in outstanding projects
- 2017 Fires - \$8M in outstanding projects
- 2017 HMGP - \$11.6 in potential projects

Are the proposed services, programs or activities mandated?

Recovery projects are necessary to repair broken freeway crossings that have been isolated since 2014 and to immediately rebuild two pump stations that were burned in the fires.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$174,890.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$174,890.00	\$0.00	\$0.00

Costs based on an Associate Engineer

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount



Budget Decision Package

Water Limited Term Associate Engineer - Grant Funded

Dept: PW - Water

Contact: Joy Eldredge

Key Title: Water Capital Project Trnsmssn

FundKey: 53104

Total

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Revenues from FEMA/OES recovery projects associated with 2014 earthquake, 2017 Fires and HMGP grant funds made available from each of the disasters.



Budget Decision Package

Law RMS Upgrade/Replace RFP

Dept: Police
Key Title: NR PD Dispatch

Contact: Gus Ulloth
FundKey: 49150

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$75,000	\$0	\$0	\$75,000
FY19/20	\$0	\$0	\$0	\$0

Description:

The Intergraph Law RMS system implemented in 2006, utilizes software from Microsoft that is no longer supported by Microsoft. Upgrading the system is necessary to maintain adequate support from software vendor and be able to reliably meet various data reporting requirements by State and Federal DOJ.

The estimated cost from current vendor (Intergraph) is equivalent (est. \$650,000) to completely new system from other vendors. The partner agencies (Napa Police and Napa Sheriff) believe law operations and community are best served to conduct and RFP of equivalent enterprise Law RMS systems. Conducting an RFP in the 19/20 FY would lead to defining a project and budget planning to upgrade the RMS system in FY 20/21.

New Program or Significant Increase? New Program Change to Existing Program

First step in planning for system upgrade targeted in next two year budget.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

One time cost of contract consultant to perform RFP function.

New/Eliminated Personnel? Proposed Net Impact on FTEs: 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$75,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$75,000.00	\$0.00	\$0.00	\$0.00

Approximately 40% of the cost of the RFP and eventual system replacement will come from Napa County.



Budget Decision Package

Development Engineering Junior Engineer

Dept: PW - General
 Key Title: Development Engineering

Contact: Tim Wood
 FundKey: 43013

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$140,400	(\$140,400)	\$0	\$0
FY19/20	\$0	\$0	\$0	\$0

Description:

This new position will review Development applications for consistency with City standards, policies and code requirements and prepare written comments for Development Engineering in regards to project completeness. Gather Public Works comments from other divisions and merge comments into a single document. Prepare conditions of approval for various Development projects as assigned. Review improvement plans and maps for consistency with the project conditions of approval, City standards and policies. Prepare plan check memorandum in regards to improvement and final map check. Serve as staff project manager to guide developers, engineers and property owners through the Development process. Prepare legal documents - bonds and agreements for Development projects. Prepare staff reports to City Council for accepting final maps.

New Program or Significant Increase? **New Program** **Change to Existing Program**

For the past several years, the City has relied on a consultant to perform the above duties for various Development projects. The consultants availability averaged 2 days per week. The current and anticipated workload in Development Engineering greatly exceeds the availability of the consultant. Development Engineering is relying on engineering assistance from other divisions to stay on top of the workload. With an additional staff member in Development Engineering, projects can receive full-time attention and greatly reduce processing time. This full-time position will allow Development Engineering to provide a higher level of customer service. Creation of this position will also provide a career path opportunity for valued existing staff members that meet the minimum qualifications for the Jr. Engineer.

The cost for the part-time consultant averages \$100,000 per fiscal year and has been reimbursed by Development projects. The in-house Jr. Engineer position devoted entirely to Development projects would be 80% recoverable with additional revenue collected for overhead at the positions fully burdened rate. The non-reimbursable portion of the position would be for administrative duties, time spent updating Development Engineering standards and streamlining processes and the employee's leave. Under this assumption, the net cost of the position average \$31,000 annually in FY19 & FY20. The value added for offering this service full-time with advanced controls is far greater than this additional cost.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

On-going cost associated with new position will be offset by charging Development projects at the position's fully burdened rate. The position will recover 100% of its costs.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 1

This position will add 1 FTE to Development Engineering.

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$136,200.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	(\$140,400.00)	\$0.00	\$0.00
Materials & Supplies	\$4,200.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Development Engineering Junior Engineer

Dept: PW - General

Contact: Tim Wood

Key Title: Development Engineering

FundKey: 43013

Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$140,400.00	(\$140,400.00)	\$0.00	\$0.00

Cost associated with 1 FTE Jr. Engineer, anticipated travel & training and workstation costs. Related consultant budget in fund 101 to be reduced by \$112,000 per dept.

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
43013	Development Engineering	34203	Engineering fees	\$140,400.00	\$0.00
49013	NR PW Development Eng	34203	Engineering fees	(\$140,400.00)	\$0.00
Total				\$0.00	\$0.00

Revenue related to this position will be booked to fund 100, rather than in fund 101 as originally budgeted.



Budget Decision Package

Inventory Records City Hall

Dept: City Clerk

Contact: D Roberts

Key Title: NR City Clerk Records Mgmt

FundKey: 49143

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$100,000	\$0	\$0	\$100,000
FY19/20	\$0	\$0	\$0	\$0

Description:

Records inventory of City Hall including City Clerk Office, City Manager Office, City Attorney Office, Finance, and inactive records in storage areas in basement of City Hall (various departments, including records from former Redevelopment Agency). Inventory by consultant includes all physical file folders maintained in above departments, which will allow consultant to develop a taxonomy structure for a uniform filing system of records. Inventory reports are reviewed with departments to determine activity and retention and allow the purging of records that have met retention or are non-records (i.e., copies, drafts, etc.).

Final objective will be inactive records storage system, active file management with a uniform filing system, retention management, electronic document management and tracking systems, and a vital records protection and disaster recovery program.

New Program or Significant Increase? New Program Change to Existing Program

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

Phase One - inventory and consistent file organization of City Records.

Phase One will be the inventory of records at City Hall (all departments) to be completed in 18/19; the remaining departments (all departments and divisions in CSB building; HR: Housing) will be conducted in the 19/20 FY. Estimated budget for the next FY for these departments is estimated to be \$127,043.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$100,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$100,000.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Human Resources Manager

Dept: Human Resources
Key Title: HR Admin

Contact: Jennifer Brizel
FundKey: 41550

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	(\$58,150)	\$69,190	\$0	\$11,040
FY19/20	\$0	\$0	\$0	\$0

Description:

The Human Resources Manager administers, coordinates, and develops the City's health and safety program including the facilitation and oversight of employee safety training, worksite inspections, accident investigations, new-employee orientation, wellness and return to work programs; manages the City's Injury and Illness Prevention Program (IIPP); administers the City's Workers' Compensation and Leave Administration programs; assists with department specific human resources and labor relations programs as assigned; maintains compliance with applicable state and federal laws and regulations.

The Human Resources Manager is responsible for health and safety program management including leave administration and workers' compensation claims management and employee workplace health and safety. Successful job performance requires technical subject matter knowledge and expertise in state and federal labor law, leave administration practices, workers' compensation and workplace safety, as well as the exercise of considerable initiative, a high degree of tact, discretion and judgment, and close coordination with City supervisors, managers, departmental safety coordinators and outside third party administrators and contractors.

New Program or Significant Increase? **New Program** **Change to Existing Program**

This position will ensure quality oversight of employee safety, leave administration and the Workers Compensation program. The City's Workers Compensation program costs have risen consistently over the last 10 years. Lack of dedicated staffing to this programmatic area has hindered the department's ability to analyze and mitigate on-the-job injury and illness prevention. Additionally, without a dedicated Leave Administrator, employees have not received quality case management services, resulting in a delay for employees to return to work. Program and trending analyses, case management, and a more dedicated focus on preventative measures have not been prioritized in the recent past and have become a vital responsibility.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

Position Reallocation - Increase of \$8,838 FY 18/19 (\$24,748 at top step)

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	(\$58,150.00)	\$69,190.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	(\$58,150.00)	\$69,190.00	\$0.00	\$0.00

Current Management Analyst II position is charged 100% to 41550. New proposed position would be charged 60% to 41550 and 40% to 64004.



Budget Decision Package

Safety Analyst

Dept: General Services
 Key Title: Workers Compensation

Contact:
 FundKey: 64004

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	(\$22,090)	\$0	(\$22,090)
FY19/20	\$0	\$0	\$0	\$0

Description:

The Safety Analyst facilitates the City's employee safety training, worksite inspections, accident investigations, wellness and return to work programs; administers the City's Injury and Illness Prevention Program (IIPP); administers the City's Workers' Compensation program; assists with department specific safety programs as assigned; maintains compliance with applicable state and federal laws and regulations. The Safety Analyst is responsible for program administration of workers' compensation claims management and employee workplace safety and safety training on a city-wide basis.

New Program or Significant Increase? New Program Change to Existing Program

This position is a variation of the former Safety Officer job classification and actually reduces budget dollars originally allocated to the former job class. The focus of the Safety Analyst job class will be more safety-specific duties and Workers Compensation support (versus W/C oversight) responsibilities. Following a recent Safety Audit by a third party vendor, we've confirmed that a safety focus needs to be reprioritized in order to bring the City of Napa to acceptable standards and compliance levels, and to minimize the City's risk related to maintaining safe workplaces.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

New/Eliminated Personnel? Proposed Net Impact on FTEs: 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	(\$22,090.00)	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	(\$22,090.00)	\$0.00	\$0.00



Budget Decision Package

Human Resources Coordinator

Dept: Human Resources
Key Title: HR Admin

Contact: Jennifer Brizel
FundKey: 41550

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$57,080	(\$57,080)	\$0	\$0
FY19/20	\$0	\$0	\$0	\$0

Description:

This is a task update and title change for the Personnel Assistant classification which has not been updated since 1990 (Attached).

