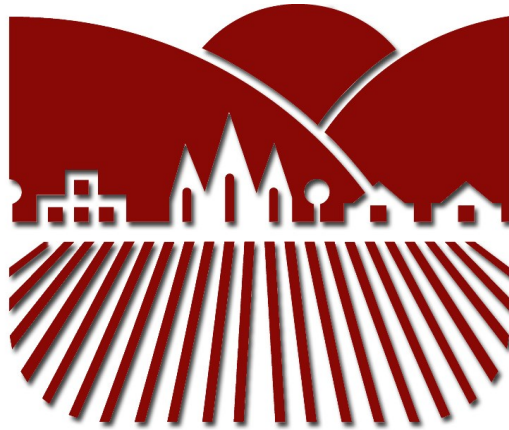




CITY of NAPA

Budget Overview

Fiscal Years
2013-14 / 2014-15



CITY MANAGER
 955 School Street
 Mailing Address:
 P.O. Box 660
 Napa, California 94559-0660
 (707)- 257-9501
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May 21, 2013

Honorable Mayor and Council Members:

I am pleased to present for your review and consideration the proposed City of Napa Budget for Fiscal Years 2013-14 and 2014-15. This document provides a comprehensive overview of City activities and programs during the two year period beginning July 1, 2013. The budget identifies the City's organizational structure, includes program descriptions, provides an overview of the City's financial condition and summarizes budget priorities and issues. These elements combine to enhance the utilization of this document as a communication device, a financial plan, a policy tool and an operations guide for the City Council, employees and citizens of Napa.

The Proposed Budget for all City funds totals \$178.3 million in FY 2013-14 and \$168.1 million in FY 2014-15. In accordance with the direction of the City Council, this budget represents a spending plan that balances the need to be responsive in providing services to residents, businesses and visitors within the limits of available resources. The City Council priorities discussed in your January 2013 Workshop were a key consideration during development of this two year budget. The Proposed Budget reflects the following priorities established by the City Council:

- Financial Stability
- Streets, Sidewalk and Infrastructure, including parks and downtown improvements
- Enhance Vitality and Sustainability through Economic Development
- Efficient and Stable Organization
- Quality Service to the Community

Key Points

- The Proposed Budget contains no recommended tax increases, major fee adjustments or new assessments. The Master Fee Schedule will be presented to Council in Fall 2013.
- Revenue growth is projected to continue at 2.2% in FY 2013-14 rising to 3.5% in FY 2014-15 due mainly to increased Property Tax, (increased property values coupled with increased activity), Sales Tax (increased sales activity and new businesses), and Transient Occupancy Tax (increased off-season activity coupled with additional rooms in the second year).
- Operating expenditures will continue to keep pace with revenue levels to ensure the City's ability to respond to the current and future needs of the community.
- Staffing changes included in the Proposed Budget reflect "clean-up" or reallocation adjustments only. Requests for increased positions are included in the Decision Packages for consideration by the City Council. The net reduction of Full-Time FTEs is related to the elimination of "unfunded" positions (e.g.

Construction Inspector, Housing Specialist, Office Assistant I/II). The increase in Part-time support represents the part-time staffing to meet departmental objectives in the next budget cycle. There were no net adjustments to non-general fund full time positions, and only a slight (0.18 FTE) increase in part-time.

- Recommended Decision Packages, including departmental requests for additional positions, funding for new initiatives or service enhancements are provided for City Council consideration. The total cost of all Decision Packages in FY 2013-14 is \$1.5 million with \$1.2 million funded from the General Fund. In FY 2014-15, recommended Decision Packages total \$1.8 million from all funds including \$1.2 million from the General Fund.

General Fund

The proposed General Fund operating budget is balanced in each of the next two fiscal years. Revenue assumptions are conservative but realistic. The largest source of revenue to the General Fund, Property Tax, is projected to increase by 3 percent in each of the next two fiscal years. The second largest source of General Fund revenue, Sales Tax, is projected to increase by 6 percent in FY 2013-14 and an additional 5 percent the following year. Growth in these two major revenue sources is a positive indication of the beginning of an economic recovery.

Fiscal Policies

In an effort to present clear fiscal direction, the City Council has adopted a number of fiscal policies. One key group of fiscal policies includes the Reserve Policies. The Reserve Policies identify target levels of funding for the Emergency, Contingency and Operating Reserves. The General Fund Emergency Reserve is to be maintained at 12 percent of budgeted operating expenditures. The Contingency Reserve, which provides funding for non-recurring unanticipated expenditures, is set at 1 percent of General Fund operating expenditures. The Contingency Reserve, in FY 2013-14, will be \$300,000 which is under the \$622,000 calculated target level, but is projected to increase over the next several years. The current Fiscal Policy provides for a General Fund Operating Reserve to be maintained at 2 to 5 percent of the operating budget with the remainder of the unallocated fund balance transferred to one time capital accounts. In order to ensure that adequate funding is available for future facility needs, including the planned Fire Station #5 project, staff is proposing a modification to the Operating Reserve Policy which would set that reserve level at 3 percent of the operating budget, with the next 2 percent going to the Capital Facilities Replacement Reserve and the remaining unallocated fund balance transferred to the CIP Reserve. This would provide an overall General Fund reserve level of 16 percent of operating expenditures with any excess funds set aside for major capital projects.

Capital Improvement Plan

The Proposed Budget includes a Capital Improvement Plan for the next five year period with capital projects totaling \$58.1 million. Of this amount, \$13.7 million is budgeted in FY 2013-14 and \$9.2 million in FY 2014-15. Projects funded from the General Fund will total \$6.4 million over the next two year period. Included among the major capital expenditures requested during this budget cycle from various funding sources is funding for street and sidewalk projects (\$7.3 million), water system improvements (\$6.6 million), initial costs associated with construction of Fire Station #5 (\$3.7 million), as well as various facility, park and storm drain projects.

State of the City

Over the prior two budget cycles, the City implemented significant cost reductions including labor concessions, elimination of 29 full-time positions through departmental reorganizations, layoffs and elimination of vacant positions. In addition, City-wide departmental cost reductions and operating efficiencies allowed the City of Napa to “weather” the economic storm while minimizing the service level impacts to the residents and businesses of this city.