New Program or Significant Increase? New Program Change to Existing Program

This is strictly a job classification change; no salary changes. The former job classification (Personnel Assistant) was proposed and approved for replacement in 2013, however that transition was never completed. Currently, Human Resources Coordinator and its designated responsibilities, as outlined in the attached Job Spec, is the correct title with the most accurate associated job duties.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

This is a title and classification change. The salary range remains the same as Personnel Assistant.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$57,080.00	(\$57,080.00)	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$57,080.00	(\$57,080.00)	\$0.00	\$0.00

Current Personnel Assistant position is charged 50% to 41550 and 50% to 64004. Proposed position would be charged 100% to 41550.



Budget Decision Package

Administrative Assistant

Dept: Parks & Rec Services
Key Title: PRS Recreation Administration

Contact: John Coates
FundKey: 45110

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$9,440	\$0	\$0	\$9,440
FY19/20	\$0	\$0	\$0	\$0

Description:

This is a request for reallocation/reclassification of the existing Secretary classification. This role has been assigned budgetary responsibilities as the vacant Management Analyst II is being reallocated to a Management Analyst I with workload emphasis focused on Parks and Recreation project management, policy and operational analysis.

New Program or Significant Increase? **New Program** **Change to Existing Program**

PRS has been working with Human Resources over the past year to appropriately classify the existing Secretary position and maximize employee talent and resources. The Department has a need for additional analytical support to manage parks planning, and provide general analyst support duties. Rather than allocate another Analyst, duties have been shifted to the Secretary, allowing the Management Analyst II to focus on project management, policy research and development, and business and operational analytics. The Department's long-term plan is to back-fill the Management Analyst II and allocate the majority of the incumbent's duties to Parks Planning Projects. The Secretary will continue to grow in the role, taking on budget management and analytical support. Upon classification review, changes to the Secretary responsibilities that warrant a reclassification to Administrative Assistant at this time, include:

- Internal Coordination of the Department's budget
- Dissemination of Monthly Reports to Division Managers and the Director
- Ad hoc Budget Research
- Foundation Agenda Management
- Foundation Bank Deposits and Accounting
- Executes Construction, Facility Maintenance and Consultant agreements for special projects.
- Registers all projects with Department of Industrial Relations (DIR).
- Assists with preparation and distribution of Request For Proposal (RFP). Ensures all contractors are registered with DIR prior to distribution of RFP.
- Manages Commission packet/meeting processes; Provides complex administrative support to departmental management staff and three Advisory Commissions. Reviews and edits agenda summary reports, creates meetings, posts agendas, takes and prepares meeting minutes.
- Manages Department's Agreements and Contract processing.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

This requests maximizes existing talent and resources to manage departmental budget needs and ensures continuity of department-wide operations and minimizes internal disruptions for team members.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$9,440.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Administrative Assistant

Dept: Parks & Rec Services

Contact: John Coates

Key Title: PRS Recreation Administration

FundKey: 45110

Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$9,440.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Permit Data Transparency and Analytics

Dept: Information Technology
Key Title: NR IT

Contact: Peter Pirnejad
FundKey: 49610

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$50,000	\$0	\$0	\$50,000
FY19/20	\$0	\$0	\$0	\$0

Description:

This Software as a Solution (SaaS) is designed to work with our existing TrackIT system to do two things.

- Using permit data it provides users an easy way to see all of the development related activity in the city on a single map that are tied to an address or location. In addition to a birds-eye-view it also provides detailed info on specific projects such as a quick summary, status, and contact information of representatives at the city that would know more information. This provides greater transparency into city-wide development activity.
- The solution would also provide performance analytics on the back end to allow management to gauge performance, timelines, inputs and outputs. This information, provided in "Real-Time" allows managers to track performance of individual projects as well as entire groups of projects. Team performance can also be viewed from the individual scale to the departmental level.

New Program or Significant Increase? New Program Change to Existing Program

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

There would be an estimated \$50,000 set up fee followed by an approximately \$15,000 per year maintenance fee.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$50,000.00	\$0.00		\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$50,000.00	\$0.00	\$0.00	\$0.00

\$50k initial setup cost to be paid from 101. In FY20 forward, will owe \$15k annual to be paid from fund 100.



Budget Decision Package

Administrative Secretary - Reclassification Request

Dept: PW - General
Key Title: PW Administration

Contact: Heather Maloney
FundKey: 43010

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$21,730	(\$17,170)	\$0	\$4,560
FY19/20	\$0	\$0	\$0	\$0

Description:

The Public Works Administrative Division, along with the HR Department, intends to conduct a Position Survey for the Secretary position. It has become apparent that the position has duties and provides a level of service beyond the scope of Secretary. The Public Works Department benefits from the additional level of support to PW Administration, Engineering & Operations. Should a future recruitment be necessary, having the position at the Administrative Secretary level would be the only way to successfully fill the position with an individual who possesses the skill set to do the job as it is being done now.

New Program or Significant Increase? New Program Change to Existing Program

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

A successful reclassification yields a 12% salary increase.

New/Eliminated Personnel? Proposed Net Impact on FTEs: 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$21,730.00	(\$17,170.00)		
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$21,730.00	(\$17,170.00)	\$0.00	\$0.00

The estimates budget impacts include a 12% salary adjustment and a salary cost allocation change. This position was also previously assisting the Water and Solid Waste Funds. With the planned reorganization of Public Works to include facilities and downtown maintenance programs, the programs this position supports will change to no longer include Utilities functions, however, facilities and downtown maintenance programs support will be added. The salary and benefit adjustments reflect the proposed salary allocation changes: from 80% PW GF, 5% Water, 10% MDF, 5% Fleet to 95% PW GF, 5% Fleet



Budget Decision Package

Parks and Public Works Reorg

Dept: PW - General
Key Title: PW Administration

Contact: Heather Maloney
FundKey: 43010

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$0	\$0	\$0	\$0
FY19/20	\$0	\$0	\$0	\$0

Description:

In order to consolidate management of like activities in a single department and focus department priorities, the City Manager desires to consolidate the following maintenance activities into Public Works from the Parks and Recreation Services (PRS) Department:

- Facilities Maintenance
- Custodial Services
- Parking Garage Maintenance
- Downtown Hardscape Maintenance and Cleaning (sidewalks and parking lots)

PRS will maintain all landscape maintenance duties (ex. Parks maintenance, medians, facilities and parking lot landscaping, downtown flower baskets).

To accommodate the reorganization, the resulting staff transfer to Public Works from PRS is planned:

Facilities Program:

- (1) Parks, Trees and Facilities Supervisor
- (1) Maintenance Craftsworker
- (4) Custodians
- (2) P/t Staff

Downtown Maintenance Program (Hardscape Maintenance Crew)

- (1) Parks Maintenance Worker III
- (1) Maintenance Laborer
- (1) P/t Seasonal Staff

New Program or Significant Increase? **New Program** **Change to Existing Program**

Existing City functions will be reorganized to consolidate like activities.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

There is no projected budget impacts beyond transfer of program funds from PRS to PW. There is no net impact to the GF.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

No new FTE's will be created as a result of the reorganization. The following PRS employees will be transferred to Public Works

Facilities Program:

- (1) Parks, Trees and Facilities Supervisor
- (1) Maintenance Craftsworker
- (4) Custodians
- (2) P/t Staff

Downtown Maintenance Program (Hardscape Maintenance Crew)

- (1) Parks Maintenance Worker III



Budget Decision Package

Parks and Public Works Reorg

Dept: PW - General

Contact: Heather Maloney

Key Title: PW Administration

FundKey: 43010

-(1) Maintenance Laborer

-(1) P/t Seasonal Staff

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

There is no projected budget impacts beyond transfer of program funds from PRS to PW. There is no net impact to the GF.



Budget Decision Package

Urban Forestry Program

Dept: Parks & Rec Services
 Key Title: PRS Trees

Contact: Dave Perazzo
 FundKey: 45214

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	\$40,000	\$0	\$0	\$40,000
FY19/20	\$0	\$0	\$0	\$0

Description:

This request will augment the contract service budget so that staff can better meet expectations for ongoing care and deferred maintenance related to the City's aging Urban Forest. Recent program efforts have focused on maintaining trees within the 10 Mile paving and sidewalk areas. Consequently, customer service request have increased to 600 request annually. CRM reports validate the extended time it takes to initiate and complete a work order request. This funding will primarily be used to augment additional contract services for scheduled maintenance allowing staff to increase care. Quality of work and response times related to individual service requests.

New Program or Significant Increase? New Program Change to Existing Program

This program is in addition to the current budget allocation.

Section 2: Cost of Request

One-Time Funding or Recurring Need? One-Time Recurring

This request is for an ongoing increase above the programs operating budget.

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 0

Grant Funds?

Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$40,000.00	\$0.00		\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$40,000.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

Utilities Department & Public Works Reorganization

Dept: PW - Water
Key Title: Water Admin

Contact: Phil Brun
FundKey: 53001

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY18/19	(\$540)	\$222,410	\$0	\$221,870
FY19/20	\$0	\$0	\$0	\$0

Description:

In order to consolidate management of like activities in a single department and focus department priorities, the City Manager desires to create a Utilities Department which includes Water, Solid Waste and Recycling, Stormwater and potentially Wastewater in the future. Initially, the Department will include Water and Solid Waste and Recycling. Stormwater activities will be added in future budgets. The options associated with wastewater activities will be analyzed as part of LAFCO's Water/Wastewater Municipal Service Review scheduled to start in July 2018. In light of this change, the following reorganization is proposed:

Utilities Department:

In order to create the Utilities Department, Water and Solid Waste and Recycling employees will move out of the Public Works Department and into the new department. The new department will require creation of Utilities Director and Assistant Utilities Director positions. It is anticipated that these positions will be filled through promotional opportunities and will not add FTEs to the staffing plan. For all engineering activities, including development review and CIP, to be provided to Solid Waste and Recycling and Water, an additional Senior Engineering Aide is required. Budget allocations of staff currently supporting Utilities will need to be modified to reflect the changes due to the new department.

Public Works Department Reorganization:

In addition to the changes related to the new Utilities Department, this consolidation will transfer the responsibility of Facilities Maintenance, Parking Garage Maintenance, Custodial Services, and Down Town hardscape maintenance and cleaning from the Parks and Recreation to the Public Works Department. As a result, the Operations side of Public Works will be consolidated under a retitled Operations Manager position (reclass of current FTE) and the Deputy Public Works Director (Operations) position will be eliminated from the budget. The proposed reorganization related to the Public Works Department is described below. Specific information related to the transfer of maintenance functions (Facilities Maintenance, Parking Garage Maintenance, Custodial Services, and Down Town hardscape maintenance) from the Parks and Recreation Department to the Public Works Department is detailed in DP 0549 "Parks and Public Works Reorg").

To accommodate the proposed consolidations, Public Works Department plans to reorganize its operational functions into a new Maintenance Operations Division. The division functions will be organized as follows:

1. General Services - Electrical/Signals, Street Lights, Facilities Maintenance, Custodial Services, Parking Garage Maintenance, Graffiti Removal.
 2. Streets and Sidewalks— Streets Maintenance (Including 10-mile Program), Sidewalk Program, Street Drainage, Signs and Striping, Down Town Hard Scape Cleaning, Street Sweeping.
- General Services and Streets and Sidewalks functions will each report to a Maintenance Superintendent position. Each of these positions will report to the Public Works Maintenance Manager.

The Operations Manager will take on; 1. some additional duties previously assigned to the Deputy Public Works Director over Operations, 2. management oversight of Fleet Services (through the Maintenance Superintendent - General Services), and 3. Maintenance activities transferred from the Parks and Recreation Department to Public Works including Citywide Facilities Maintenance, Parking Garage Maintenance, Custodial Services, and Down Town Hardscape Maintenance and Cleaning. To ensure internal equity alignment, Public Works proposes to increase the salary of the Public Works Maintenance Manager, to align with the Parks Manager (Salary Range 5496) equating to a 3% salary increase.



Budget Decision Package

Utilities Department & Public Works Reorganization

Dept: PW - Water

Contact: Phil Brun

Key Title: Water Admin

FundKey: 53001

To better manage the span of control, the Public Works Department proposes to create a Maintenance Superintendent classification with two incumbents that will report to the Public Works Maintenance Manager and supervise the functions of either General Services or Streets and Sidewalks Maintenance.

Fleet Services will be consolidated to report to the Maintenance Superintendent (General Services) and the currently vacant Fleet Manager position will be eliminated from the budget and the duties distributed between the Maintenance Operations Manager, Maintenance Superintendent (Operations), Management Analyst II (Operations) and Fleet Supervisor positions.

Related to Fleet, there is a need to provide a distinction between the journey level Equipment Mechanic and an advanced journey level Senior Equipment Mechanic. Equipment Mechanics work on a wide variety of vehicles ranging from a mower to a Fire Engine. Certifications are needed to work on specialized equipment such as Fire Engines and help to provide additional vehicle and equipment knowledge and help to keep employees up-to-date with changing automotive and diagnostic technologies. However, these certifications are not currently required in the existing mechanics' classifications. The new Senior Equipment Mechanic classification (which will initially be filled by an incumbent) would require certifications to assure at least one mechanic would have the necessary certifications and would also serve as the lead mechanic.

Additionally, various positions in Public Works previously supported Water and Solid Waste/Recycling division functions. The following revisions to the Administration team are proposed to accommodate the department reorganization: 1. Revise the cost allocations to remove the allocations to Utilities and reflect the additional support to Fleet and 2. Replace the Management Analyst II (Operations) position. The incumbent currently in this position will be transferring to the new Utilities Department, however the need for a full FTE of MA II support remains to support Operation.

New Program or Significant Increase? **New Program** **Change to Existing Program**

Moves the Water Utility Program and Solid Waste & Materials Diversion Program out of Public Works and into a new Utilities Department.

Section 2: Cost of Request

One-Time Funding or Recurring Need? **One-Time** **Recurring**

In order to accommodate the creation of the Utilities Department the following actions related to funding need to occur:

1. Change allocations of salary/benefits for managers, analyst and clerical positions within General Fund, Water, MDF and Fleet.
2. Establish Utility Director position (not an additional FTE).
3. Establish Assistant Utility Director position (not an additional FTE).
4. Add Senior Engineering Aide position (described below). (+1 FTE)
5. Add Interdepartmental Charges to account for Utilities Engineering providing support to Solid Waste and Recycling program.

In order to accommodate the resulting reorganization of the Public Works Department, the following actions related to budget need to occur:

1. Establish (2) Maintenance Superintendent Positions (not an additional FTE).
2. Rename and realign the salary of the existing PW Maintenance Manager to Operations Manager (Salary Range 5496). (not an additional FTE).
3. Establish a Senior Equipment Mechanic classification (not an additional FTE)
4. Adjust the Fleet Shop Supervisor Classification and Salary (not an additional FTE)
5. Remove the Fleet Manager position from the budget (- 1 FTE)
6. Replace the Management Analyst II position supporting Operations. The incumbent currently in this position



Budget Decision Package

Utilities Department & Public Works Reorganization

Dept: PW - Water

Contact: Phil Brun

Key Title: Water Admin

FundKey: 53001

will be transferring to the new Utilities Department, however the need for a full FTE of MA II support remains to support Operation. (+1 FTE)

7. Adjust allocations of salary/benefits of existing positions to reflect the reorganization. (not an additional FTE)

New/Eliminated Personnel? **Proposed Net Impact on FTEs:** 1

The new Utilities Department will consolidate all engineering activities under a single division. Currently, Solid Waste and Recycling receive engineering support from Public Works staff, the Deputy Public Works Director and consultant staff. In addition, the Management Analyst and Code Enforcement Officer in Solid Waste and Recycling spend significant time on development review, trash enclosure design and construction and demolition debris ordinance compliance. These activities are more appropriate to be handled at a Senior Engineering Aide level and therefore a new FTE is proposed.

The Management Analyst II currently supporting Maintenance Operations, Fleet and Water will be transferring to the new Utilities Department; however the need for a full FTE of MA II support remains to support Operations, Fleet and the new programs transferred from Parks and Recreation (Facilities, Custodial, Parking Garage Maintenance, Down Town Hardscape Maintenance).

Fleet Services will be consolidated to report to the Maintenance Superintendent (General Services) and the currently vacant Fleet Manager position will be eliminated from the budget and the duties distributed between the Maintenance Operations Manager, Maintenance Superintendent (Operations), Management Analyst II (Operations) and Fleet Supervisor positions.

Grant Funds?

Are the proposed services, programs or activities mandated?

Yes, Utility services of water and solid waste/recycling are critical service to the health, safety and sanitation of the citizens of Napa.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	(\$540.00)	\$222,410.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	(\$540.00)	\$222,410.00	\$0.00	\$0.00

The net impact of the funding requirements described previously to create the Utilities Department are \$199,170 for the Water Enterprise Fund, \$19,220 for the Materials Diversion Enterprise Fund, and a reduction of \$64,980 to the Fleet Management Fund.

Allocations to the CIP program will increase by \$69,000

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
Total					



Appendix E

Capital Improvement Project Details

Fiscal Year 2018-19

MID-CYCLE BUDGET - FY 2018/19

CIP #	Title	
	Projects by Category, FY19 through FY23	92
	Projects by Funding Source, FY19 through FY23	95
BR14PW02	Linda Vista Avenue Bridge	99
FC15PW02	City Hall Consolidation	100
FC19PR01	Demolition Project - Former Residential Structures	101
MS17PW01	Arterial Gateway Enhancement	102
MS18PW01	McKinstry St Parking Lot	103
PK15RA01	Dwight Murray Plaza	104
PK16PR01	Sports Court Resurfacing	105
PK16PR04	Park Shade Shelters	106
PK18PR02	Restrooms, Alston Park	107
SD17PW03	Trower Stormdrain Improvements	108
ST14PW02	First & Second Street Roundabouts	109
ST14PW04	Silverado-Third-Coombsville-East (5-way)	110
ST14PW05	Trower Ave Widening - Young to Linda Vista	111
ST16PW01	Roundabouts West of SR29	112
ST18PW07	Soscol/Imola Intersection Improvements	113
ST18PW08	Vine Trail Gap Closure Construction	114
ST18PW12	Street Improvements - Butte Street Area	115
ST19PW01	SB1 - Road Maintenance	116
ST19PW02	Uncontrolled Crosswalk Improvement Program	117
ST19PW03	1st, 2nd & California Utility Maintenance	118
ST19PW04	Westwood Neighborhood Rehabilitation	119
ST19PW05	Trancas Street Rehabilitation	120
ST19PW06	Trower Avenue Rehabilitation	121
WD19PW01	Distribution Sys Repair/Upgrade FY19	122
WD19PW02	Development Related Improvements	123
WQ19PW06	SCADA Improvements	124
WS19PW02	Hennessey Aeration System	125
WT19PW03	Transmission System Repair and Upgrades	126
WT19PW04	Alta Heights II Pressure Tank	127