The challenges for FY 2013-14 and FY 2014-15 center around finding the balance between returning services to pre-recession levels, ensuring adequate funding for various capital and infrastructure projects and addressing employee compensation to ensure the City is able to retain and attract high quality employees. Some of the items included or restored in the Proposed Budget consistent with Council priorities include:

- Administration – Revision to the allocation methodology of General Liability costs. This re-allocation increased the General Fund contribution to the General Liability budget by \$0.5 million, related to claims from General Fund activities (e.g. Police, Fire, streets, sidewalks, trees, etc.)
- Public Works – The re-institution of a Survey team in the Public Works Engineering Division, to provide consistent and reliable survey data in support of Capital Projects.
- Community Development – Planned activities include the preparation of a reuse plan for the former Cinedome site, and address portable sign enforcement issues around key streets and corridors.
- Police Department – Continued support to the County and AMR for Dispatch services, and movement toward implementation of the Neighborhood Based Policing Model and the Police Reserve program to ensure a high level of safety for the citizens of Napa.
- Fire Department – Continued support to American Canyon for Prevention, Suppression and Administrative services is anticipated. Additionally the Fire Department is beginning the planning and design process for construction and staffing of the new Fire Station #5 to be located at the corner of Browns Valley Road and Laurel Avenue. Funding of the project will begin in FY 2013-14 and FY 2014-15 to ensure adequate capacity is available for the construction and staffing of the Station.
- Parks and Recreation – Parks and Recreation service levels were impacted during the recent economic downturn due to a reduction in staffing and a reduced capacity for maintenance of City buildings, parks and parking structures. The Parks and Recreation Department will be maximizing the use of part-time and seasonal employees to assist in the backlog of maintenance activities in the downtown area (including parking garages) until such time as the General Fund regains sufficient operating capacity to provide for additional full time staffing. Managing maintenance pressures continues to be challenging as the City's inventory of developed park land continues to grow.
- Since the dissolution of the Napa Redevelopment Agency in early 2012, the City has continued to follow-through on projects originally identified as redevelopment projects. These projects include: Riverfront Green, China Point Overlook, and Soscol Drainage Improvements. Funding for continued redevelopment projects will not be confirmed until the City has received approval from the State (Finding of Completion) and the Successor Agency Oversight Board has approved the projects.

The City of Napa has begun to see some economic recovery which has resulted in an increase in the City's revenue base, while also experiencing an increase in the demand for public services. Due to long range fiscal planning, ongoing financial controls over spending and an advantageous position in a strong economic niche market, the City remains in a stronger position than many other local agencies. It is important that as the City continues to re-gain fiscal stability we remain cautious to not over-obligate our elastic revenue base. One fiscal challenge facing the City of Napa is a projected significant increase in the employer pension contribution rate – expected to take effect within the next several years.

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

- The Shops at Napa Center - The property owner has submitted plans for the Phase I renovations to include a “face lift” of the common area pathways, landscaping, furnishings, architectural improvements, painting, etc. Construction is likely to begin this summer, which will set the stage for new tenants in early 2014. The owner is also in the process of negotiating an agreement with an experienced 4-star level hotel developer, which will kick start the planning and design process later this year.
- CineDome Theater site and Nearby Parking - Staff is working with the owner of the now-closed CineDome theater on initiating a process for a reuse plan of the property and discussing strategies for constructing public parking in the area to replace parking eliminated with the future bypass channel. This will spark other development in the north part of the downtown such as on the Wiseman property located on the northeast corner of Main and Clinton Streets which has been receiving increased interest.
- Oxbow Neighborhood/Core Downtown - Discussions have begun about a possible reuse plan of the former Copia property, the former JV Wine & Spirits property has now sold, and the Ritz property is under contract to be acquired. These represent significant new opportunities east of the downtown consistent with the recently-adopted Downtown Specific Plan. Significant improvements are also being discussed on the corners of Main and First Street and Main and Second Street and on the former Riverside Garage site, and development is underway in a formerly derelict building on Brown Street.
- The Napa River Inn has also recently received approval of a substantial expansion to include 16 hotel rooms in a new three-story building with a spa, fitness center and/or meeting room, and commercial space for retail and restaurant use. This project also includes an additional 14 rooms in a third floor addition to the existing Embarcadero building on the historic Napa Mill property. Building permits are expected to be filed to construct these improvements in the future, further reflecting increased activity in Downtown Napa.
- Gasser Development/Soscol Corridor - With the construction of the new Century Theater, planning for the other retail pads will ramp up in the next 18 to 24 months. Plans are already underway for a new hotel and fitness studio in the area, and Gasser has begun designing the first phase residential development with approximately 450 units. Napa Crossing South, a commercial shopping

center similar to the one completed on California and Trancas streets last year, will also spark additional interest along the Soscol corridor.

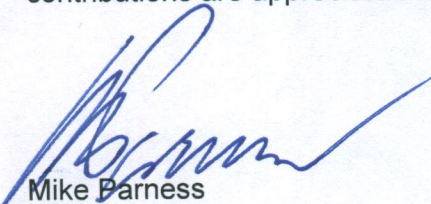
Summary

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

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

Acknowledgements

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



Mike Parness
City Manager

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

Nancy Weiss, Assistant City Manager
Deanna Andrews, Finance Manager
Desiree Brun, Management Analyst
Budget Coordinators
Budget Technicians
CIP Team:

Jacques LaRochelle, Public Works Director
Eric Whan, Deputy Director of Public Works - Engineering
Mark Andrilla, Senior Civil Engineer
Sara Gallegos, Management Analyst