City of Napa, California
Capital Improvement Program
 FY 19 thru FY 23

PROJECTS BY CATEGORY

Category	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Bike/Pedestrian Facility								
SR 29 Undercrossing	BP12PW01	7		531,000				531,000
Bike/Pedestrian Facility Total				531,000				531,000
Bridge								
Linda Vista Avenue Bridge over Napa Creek	BR14PW02	7	221,097	401,956				623,053
Bridge Total			221,097	401,956				623,053
Facilities								
City Hall Consolidation	FC15PW02	2	4,482,044	1,898,000				6,380,044
Corp Yard Improvements	FC18PW01	2	150,000					150,000
Demolition Project -Former Residential Structures	FC19PR01	4	120,000					120,000
Parks Site Furnishing Replacements	PK18PR05	7	100,000	100,000				200,000
Covered Canopy for Corp Yard Equipment Storage	PK18PR06	7		40,000				40,000
Facilities Total			4,852,044	2,038,000				6,890,044
Materials Diversion								
MDF In-Ground Vehicle Weigh Scale	MD19PW01	1	111,000					111,000
MDF Existing Concrete Pad Partial Replacement	MD20PW01	1		2,115,800				2,115,800
MDF Periodic Repair of Interior Concrete	MD20PW02	1		45,600				45,600
MDF Lighting Upgrade	MD20PW03	4		75,900				75,900
MDF MRF Roll Doors	MD20PW04	4		60,900				60,900
MDF Parking Lots	MD20PW05	4		161,600				161,600
MDF MRF Building Exterior Painting	MD20PW06	4		62,400				62,400
MDF Fencing Partial Replacement	MD22PW01	4				141,300		141,300
Materials Diversion Total			111,000	2,522,200		141,300		2,774,500
Miscellaneous								
Arterial / Gateway Enhancement	MS17PW01	6	200,000					200,000
Downtown Parking Garage	MS18CD01	2				15,000,000		15,000,000
McKinstry St Parking Lot	MS18PW01	7	520,000					520,000
Miscellaneous Total			720,000			15,000,000		15,720,000
Park								
Dwight Murray Plaza	PK15RA01	2	150,000					150,000
Sports Court Resurfacing	PK16PR01	6	89,500					89,500
Parks Parking Lot and Pathway Repair Project	PK16PR02	4	213,750	213,750	213,750			641,250
Park Shade Shelters	PK16PR04	4	567,687					567,687
Stanly Ln Trail to Napa River	PK17PR02	7			600,000			600,000
Replacement Field Lighting, Kennedy/Kiwanis	PK18PR01	7	250,000	250,000				500,000
Restrooms, Alston Park	PK18PR02	4	119,178	300,000	300,000	300,000		1,019,178

ATTACHMENT 3

Category	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Garfield Park Improvements	PK18PR04	7		500,000				500,000
Playground Equipment Replacement	PK18PR07	7	75,000	125,000				200,000
Park Total			1,465,115	1,388,750	1,113,750	300,000		4,267,615
<hr/>								
Storm Drain								
Trower Stormdrain Improvements	SD17PW03	4	982,223					982,223
Stormwater Trash Reduction Policy Implementation	SW18PW01	6	300,000	450,000	450,000			1,200,000
Storm Drain Total			1,282,223	450,000	450,000			2,182,223
<hr/>								
Street								
Pavement Management Program	ST10PW05	2	50,000	25,000	50,000			125,000
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1	577,000	3,500,000				4,077,000
Silverado-Third-Coombsville-East (5-way) Intersect	ST14PW04	1				6,000,000		6,000,000
Soscol Avenue Widening-Silverado Trail to Magnolia	ST17PW02	1				6,000,000		6,000,000
Browns Valley Rd Ped Improvements	ST18PW03	6	50,000	50,000	300,000			400,000
Soscol/Imola Intersection Improvements	ST18PW07	6		400,000				400,000
Vine Trail Gap Closure Construction	ST18PW08	5	715,000	100,000				815,000
Street Improvements - Butte Street Area	ST18PW12	2	430,940					430,940
SB 1 - Road Maintenance Project FY2018/19	ST19PW01	2	907,972					907,972
Uncontrolled Crosswalk Improvement Program	ST19PW02	2	50,000	50,000	50,000	50,000		200,000
1st, 2nd & California Utility Maintenance	ST19PW03	1	300,000					300,000
Westwood Neighborhood Rehabilitation Phase I	ST19PW04	2	2,579,484	2,487,576	659,738			5,726,798
Trancas Street Rehabilitation	ST19PW05	2	1,295,057					1,295,057
TROWER AVENUE REHABILITATION	ST19PW06	2	2,125,459	1,014,627	722,690			3,862,776
2020 Rejuvenation and Crack Seal	ST20PWDD	1		200,000				200,000
Laurel Street Rehabilitation	ST20PWEE	7				3,114,362		3,114,362
Main St and Lincoln Ave Intersection Rehab	ST20PWXA	2		390,625				390,625
Jefferson St and Hayes St Intersection Rehab	ST20PWXB	2				928,125		928,125
Soscol Avenue Rehabilitation	ST20PWXX	2		2,392,866				2,392,866
Coombs Street and S. Coombs Street Rehabilitation	ST21PWXA	2				605,864		605,864
W. Lincoln Avenue Rehabilitation	ST21PWXB	2				432,960		432,960
Sidewalk Program Expansion	SW19PW01	6		1,500,000	1,500,000			3,000,000
Street Total			9,080,912	12,110,694	8,363,739	12,050,000		41,605,345
<hr/>								
Underground Utility								
Trancas Rule 20A (Jefferson to Soscol)	UU17PW01	6	165,000					165,000
Jefferson St Undergrounding Project	UU18PW01	6	600,000					600,000
Third Street Undergrounding Rule 20B	UU18PW02	6	120,000	800,000				920,000
Underground Utility Total			885,000	800,000				1,685,000
<hr/>								
Water Distribution								
Automated Meter Reading Program 2016-2020	WD16PW11	1	325,000					325,000
Minor Water Main Projects 2018-19	WD18PW03	1	150,000					150,000
Major Water Main Projects 2018-19	WD18PW04	1	150,000					150,000
Appurtenance Improvements 2018-19	WD18PW05	1	150,000					150,000
Hydrant & Valve Upgrades 2018-19	WD18PW06	1	50,000					50,000
Distrbn Sys Repair/Upgrade FY19	WD19PW01	1	275,000					275,000
Devlpmt Related Imprv/Installs	WD19PW02	1	125,000					125,000
Water Distribution Total			1,225,000					1,225,000
<hr/>								
Water Quality (Treatment)								
Hennessey Spillway Repairs	WQ19PW01	1	175,000					175,000
Hennessey Treatment Plant Paving Improvements	WQ19PW02	1	190,000					190,000

ATTACHMENT 3

Category	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Barwick Jamieson Chain & Flight Assess & Renovate	WQ19PW03	1	125,000					<i>125,000</i>
Hennessey Pre-treatment Ozone (replace KMnO4)	WQ19PW05	1	2,000,000					<i>2,000,000</i>
SCADA Improvements FY19	WQ19PW06	1	180,000					<i>180,000</i>
Water Quality (Treatment) Total			2,670,000					<i>2,670,000</i>
<hr/>								
Water Transmission								
Distribution Storage Tank DBP Systems	WT19PW02	1	100,000					<i>100,000</i>
Transmin Sys Repair and Upgrades	WT19PW03	1	100,000					<i>100,000</i>
Alta Heights II Pressure Tank	WT19PW04	1	245,000					<i>245,000</i>
Water Transmission Total			445,000					<i>445,000</i>
<hr/>								
Watershed (Supply Source)								
Hennessey Aeration System	WS19PW02	7	250,000					<i>250,000</i>
Watershed (Supply Source) Total			250,000					<i>250,000</i>
<hr/>								
GRAND TOTAL			23,207,391	20,242,600	9,927,489	27,491,300		<i>80,868,780</i>
<hr/> <hr/>								

City of Napa, California
Capital Improvement Program
 FY 19 thru FY 23

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
ATP								
SR 29 Undercrossing	BP12PW01	7		531,000				531,000
ATP Total				531,000				531,000
Developer Contribution								
Soscol/Imola Intersection Improvements	ST18PW07	6		200,000				200,000
Developer Contribution Total				200,000				200,000
General Fund								
Demolition Project -Former Residential Structures	FC19PR01	4	120,000					120,000
Arterial / Gateway Enhancement	MS17PW01	6	200,000					200,000
Downtown Parking Garage	MS18CD01	2				5,122,354		5,122,354
Sports Court Resurfacing	PK16PR01	6	89,500					89,500
Parks Parking Lot and Pathway Repair Project	PK16PR02	4	213,750	213,750	213,750			641,250
Park Shade Shelters	PK16PR04	4	567,687					567,687
Stanly Ln Trail to Napa River	PK17PR02	7			600,000			600,000
Replacement Field Lighting, Kennedy/Kiwanis	PK18PR01	7	250,000	250,000				500,000
Restrooms, Alston Park	PK18PR02	4	119,178	300,000	300,000	300,000		1,019,178
Parks Site Furnishing Replacements	PK18PR05	7	100,000	100,000				200,000
Playground Equipment Replacement	PK18PR07	7	75,000	125,000				200,000
Trower Stormdrain Improvements	SD17PW03	4	982,223					982,223
Browns Valley Rd Ped Improvements	ST18PW03	6	50,000	50,000	300,000			400,000
Vine Trail Gap Closure Construction	ST18PW08	5	65,000	100,000				165,000
1st, 2nd & California Utility Maintenance	ST19PW03	1	300,000					300,000
Stormwater Trash Reduction Policy Implementation	SW18PW01	6	300,000	450,000	450,000			1,200,000
General Fund Total			3,432,338	1,588,750	1,863,750	5,422,354		12,307,192
GF - Building Reserve								
City Hall Consolidation	FC15PW02	2	4,482,044	1,898,000				6,380,044
Corp Yard Improvements	FC18PW01	2	150,000					150,000
Covered Canopy for Corp Yard Equipment Storage	PK18PR06	7		40,000				40,000
GF - Building Reserve Total			4,632,044	1,938,000				6,570,044
Linda Vista Improvement Fee								
Linda Vista Ave Widening-E Side-Redwood to Trower	ST18PW01	3				700,000		700,000
Linda Vista Improvement Fee Total						700,000		700,000
Materials Diversion Enterprise Fund								

ATTACHMENT 3

Source	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
MDF In-Ground Vehicle Weigh Scale	MD19PW01	1	111,000					111,000
MDF Existing Concrete Pad Partial Replacement	MD20PW01	1		2,115,800				2,115,800
MDF Periodic Repair of Interior Concrete	MD20PW02	1		45,600				45,600
MDF Lighting Upgrade	MD20PW03	4		75,900				75,900
MDF MRF Roll Doors	MD20PW04	4		60,900				60,900
MDF Parking Lots	MD20PW05	4		161,600				161,600
MDF MRF Building Exterior Painting	MD20PW06	4		62,400				62,400
MDF Fencing Partial Replacement	MD22PW01	4				141,300		141,300
Materials Diversion Enterprise Fund Total			111,000	2,522,200		141,300		2,774,500
Measure T								
Westwood Neighborhood Rehabilitation Phase I	ST19PW04	2	2,579,484	2,487,576	659,738			5,726,798
Trancas Street Rehabilitation	ST19PW05	2	1,295,057					1,295,057
TROWER AVENUE REHABILITATION	ST19PW06	2	2,125,459	1,014,627	722,690			3,862,776
2020 Rejuvenation and Crack Seal	ST20PWDD	1		200,000				200,000
Laurel Street Rehabilitation	ST20PWEE	7			3,114,362			3,114,362
Main St and Lincoln Ave Intersection Rehab	ST20PWXA	2		390,625				390,625
Jefferson St and Hayes St Intersection Rehab	ST20PWXB	2			928,125			928,125
Soscol Avenue Rehabilitation	ST20PWXX	2		2,392,866				2,392,866
Coombs Street and S. Coombs Street Rehabilitation	ST21PWXA	2			605,864			605,864
W. Lincoln Avenue Rehabilitation	ST21PWXB	2			432,960			432,960
Sidewalk Program Expansion	SW19PW01	6		1,500,000	1,500,000			3,000,000
Measure T Total			6,000,000	7,985,694	7,963,739			21,949,433
Other Agencies								
Soscol Avenue Widening-Silverado Trail to Magnolia	ST17PW02	1				3,000,000		3,000,000
Vine Trail Gap Closure Construction	ST18PW08	5	650,000					650,000
Other Agencies Total			650,000			3,000,000		3,650,000
Parking Impact Fund								
Downtown Parking Garage	MS18CD01	2				3,459,180		3,459,180
Parking Impact Fund Total						3,459,180		3,459,180
Parking Replacement Funds								
Downtown Parking Garage	MS18CD01	2				6,418,466		6,418,466
McKinstry St Parking Lot	MS18PW01	7	270,000					270,000
Parking Replacement Funds Total			270,000			6,418,466		6,688,466
Public Art Fund								
Dwight Murray Plaza	PK15RA01	2	150,000					150,000
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1	350,000					350,000
Public Art Fund Total			500,000					500,000
Quadrant Funds								
Garfield Park Improvements	PK18PR04	7		500,000				500,000

ATTACHMENT 3

Source	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Quadrant Funds Total			500,000				500,000	
RMRA								
Street Improvements - Butte Street Area	ST18PW12	2	430,940					430,940
SB 1 - Road Maintenance Project FY2018/19	ST19PW01	2	907,972					907,972
RMRA Total			1,338,912				1,338,912	
State Gas Tax								
Pavement Management Program	ST10PW05	2	50,000	25,000	50,000			125,000
Uncontrolled Crosswalk Improvement Program	ST19PW02	2	50,000	50,000	50,000	50,000		200,000
State Gas Tax Total			100,000 75,000 100,000 50,000				325,000	
Street Imp Fee-Underground Utility								
Trower Ave Widening-Young Ave to Linda Vista Ave	ST14PW05	3	250,000					250,000
Trancas Rule 20A (Jefferson to Soscol)	UU17PW01	6	165,000					165,000
Jefferson St Undergrounding Project	UU18PW01	6	600,000					600,000
Third Street Undergrounding Rule 20B	UU18PW02	6	120,000	800,000				920,000
Street Imp Fee-Underground Utility Total			1,135,000 800,000				1,935,000	
Street Improvement Fee								
Linda Vista Avenue Bridge over Napa Creek	BR14PW02	7	221,097	401,956				623,053
First & Second Street Roundabouts along Calif Blvd	ST14PW02	1	577,000	3,500,000				4,077,000
Silverado-Third-Coombsville-East (5-way) Intersect	ST14PW04	1				6,000,000		6,000,000
Roundabouts West of SR 29	ST16PW01	7	23,000					23,000
Soscol Avenue Widening-Silverado Trail to Magnolia	ST17PW02	1				3,000,000		3,000,000
Soscol/Imola Intersection Improvements	ST18PW07	6		200,000				200,000
Street Improvement Fee Total			821,097 4,101,956 9,000,000				13,923,053	
Water Enterprise Fund								
Automated Meter Reading Program 2016-2020	WD16PW11	1	325,000					325,000
Minor Water Main Projects 2018-19	WD18PW03	1	150,000					150,000
Major Water Main Projects 2018-19	WD18PW04	1	150,000					150,000
Appurtenance Improvements 2018-19	WD18PW05	1	150,000					150,000
Hydrant & Valve Upgrades 2018-19	WD18PW06	1	50,000					50,000
Distrbn Sys Repair/Upgrade FY19	WD19PW01	1	275,000					275,000
Devlpmt Related Imprv/Installs	WD19PW02	1	125,000					125,000
Hennessey Spillway Repairs	WQ19PW01	1	175,000					175,000
Hennessey Treatment Plant Paving Improvements	WQ19PW02	1	190,000					190,000
Barwick Jamieson Chain & Flight Assess & Renovate	WQ19PW03	1	125,000					125,000
Hennessey Pre-treatment Ozone (replace KMnO4)	WQ19PW05	1	2,000,000					2,000,000
SCADA Improvements FY19	WQ19PW06	1	180,000					180,000
Hennessey Aeration System	WS19PW02	7	250,000					250,000
Distribution Storage Tank DBP Systems	WT19PW02	1	100,000					100,000
Transmin Sys Repair and Upgrades	WT19PW03	1	100,000					100,000
Alla Heights II Pressure Tank	WT19PW04	1	245,000					245,000

ATTACHMENT 3

Source	Project #	Priority	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund Total			4,590,000					<i>4,590,000</i>
GRAND TOTAL			23,580,391	20,242,600	9,927,489	28,191,300		<i>81,941,780</i>

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # BR14PW02
Project Name Linda Vista Avenue Bridge over Napa Creek



Type Infrastructure **Department** Public Works
Useful Life 75 years **Contact** Ernie Cabral
Category Bridge **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description

Total Project Cost: \$1,088,053

Construct new bridge over Napa Creek to connect Linda Vista Avenue from Robinson Lane to Lone Oak Avenue.
 Project stopped for an indefinite period by City Council December 2, 2014 until more traffic modeling of the surrounding area is performed and analyzed. The traffic modelling is anticipated to be complete by the end of Summer 2017. After that time, the effects of the project on traffic patterns will be presented to the Council for further consideration.

Justification

This project will provide street connectivity to the area and improve traffic circulation, and responsive emergency access from the proposed Fire Station 5 that is under construction at the corner of Browns Valley Road and Laurel Avenue.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
465,000	Professional/Consulting Services	221,097	401,956				623,053
Total	Total	221,097	401,956				623,053

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
465,000	Street Improvement Fee	221,097	401,956				623,053
Total	Total	221,097	401,956				623,053

Budget Impact/Other

Routine maintenance of the bridge should be expected.

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project #	FC15PW02
Project Name	City Hall Consolidation

Type Building/Improvements	Department Public Works
Useful Life 50 yrs	Contact Jaques LaRochelle
Category Facilities	Priority Council Direction
GL Key # 30101	FTE
Dept. Rank	1 Project Number
	Status Active

Description **Total Project Cost: \$10,960,924**

Develop a Request for Qualifications (RFQ) and Request for Proposals (RFP) to select a development team that will provide design/build/finance/operation/ maintenance (DBFOM) services for a new joint Public Safety and City Administration Building and free up excess City land for private development.

A RFQ was developed and released and six develop proposals were submitted. Three developers were selected to more forward and invited to respond to a RFP. Two proposals were received for consideration. A staff level review team evaluating both proposals and with a presentation planned to City Council May/June 2017.

Justification

If new facilities are not developed, significant investments are required for the continued use of the current buildings including equipment replacement, roof replacements, substantial additions to provide additional office space, and substantial renovations to bring public safety buildings up to "Essential Services" seismic standards. For example, an expansion of approximately 25,000 square feet will be required for the Police Department in addition to renovating the entire facility for seismic updates. The approximately \$300,000 annual cost of leases will increase due to cost escalations and department growth. Inefficiencies in operations and staff allocation will continue, as will the higher levels of energy and water consumption required for the operation of seven dispersed office buildings.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
4,580,880	Professional/Consulting Services	4,482,044	1,898,000				6,380,044
Total	Total	4,482,044	1,898,000				6,380,044

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
4,580,880	GF - Building Reserve	4,482,044	1,898,000				6,380,044
Total	Total	4,482,044	1,898,000				6,380,044

Budget Impact/Other

Currently, the City's administrative staff is scattered among seven separate office buildings in the downtown area. The City owns five of these buildings while two are leased spaces. The City spends approximately \$320,000 per year on leases for office space. The Parks and Recreation Services Department recently was required to relocate to new facilities in order to accommodate the Flood Project's Bypass construction contract which began in April 2014.

Consolidation of facilities will result in excess property that could be utilized to partially offset the costs of the construction of new facilities.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # FC19PR01
Project Name Demolition Project -Former Residential Structures



Type Land/Improvements **Department** Parks & Rec Services
Useful Life **Contact** David Perazzo
Category Facilities **Priority** Health & Safety
GL Key # **FTE**
Dept. Rank **1 Project Number**
Status Active

Description

Total Project Cost: \$120,000

Project will include the demolition of two City owned residential structures that are in disrepair. The structures need to be removed in advance of other capital improvement projects but are not funded by those projects. This will include the demolition of the former caretakers residence located at 2291 Streblov Drive in Kennedy Park in advance of improvements for the Kennedy Park Masterplan. The second structure is located at 1795 D Street and will be adjacent to the new Highway 29 pedestrian trail undercrossing project.

Justification

The structures need to be removed as they are in poor condition and will be in conflict with future improvements. The structures are uninhabitable and in disrepair. Intrusion by the homeless and vandals has resulted in fires and the implementation of safety measures that continually impacting resources from numerous City Departments. Demolition is necessary in a more immediate time frame to address these issues.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	100,000					100,000
Salaries & Benefits	15,000					15,000
Other	5,000					5,000
Total	120,000					120,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
General Fund	120,000					120,000
Total	120,000					120,000

Budget Impact/Other

There will be a one-time cost for demolition. Savings will be realized by the reduction of resources needed to secure these structures. City staff will no longer have to monitor each structure for unauthorized use, entry and potential fire. The City will be able to ensure public safety.