General Fund Operating Revenue Comparison

General Fund Operating Revenues and Year-to-Year Comparison

\$66.8 million in revenues projected for 2013-14

\$69.2 million in revenues projected for 2014-15

Revenue is returning
to pre-recession
levels

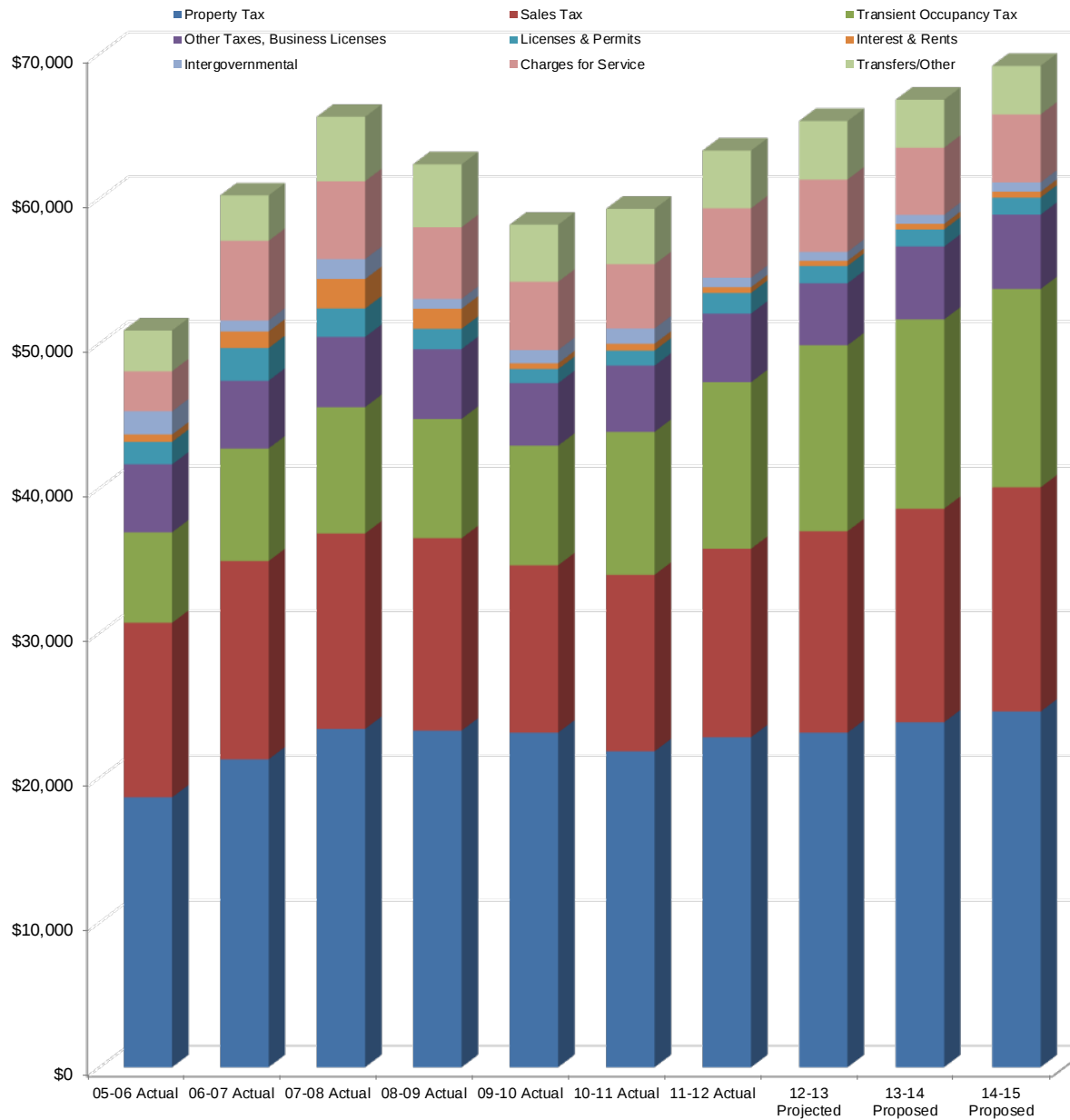
General Fund Operating Revenues for FY 2013-14 are projected to be \$66.8 million (excluding one-time revenues), representing a 2.0% increase compared to FY 2012-13 projected revenues of \$65.4 million. FY 2014-15 Operating Revenues are projected to increase by an additional 3.5 percent to \$69.2 million. The growth in revenues reflects the nationwide economic recovery, seen locally in the impact on the City's main revenue sources – Property Tax, Sales Tax and Transient Occupancy Tax.

Within the City of Napa, property values are on the rise. The median single family home price rose 28.5% between March 2012 and March 2013. Revenue from property tax is projected to increase by 3 percent in each of the next two fiscal years. Increases in consumer spending have positively impacted the City's sales tax revenue. Continued strength in the tourism industry, reduced unemployment as well as anticipated new business activity will result in further increases in revenue from taxable sales. Increases of 6 percent in FY 2013-14 and 5 percent the following year are forecasted. The City of Napa is highly dependent on tourism to generate revenue to the General Fund. The City's Transient Occupancy Tax is the third largest source of General Fund revenue and was significantly impacted by the economic downturn. Revenue from this source has increased steadily in each of the last three years. Projections for FY 2013-14 and FY 2014-15 include increases of 2 percent and 5 percent respectively.

General Fund revenue peaked at \$65.6 million in FY 2007-08. During the following two years, revenue dropped by 12 percent to \$58.2 million. Based upon current economic indicators, a continued slow gradual increase in General Fund revenue is projected.

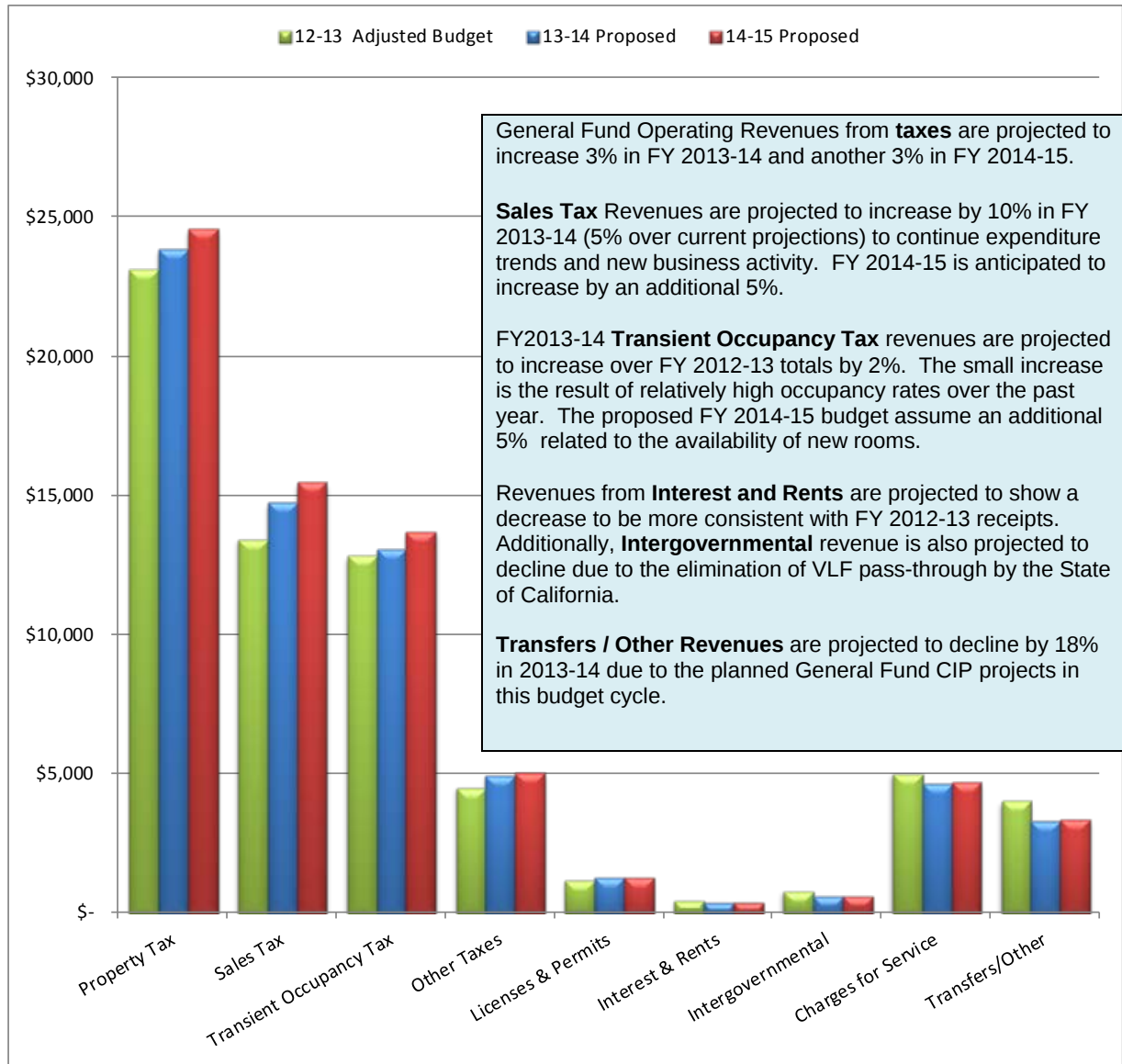
General Fund Operating Revenue Comparison

(In Thousands)



General Fund Operating Revenue by Category

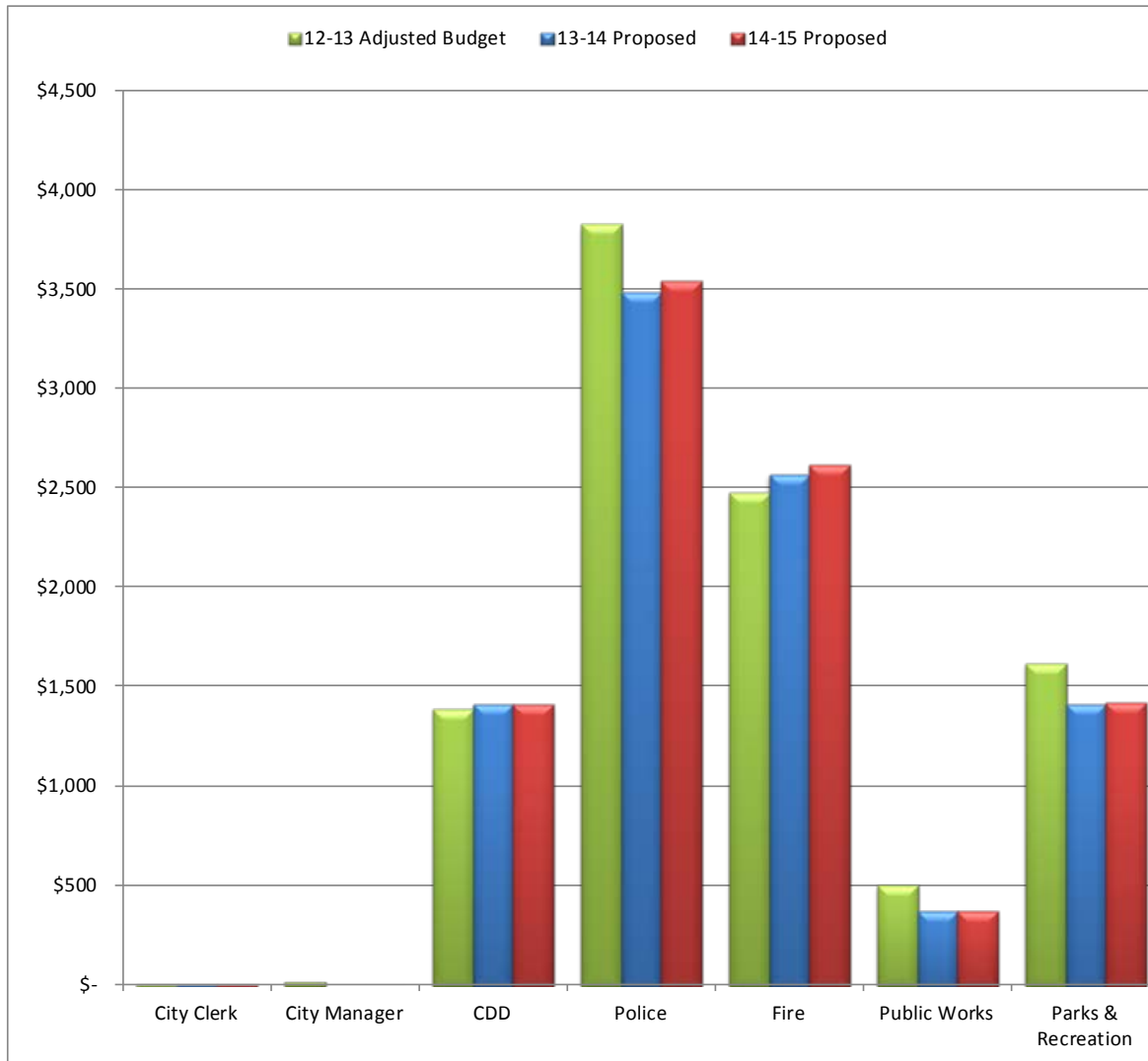
(In Thousands)