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project # MS17PW01
Project Name Arterial / Gateway Enhancement



Type Infrastructure **Department** Public Works
Useful Life **Contact** John Ferons
Category Miscellaneous **Priority** Community Sustainability
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description **Total Project Cost: \$1,800,000**

Design and construct roadway, landscaping and other related special entry features at key city gateway locations in accordance with the associated Gateway Study.

The initial project target will be along Imola Avenue. This is expected to go to Construction in the summer of 2017.

Justification

The first phase to be accomplished in FY 2016/17 will involve the establishment of concept plans and design standards to be approved by City Council. Also included in the first phase will be construction plans for the median improvement on Imola Avenue between SR29 and the Napa River. Construction is anticipated to begin during the construction season of 2017. Upon completion and adoption of design concepts and standards, additional projects will be completed in the subsequent years. It is expected that the next projects will take place on Soscol Avenue and Trancas Boulevard.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
1,600,000	Construction	200,000					200,000
Total	Total	200,000					200,000

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
1,600,000	General Fund	200,000					200,000
Total	Total	200,000					200,000

Budget Impact/Other

Project will require annual operational maintenance.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	MS18PW01
Project Name	McKinstry St Parking Lot

Type Land/Improvements	Department Public Works
Useful Life 25 Years	Contact John Ferons
Category Miscellaneous	Priority Community Priority
GL Key #	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$555,000
Acquire an easement from the Flood Control District and construct a parking lot for public use at the vacant lot at the northern end of McKinstry Street (the triangle parcel between McKinstry and Soscol Ave).	

Justification

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
35,000	Construction	520,000					520,000
Total	Total	520,000					520,000

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
285,000	Parking Replacement Funds	270,000					270,000
Total	Total	270,000					270,000

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # PK15RA01
Project Name Dwight Murray Plaza



Type Land/Improvements **Department** Public Works
Useful Life 50 yrs **Contact** Julie Lucido
Category Park **Priority** Council Direction
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description **Total Project Cost:** \$2,119,200
 This project will complete the redesign and construction of the Dwight Murray Plaza.

Justification
 The redesign of the Dwight Murray Plaza is a priority project within the Downtown Napa Specific Plan.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
1,969,200	Other	150,000					150,000
Total	Total	150,000					150,000

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
1,969,200	Public Art Fund	150,000					150,000
Total	Total	150,000					150,000

Budget Impact/Other
 The project, in its current design configuration, will add additional daily operational tasks (tables and chairs) as well as scheduled operational maintenance.

Prior
 0
Total

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # PK16PR01
Project Name Sports Court Resurfacing



Type Land/Improvements **Department** Parks & Rec Services
Useful Life 10 Years **Contact** David Perazzo
Category Park **Priority** Community Sustainability
GL Key # **FTE**
Dept. Rank 3 **1 Project Number**
Status Active

Description

Total Project Cost: \$218,500

Resurfacing of 14 outdoor parks sport courts utilized for recreational use such as basketball. Project will provide for preparation of surfaces, crack filling and resurfacing. Restriping of court to current standards will be included in the project. Resurfacing of courts is necessary to provide a safe and smooth playing surface for the public and prevent the courts from degrading. This project will be phased over 4 years (FY 16-19) with 3 -4 courts being resurfaced per year.

Justification

There are 14 outdoor sports courts spread throughout the 52 parks in the City. These courts receive heavy recreational use and have not been resurfaced in over 10 years. Resurfacing will insure longevity of the surfacing and provide a safe and accessible amenity for the public.

As of 4/27/18:

Additional request of \$46,500 to allow for all 13 courts to be re-surfaced, with one court re-constructed to manage significant damage (Vine Hill). Cost includes 15% contingency.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
129,000	Construction	89,500					89,500
Total	Total	89,500					89,500

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
129,000	General Fund	89,500					89,500
Total	Total	89,500					89,500

Budget Impact/Other

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project # PK16PR04
Project Name Park Shade Shelters



Type Land/Improvements **Department** Parks & Rec Services
Useful Life 20 years **Contact** David Perazzo
Category Park **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank 3 **1 Project Number**
Status Active

Description

Total Project Cost: \$1,097,687

Installation of shade structures over picnic areas and public gathering spaces. This will provide shade and cooling as well as protection from the sun and ultraviolet exposure for areas that are reserved for day use. This will include areas at Fuller Park and Alston Park (Year 1) and Kennedy Park, O'Brien Park, Dry Creek Park (Year 2). This will be a purchase under California Multiple Award Schedules (CMAS) agreement and the cost will include design and installation.

Justification

Structures will provide shade and cooling as well as protection from the sun and ultraviolet exposure for areas that are reserved for day use and exposed to direct sunlight for long periods of time. Installation of shade structures will generate a higher level of use resulting in increased reservations and additional revenues. The Kennedy Park Master Plan recommends adding several shade structures to enhance the use of the park.

The recommended increase of \$80K in FY 2016/17 (made available through the redirection of funds from the Park Playground Equipment Replacement project) will provide for the installation of shade structures in high use areas.

As of 4/27/18

Additional request of \$307,787 accounts for costs above and beyond the \$210,000 originally budgeted for in 2018 including professional services, demo, electric, concrete, and contingency for shade shelters at Alston Park, Dry Creek Park, and Fuller Park. The \$260,000 allocated for 2019 would be put toward Kennedy Park and O'Brien Park.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
530,000	Construction	539,687					539,687
Total	Professional/Consulting Services	28,000					28,000
	Total	567,687					567,687

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
530,000	General Fund	567,687					567,687
Total	Total	567,687					567,687

Budget Impact/Other

Will require annual cleaning of roofing to remove debris. This maintenance which will be absorbed into existing operations by parks staff. Additional revenues will result of this enhanced amenity.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # PK18PR02
Project Name Restrooms, Alston Park



Type Building/Improvements **Department** Parks & Rec Services
Useful Life 25 Years **Contact** David Perazzo
Category Park **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Pending

Description

Total Project Cost: \$500,000

Project will replace portable toilets at Alston Park with permanent modular public restroom that will be connected to utilities.
 Upgrade restrooms at Westwood Hills, Downtown and Riverside in FY20 - FY22

Justification

Three temporary portable restrooms currently provide the public with restroom facilities at Alston Park. Public improvements to the parking lot and trails at the park has led to increased use. The park is utilized by dog walkers, for high school cross country events and is a designated a balloon landing area. These temporary restroom facilities are not adequate for the heavy public use. Permanent restrooms that are connected to water and sewer will insure that there are adequate facilities and capacity for all park uses.
 As of 4/27/18
 Additional request of \$119,178 accounts for costs above and beyond the \$175,000 originally budgeted for in 2018 including land annexations, connection fees, and professional services.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
175,000	Construction	91,178	300,000	300,000	300,000		991,178
	Professional/Consulting Services	28,000					28,000
Total	Total	119,178	300,000	300,000	300,000		1,019,178

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
175,000	General Fund	119,178	300,000	300,000	300,000		1,019,178
Total	Total	119,178	300,000	300,000	300,000		1,019,178

Budget Impact/Other

Cost for maintenance will be offset by reduced cost of rental of 3 portable toilets.

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project # SD17PW03
Project Name Trower Stormdrain Improvements



Type Infrastructure **Department** Public Works
Useful Life **Contact** John Ferons
Category Storm Drain **Priority** Health & Safety
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description

Total Project Cost: \$3,949,223

The project consists of the installation of a new storm drain main line and appurtenant improvements along Trower Avenue east of State Route (SR29) and various drainage improvements within the adjacent Lassen Drive neighborhoods to the north and south. The new Lassen area neighborhood storm drain system pipes will be connected to the new Trower Avenue storm drain main line which will run from a location near SR29 to a Salvador Creek discharge point at the Trower Avenue/Jefferson Street intersection. The project will include the relocation of a large storm drain pipe from backyard easements out to the public street area.

Justification

Improvements will alleviate storm water conveyance issues that occur during high flows. The relocation of the large storm drain pipe from backyard easements out to the public street area will provide for easier maintenance access.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
2,967,000	Construction	982,223					982,223
Total	Total	982,223					982,223

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
2,967,000	General Fund	982,223					982,223
Total	Total	982,223					982,223

Budget Impact/Other

The project will replace aging storm drain infrastructure and reduce annual maintenance of effort going forward.

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project # ST14PW02
Project Name First & Second Street Roundabouts along Calif Blvd

Type Infrastructure **Department** Public Works
Useful Life 30 years **Contact** Eric Whan
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active



Description **Total Project Cost: \$11,033,000**
 Install roundabouts at the intersections of First St/California Blvd, Second St/California Blvd, and First St/State Route (SR) 29 North Bound (NB) on- and off-ramps.

Justification
 Roundabouts at these locations will provide for congestion relief for traffic accessing the downtown area as well as safety improvements for all users including bicycles and pedestrians. City of Napa plans to construct roundabouts at First and Second Streets along California Blvd., and Caltrans plans to construct a roundabout at the First Street and SR 29 NB on- and off-ramps intersection. City and Caltrans will enter into a cooperative agreement to deliver all three roundabouts as one project.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
6,956,000	Construction	577,000	3,500,000				4,077,000
Total	Total	577,000	3,500,000				4,077,000

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
6,606,000	Public Art Fund	350,000					350,000
Total	Street Improvement Fee	577,000	3,500,000				4,077,000
	Total	927,000	3,500,000				4,427,000

Budget Impact/Other
 The City of Napa has been approved for Congestion Management Air Quality CMAQ funds in the amount of \$723,000 for right-of-way and \$1,740,000 for construction. The City has also been approved for \$431,000 in State Transportation Improvement Program (STIP) funds for Right of Way (ROW) and \$1,070,000 in construction. Right-of-way and construction were originally estimated to take place in 14/15 and 15/16, respectively. Due to the partnership with Caltrans, these phases are expected to be pushed out to 16/17 for right-of-way and 17/18 for construction.
 No changes to the General Fund or Gas Tax are necessary for the 14/15 budget. The General Fund amount of \$592,000 and Street Improvement Fee amount of \$1,077,000 originally budgeted for 15/16 will be pushed out to 17/18 to line up with CMAQ and STIP Construction funds.