Revenue Categories	12-13 Adjusted Budget	12-13 Projected	13-14 Proposed	Dollar Change		14-15 Proposed	Dollar Change	
					%			%
Property Tax	\$23,110	23,110	23,828	718	3%	24,565	737	3%
Sales Tax	13,415	13,915	14,750	835	6%	15,485	734	5%
Transient Occupancy Tax	12,840	12,840	13,068	228	2%	13,699	631	5%
Other Taxes	4,510	4,285	4,936	651	15%	5,041	105	2%
Licenses & Permits	1,200	1,200	1,281	81	7%	1,281		0%
Interest & Rents	454	354	386	32	9%	406	20	5%
Intergovernmental	792	617	626	8	1%	635	9	2%
Charges for Service	4,998	4,998	4,640	(358)	-7%	4,700	61	1%
Transfers/Other	4,033	4,033	3,308	(725)	-18%	3,356	47	1%
Total Revenues	\$65,353	65,353	66,823	1,470	2%	69,168	2,345	4%

General Fund Operating Revenue by Department

(In Thousands)



Departments	12-13 Adjusted Budget	12-13 Projected	13-14 Proposed	Dollar Change	%	14-15 Proposed	Dollar Change	%
City Clerk	\$6	6	5	(1)	-23%	5		9%
City Manager	20	20		(20)				
CDD	1,390	1,390	1,411	21	2%	1,412	1	0%
Police	3,823	3,823	3,484	(339)	-9%	3,543	58	2%
Fire	2,477	2,477	2,568	90	4%	2,616	48	2%
Public Works	501	501	374	(128)	-25%	378	4	1%
Parks & Recreation	1,618	1,618	1,411	(208)	-13%	1,425	15	1%
Total Revenues	\$9,836	9,836	9,252	(584)	-6%	9,378	127	1%

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

General Government	55,516	55,516	57,571	2,055	4%	59,790	2,219	4%
Total Revenues	\$65,353	65,353	66,823	1,470	2%	69,168	2,345	4%

General Fund

Operating Expenditure Comparison

General Fund Operating Expenditures and Year-to-Year Comparison

\$66.2 million in expenditures projected for 2013-14

\$68.3 million in expenditures projected for 2014-15

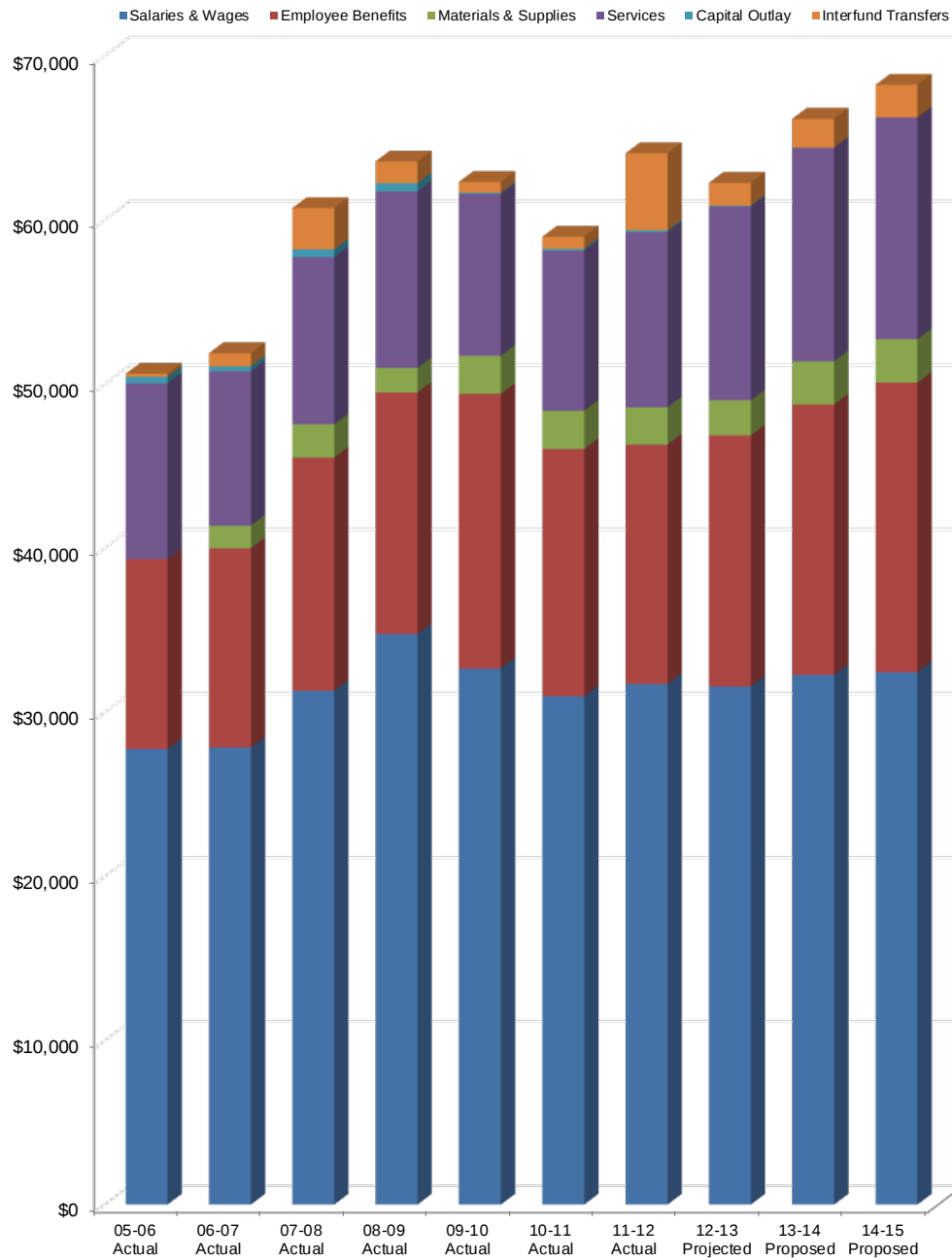
The total General Fund Operating Budget of \$66.2 million for 2013-14 represents a 6% increase in expenditures (\$3.9 million) compared to FY 2012-13 projected costs. In FY 2014-15, General Fund expenditures are projected to increase by 3%, or \$2.1 million.

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

- **Salaries & Wages**, which make up the largest single component of General Fund expenditures, are projected to increase by 2 percent in FY 2013-14 and an additional 0.5 percent in FY 2014-15 due mainly to step increases for existing staff. No cost of living adjustments are budgeted; however labor negotiations with all employee groups will occur during the FY2013-14 & FY 2014-15 budget.
- The cost of **Employee Benefits** is projected to increase by 8 percent in FY 2013-14 and by an additional 7 percent in FY 2014-15 due to anticipated increases in healthcare, pension and other benefit costs over the two year period.
- Expenditures for **Materials and Supplies** are projected to increase by 10% in FY 2013-14 due to under-expenditures in this category in FY 2012-13 and to remain stable in FY 2014-15.
- Expenditures for **Services** are projected to increase by 10 percent in FY 2013-14 and by an additional 4 percent in FY 2014-15.
- **Capital Outlay** expenditures are projected to increase by \$13,000 in FY 2013-14 and remain stable in FY 2014-15.
- **Interfund transfers** are projected to increase by \$369,000 in FY 2013-14 and by \$233,000 in FY 2014-15 to support planned Capital Improvement Projects.

General Fund Operating Expenditure Comparison

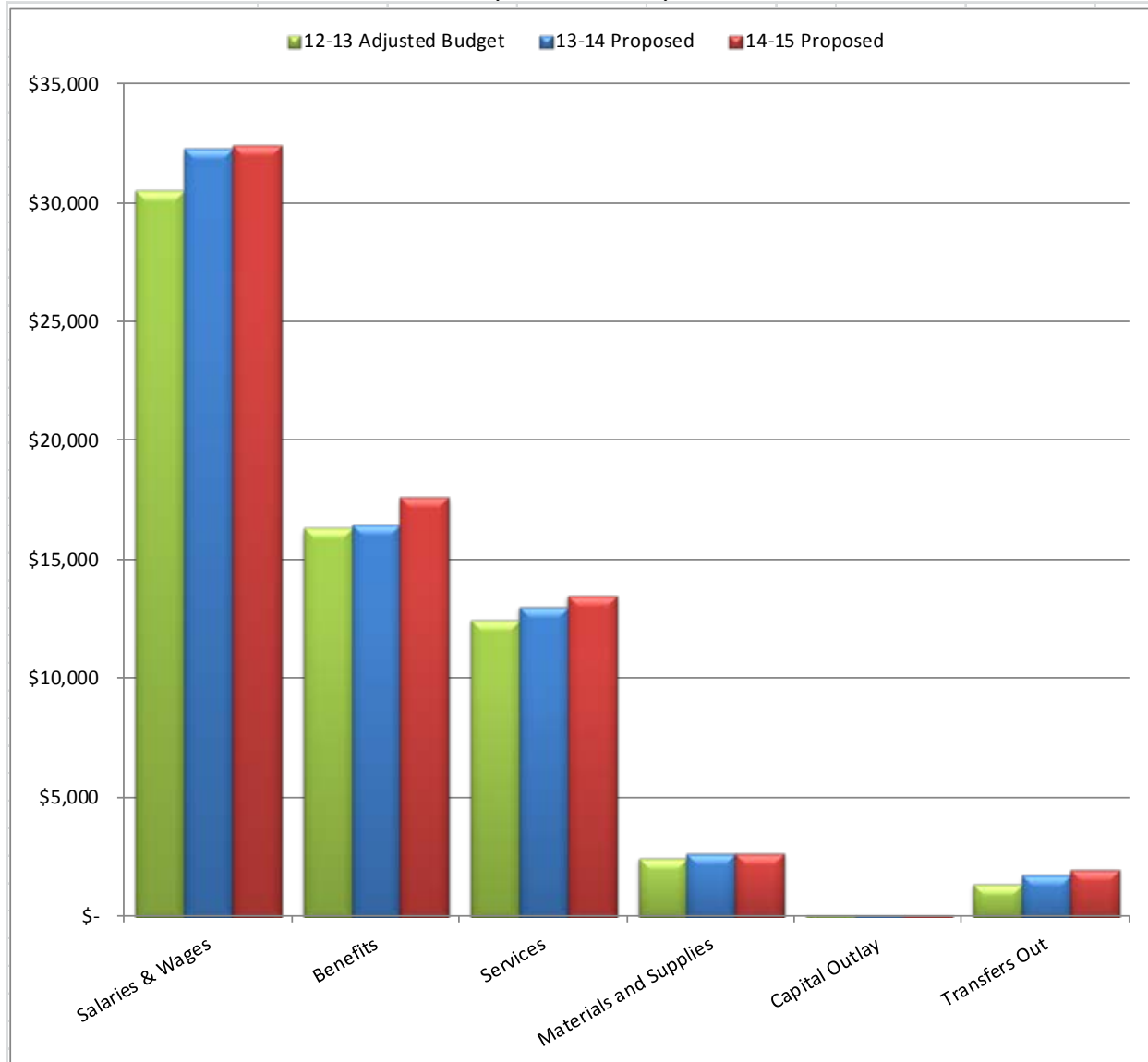
(In Thousands)