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project # ST14PW04
Project Name Silverado-Third-Coombsville-East (5-way) Intersect



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** John Ferons
Category Street **Priority** Mission Critical
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description **Total Project Cost:** \$6,750,000

The project involves modifying the intersection to improve the level of service and may include widening, travel lane reconfiguration, and signal modification. This intersection is part of State Route (SR) 121 and will require Caltrans design approval and permitting. Project tasks will include engineering, environmental review, construction, property acquisition, and significant public outreach. The City completed analysis of various options to improve the intersection. Extensive public outreach was also conducted. A preferred alternative was selected by City Council. A draft project scope summary report was completed by the City and has been submitted to Caltrans for their consideration. Caltrans has agreed to initiate a Memorandum of Understanding and begin work on finalizing the PSSR and initiating the project.

The sale of the Trancas/29 parcel remnant is expected to be around \$500,000. This money is to be contributed to the construction of improvements to the five-way intersection.

Justification

The need to improve the level of service at this intersection was identified in the Soscol Gateway Implementation Plan (2005). The level of service (LOS) was identified as LOS F in 2005 and is expected to continue to operate over capacity if improvements are not made.

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
750,000	Construction				6,000,000		6,000,000
Total	Total				6,000,000		6,000,000

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
750,000	Street Improvement Fee				6,000,000		6,000,000
Total	Total				6,000,000		6,000,000

Budget Impact/Other

The sale of the Trancas/29 parcel remnant is expected to be around \$500,000. This money is to be contributed to the construction of improvements to the five-way intersection.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # ST14PW05
Project Name Trower Ave Widening-Young Ave to Linda Vista Ave



Type Building/Improvements **Department** Public Works
Useful Life 20 years **Contact** Rosa Corona
Category Street **Priority** Legal Requirement
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description **Total Project Cost:** \$850,000
 Widening of the south side of Trower Avenue between Young Avenue and Linda Vista Avenue.

Justification
 Project is one of the remaining improvements listed in the Linda Vista Improvement Fee Plan. Increase scope of work to include utility undergrounding

Prior
 850,000

Total

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
600,000	Street Imp Fee-Underground	250,000					250,000
	Utility						
Total		Total	250,000				250,000

Budget Impact/Other
 There will be less annual maintenance required in the post-project configuration.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # ST16PW01
Project Name Roundabouts West of SR 29



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Eric Whan
Category Street **Priority** Community Priority
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description **Total Project Cost:** \$100,000

The City of Napa desires to identify the plan line and future improvements for First Street from Laurel Lane to the State Route 29 southbound ramp intersection in order that reservations of the necessary rights of way can be made during the course of new development projects. Currently, the plan line is envisioned to include roundabout intersections at the SR29 southbound ramp intersection and at the intersection of Freeway Drive; a new traffic signal at Laurel Street; and improvements to the balance of the corridor that will generally fit within the existing right of way. However, it is understood that should alternatives be identified during the course of this preliminary study that would consist of varying right of way reservation alternatives, additional effort may be required, potentially including public outreach, additional surveying and engineering.

Justification

The streets west of downtown along the First Street corridor were studied and it was determined that constructing roundabouts along First Street near SR 29 was a feasible solution to improving traffic flow through the corridor without completely replacing the First Street overpass over SR 29.

Prior

100,000

Total

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
77,000	Street Improvement Fee	23,000					23,000
Total	Total	23,000					23,000

Budget Impact/Other

City is to identify funding for this project.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST18PW07
Project Name	Soscol/Imola Intersection Improvements

Type Unassigned	Department Public Works
Useful Life	Contact John Ferons
Category Street	Priority Community Sustainability
GL Key # 21301	FTE
Dept. Rank	1 Project Number
	Status Pending

Description	Total Project Cost: \$450,000
<p>Soscol Ave. and Imola Ave intersection improvements. Prepare a project scope which will include survey work and traffic and turning movement counts to determine initial concept and layout of intersection improvements. The results of this scoping effort will focus the improvements needed and lead to the development of a Caltrans project study report which is required as Soscol Ave is a State Highway.</p>	

Justification
<p>This intersection has been performing at an unacceptable level of service for many years. As such, it was identified in the Street Improvement Fee to receive funding for improvement. This is the first effort of a multi-year project that will also involve Caltrans and the State Hospital.</p>

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
50,000	Professional/Consulting Services		400,000				400,000
Total	Total		400,000				400,000

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
50,000	Developer Contribution		200,000				200,000
Total	Total		200,000				200,000
	Total		400,000				400,000

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # ST18PW08
Project Name Vine Trail Gap Closure Construction

Type Infrastructure **Department** Public Works
Useful Life **Contact** John Ferons
Category Street **Priority** Leverage Funding
GL Key # 30101 **FTE**
Dept. Rank **1 Project Number**
Status Pending

Description **Total Project Cost: \$815,000**
 Connect the missing gap in the Vine Trail Class I Multi-Use Trail in Downtown Napa. The connection will go from Third Street to Vallejo Street adjacent to Soscol Avenue. "Gap Closure" Vallejo to 3rd Street. In final request approval process for \$650,000 in Priority Conservation Area Funds (PCA Funds) Grant through OBAG. If awarded, the grant will require \$100,000 matching funds from the City.

Justification
 This segment is the "missing link" of the Vine Trail within the City Limits. This will fulfill the City's initial commitment to extend the Vine Trail within the City Limits.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	715,000	100,000				815,000
Total	715,000	100,000				815,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
General Fund	65,000	100,000				165,000
Other Agencies	650,000					650,000
Total	715,000	100,000				815,000

Budget Impact/Other
 The Project is currently in the final request approval process for \$650,000 in Priority Conservation Area Funds (PCA Funds) Grant through OBAG. If awarded, the grant will require \$100,000 matching funds from the City.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST18PW12
Project Name	Street Improvements - Butte Street Area

Type Infrastructure	Department Public Works
Useful Life	Contact Mike Socorro
Category Street	Priority Council Direction
GL Key # 20201	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$786,202
Street Improvements to the Butte Street Area.	

Justification

Prior	Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
355,262	Construction	387,940					387,940
	Salaries & Benefits	43,000					43,000
Total	Total	430,940					430,940

Prior	Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
355,262	RMRA	430,940					430,940
Total	Total	430,940					430,940

Budget Impact/Other
SB1 projects reimbursable from State Gas Tax Fund.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST19PW01
Project Name	SB 1 - Road Maintenance Project FY2018/19

Type Infrastructure	Department Public Works
Useful Life	Contact Mike Socorro
Category Street	Priority Council Direction
GL Key # 30101	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$907,972
Apply preventative maintenance treatments to various streets within the City limits.	

Justification
The Road Repair and Accountability Act of 2017 (SB 1) was created to fund projects that include: road maintenance and rehabilitation, safety projects, railroad grade separations, complete street components, and traffic control devices.
Preventative maintenance techniques used in the City include: crack sealing, scrub sealing, rejuvenating seals and microsurfacing. Each technique is considered cost effective and will extend the life of pavements by protecting the surface from the effects of aging, cracking, deterioration, and water infiltration while also enhancing the safety and appearance.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	862,972					862,972
Salaries & Benefits	45,000					45,000
Total	907,972					907,972

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
RMRA	907,972					907,972
Total	907,972					907,972

Budget Impact/Other
Projects that are funded by SB 1 are eligible for 100% reimbursement of incurred project costs.

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST19PW02
Project Name	Uncontrolled Crosswalk Improvement Program

Type Infrastructure	Department Public Works
Useful Life	Contact John Ferons
Category Street	Priority Council Direction
GL Key # 30101	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$200,000
Installation of 2-3 Uncontrolled Crosswalks per year.	

Justification

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	50,000	50,000	50,000	50,000		200,000
Total	50,000	50,000	50,000	50,000		200,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
State Gas Tax	50,000	50,000	50,000	50,000		200,000
Total	50,000	50,000	50,000	50,000		200,000

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST19PW03
Project Name	1st, 2nd & California Utility Maintenance

Type Infrastructure	Department Public Works
Useful Life	Contact John Ferons
Category Street	Priority Mission Critical
GL Key #	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$300,000
Maintenance work in advance of 1st & California street improvement project.	

Justification
Necessary underground utility work prior to street paving in FY19.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	280,000					280,000
Salaries & Benefits	20,000					20,000
Total	300,000					300,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
General Fund	300,000					300,000
Total	300,000					300,000

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST19PW04
Project Name	Westwood Neighborhood Rehabilitation Phase I

Type Infrastructure	Department Public Works
Useful Life 15 Years	Contact Rosalba Ramirez
Category Street	Priority Council Direction
GL Key # 30101	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$5,726,798
Rehabilitation of the Westwood Neighborhood utilizing Measure T funds.	
Phase 1(FY2018-19): Overlay, curb/gutter/sidewalk, curb ramps on the streets of Westwood Neighborhood including Kilburn Ave, Chelsea Ave, Bryan Ave, Bremen Ct and Bancroft Ct.	
Phase 2a(FY2019-20): Curb/gutter/sidewalk and curb ramps on the inner streets of the Westwood Neighborhood.	
Phase 2b(FY2020-21): Asphalt Overlay on the inner streets of the Westwood Neighborhood.	