Expenditure Categories	05-06 Actual	06-07 Actual	07-08 Actual	08-09 Actual	09-10 Actual	10-11 Actual	11-12 Actual	12-13 Projected	13-14 Proposed	14-15 Proposed
Salaries & Wages	27,751	27,846	31,306	34,763	32,671	30,966	31,723	31,573	32,269	32,441
Employee Benefits	11,578	12,153	14,213	14,719	16,733	15,070	14,593	15,302	16,482	17,637
Materials & Supplies		1,370	2,023	1,502	2,320	2,343	2,271	2,140	2,634	2,650
Services	10,712	9,410	10,198	10,758	9,870	9,751	10,678	11,824	13,022	13,517
Capital Outlay	408	311	461	503	63	109	96	35	48	48
Interfund Transfers	174	789	2,520	1,319	657	733	4,702	1,385	1,754	1,987
Total Expenditures	50,622	51,879	60,720	63,565	62,314	58,973	64,062	62,258	66,209	68,280

General Fund Operating Expenditure by Category

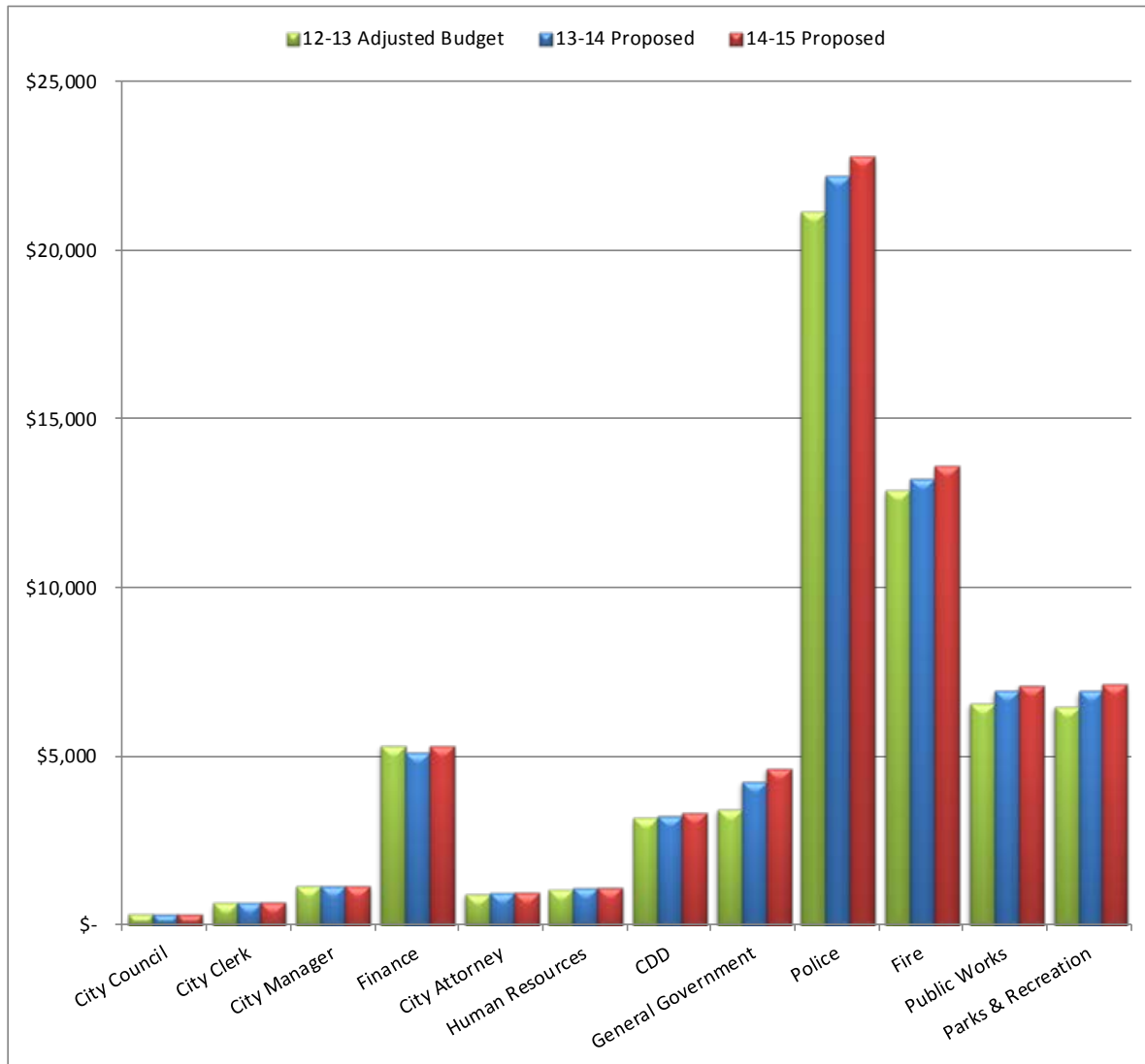
(In Thousands)



Category	12-13 Adjusted Budget	12-13 Projected	13-14 Proposed	Dollar Change	%	14-15 Proposed	Dollar Change	%
Salaries & Wages	\$30,531	31,573	32,269	697	2%	32,441	172	1%
Benefits	16,344	15,302	16,482	1,179	8%	17,637	1,156	7%
Services	12,479	11,824	13,022	1,198	10%	13,517	495	4%
Materials and Supplies	2,466	2,140	2,634	495	23%	2,650	16	1%
Capital Outlay	58	35	48	13	37%	48		0%
Transfers Out	1,385	1,385	1,754	369	27%	1,987	233	13%
Total Expenditures	\$63,263	62,258	66,209	3,951	6%	68,280	2,071	3%