Justification
The pavement and concrete curb/gutter/sidewalk along the streets in the Westwood Neighborhood are deteriorating and will require a complete rehabilitation. Once Measure T funding is available, phase 1 of Westwood will be available for construction. So that phase 1 of the project is ready to advertise in the first fiscal year of Measure T, the design of the project is proposed to be funded locally prior to construction.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	2,176,125	2,122,980	593,250			4,892,355
Professional/Consulting Services	403,359	364,596	66,488			834,443
Total	2,579,484	2,487,576	659,738			5,726,798

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Measure T	2,579,484	2,487,576	659,738			5,726,798
Total	2,579,484	2,487,576	659,738			5,726,798

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST19PW05
Project Name	Trancas Street Rehabilitation

Type Infrastructure	Department Public Works
Useful Life 15 Years	Contact Rosalba Ramirez
Category Street	Priority Council Direction
GL Key # 30101	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$1,295,057
Asphalt overlay, curb/gutter/sidewalk, curb ramps, and traffic signal on Trower Avenue from SR 29 to Jefferson Street.	

Justification
The pavement along Trancas Street is in poor condition and will require a rehabilitation. In addition, traffic signal improvements are needed to improve the City's overall traffic circulation and traffic signal efficiency. Once Measure T funding is available, Trancas Sreet will be available for construction. So that the project is ready to advertise in the first fiscal year of Measure T, the design of the project is proposed to be funded locally prior to construction.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	1,057,804					1,057,804
Professional/Consulting Services	237,253					237,253
Total	1,295,057					1,295,057

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Measure T	1,295,057					1,295,057
Total	1,295,057					1,295,057

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	ST19PW06
Project Name	TROWER AVENUE REHABILITATION

Type Infrastructure	Department Public Works
Useful Life 15 Years	Contact Rosalba Ramirez
Category Street	Priority Council Direction
GL Key # 30101	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$3,862,776
Rehabilitation of Trower Avenue in three phases.	
Phase I (FY 2018-19): Cold in-place recycling and curb ramps from Jefferson to SR 29 and curb/gutter/sidewalk, curb ramps from Linda Vista Avenue to Dry Creek Road	
Phase II (FY 2019-20): Cold in-place recycling from Dry Creek Road to Linda Vista Avenue and Curb/gutter/sidewalk and curb ramps from Jefferson Street to East End (City Limits).	
Phase III (FY 2020-21): Cold in-place recycling from Jefferson Street to East End (City Limits).	

Justification
The pavement along Trower Avenue is deteriorating and will require a complete rehabilitation. Once Measure T funding is available, Trower Avenue will be available for construction. So that phase I of the project is ready to advertise in the first fiscal year of Measure T, the design of the project is proposed to be funded locally prior to construction.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	1,956,000	875,327	628,426			3,459,753
Professional/Consulting Services	169,459	139,300	94,264			403,023
Total	2,125,459	1,014,627	722,690			3,862,776

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Measure T	2,125,459	1,014,627	722,690			3,862,776
Total	2,125,459	1,014,627	722,690			3,862,776

Budget Impact/Other

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	WD19PW01
Project Name	Distrbn Sys Repair/Upgrade FY19

Type Infrastructure	Department Public Works
Useful Life 30 years	Contact Joy Eldredge
Category Water Distribution	Priority Mission Critical
GL Key # 53105	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$275,000
Repairs and upgrades to the water distribution system. Each year water main breaks are repaired and often require new sections to be cut in. Repair costs exceed \$5k per event. Repair costs include but are not limited the pipe section and street materials to repair the trench and section to repair to the finished surface.	

Justification
Distribution pipeline repairs require major efforts each year, typically between 70 and 110 times per year. Costs are captured to reflect the system betterment.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	275,000					275,000
Total	275,000					275,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund	275,000					275,000
Total	275,000					275,000

Budget Impact/Other
Costs are mandatory to minimize customer service interruptions.

Budget Items	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Capital Assets	275,000					275,000
Total	275,000					275,000

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # WD19PW02
Project Name Devlpmnt Related Imprv/Installs



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Joy Eldredge
Category Water Distribution **Priority** Mission Critical
GL Key # 53105 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description

Total Project Cost: \$275,000

Repairs and upgrades to the water distribution system when performed by City forces are reimbursed each year by new developments. This capital account tracks new installations in one location.

Justification

Distribution pipeline hot taps, service line installations and pipeline extensions performed by City forces and paid by development projects are capital improvements.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	125,000					125,000
Total	125,000					125,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund	125,000					125,000
Total	125,000					125,000

Budget Impact/Other

Costs are offset by user fees charged for services provided to the development project.

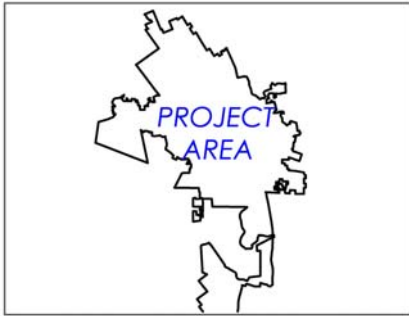
Budget Items	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Capital Assets	125,000					125,000
Total	125,000					125,000

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # WQ19PW06
Project Name SCADA Improvements FY19



Type Equipment/Machinery **Department** Public Works
Useful Life 15 Years **Contact** Joy Eldredge
Category Water Quality (Treatment) **Priority** Mission Critical
GL Key # 53103 **FTE**
Dept. Rank 1 **1 Project Number**
Status Active

Description

Total Project Cost: \$180,000

The water treatment plants, tanks, many valves, and pump stations are monitored and controlled using the Supervisory Control and Data Acquisition (SCADA) system. SCADA, the brains of the water system, consists of panel logic control (PLC) hardware and software. These systems require extensive programming, care and feeding to ensure functionality and safe operation of the water system.

Justification

The SCADA system is necessary to ensure compliance with increasingly stringent water quality regulations. Many of the current PLCs are antiquated and no longer supported by the manufacturer, therefore in need of replacement to ensure public safety and system reliability.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Fleet/Equipment	180,000					180,000
Total	180,000					180,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund	180,000					180,000
Total	180,000					180,000

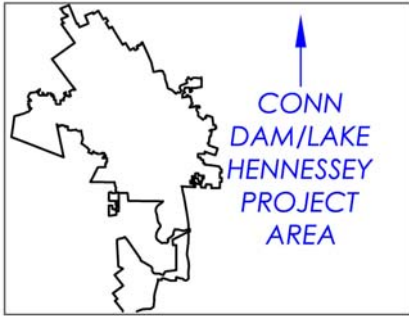
Budget Impact/Other

Capital Improvement Program

FY 19 thru FY 23

City of Napa, California

Project # WS19PW02
Project Name Hennessey Aeration System



Type Infrastructure **Department** Public Works
Useful Life 20 years **Contact** Joy Eldredge
Category Watershed (Supply Source) **Priority** Community Priority
GL Key # 53102 **FTE**
Dept. Rank **1 Project Number**
Status Active

Description **Total Project Cost:** \$250,000

Install permanent aeration system around tower valve at Lake Hennessey. Consider floating solar option that floats on water and powers aeration system that brings uniform water quality parameters (pH, DO, temp) to the water column and assists treatment process for metals and algal growth.

Justification

Taste and odor associated with algal growth has been a challenge in our local supply source. Increased pressure for development and land use changes in the watershed are changing the runoff patterns throughout the watershed lending greater potential for introduction of anthropogenic impacts to the raw water supply.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Professional/Consulting Services	20,000					20,000
Fleet/Equipment	230,000					230,000
Total	250,000					250,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund	250,000					250,000
Total	250,000					250,000

Budget Impact/Other

This is a preliminary estimate subject to refinement as details and the extent of the aeration area are defined through the design process.

Budget Items	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Capital Assets	250,000					250,000
Total	250,000					250,000

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project #	WT19PW03
Project Name	Transmin Sys Repair and Upgrades

Type Infrastructure	Department Public Works
Useful Life 100 yrs	Contact Joy Eldredge
Category Water Transmission	Priority Mission Critical
GL Key # 53104	FTE
Dept. Rank	1 Project Number
	Status Active

Description	Total Project Cost: \$100,000
Transmission system repairs are costly and necessary to minimize service disruptions. Repairs on the 36-inch AC include installation of ductile transition fittings and where possible installation of bypasses and hydrants to facilitate future shutdowns, flushing and control over the transmission system.	

Justification
Transmission repairs and upgrades require major efforts and it is prudent to install bypasses and controls when the pipe is exposed and/or shoring installed if necessary.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	100,000					100,000
Total	100,000					100,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

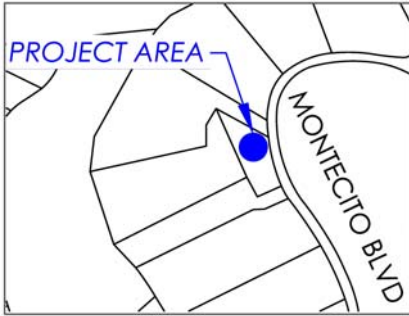
Budget Items	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Capital Assets	100,000					100,000
Total	100,000					100,000

Capital Improvement Program

FY 19 *thru* FY 23

City of Napa, California

Project # WT19PW04
Project Name Alta Heights II Pressure Tank



Type Infrastructure **Department** Public Works
Useful Life 50 yrs **Contact** Joy Eldredge
Category Water Transmission **Priority** Mission Critical
GL Key # 53104 **FTE**
Dept. Rank 1 **1 Project Number**
Status Active

Description

Total Project Cost: \$245,000

Replace the existing Alta Heights II pressure tank with a larger pressure tank.

Justification

The Alta Heights II pressure tank is over fifty years old and has never undergone a painting and recoating. Most of the original coating has far exceeded its life expectancy, is no longer present and left unattended, will continue to deteriorate over time leading to perforations in the tank walls. In May 2012, a corrosion engineering evaluation was conducted and the outcome of the report revealed extensive corrosion with severe pitting and etching on both the interior and exterior surfaces. Due to the age of the existing tank, deferred maintenance and the extent of corrosion, it is recommended that the tank be replaced with a new larger tank that is better equipped to keep up with demands and reducing the number of pump cycles/day. Logistics are challenging due to site constraints. Tank and associated facilities will have to be fabricated on site.

Expenditures	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Construction	245,000					245,000
Total	245,000					245,000

Funding Sources	FY 19	FY 20	FY 21	FY 22	FY 23	Total
Water Enterprise Fund	245,000					245,000
Total	245,000					245,000

Budget Impact/Other