General Fund Operating Expenditures by Department

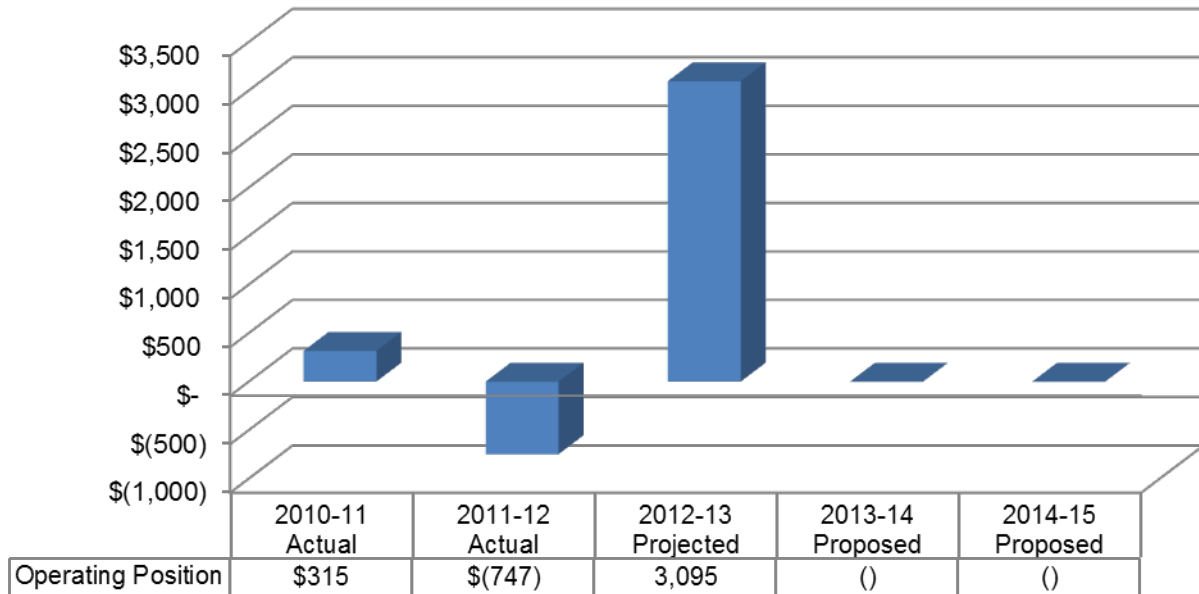
(In Thousands)



Departments	12-13 Adjusted Budget	12-13 Projected	13-14 Proposed	Dollar Change	%	14-15 Proposed	Dollar Change	%
City Council	\$340	306	323	16	5%	327	5	1%
City Clerk	660	632	678	46	7%	701	23	3%
City Manager	1,174	1,170	1,168	(2)	0%	1,184	17	1%
Finance	5,326	5,168	5,126	(42)	-1%	5,314	188	4%
City Attorney	930	914	951	37	4%	978	27	3%
Human Resources	1,066	941	1,102	161	17%	1,130	29	3%
CDD	3,170	3,061	3,246	186	6%	3,326	80	2%
General Government	3,456	3,238	4,270	1,032	32%	4,646	376	9%
Police	21,173	20,932	22,208	1,276	6%	22,807	599	3%
Fire	12,907	12,872	13,242	370	3%	13,607	366	3%
Public Works	6,585	6,584	6,945	361	5%	7,121	176	3%
Parks & Recreation	6,477	6,440	6,951	510	8%	7,138	188	3%
Total Expenditures	\$63,263	62,258	66,209	3,951	5%	68,280	2,071	3%

General Fund Operating Position

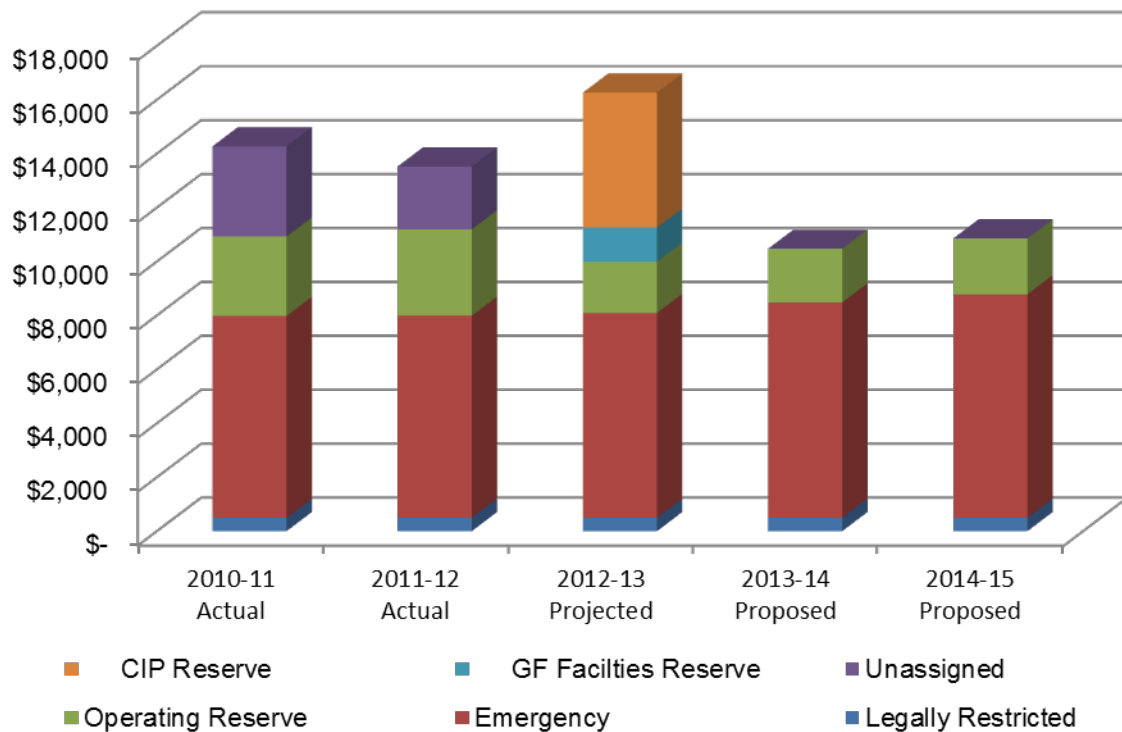
(In Thousands)



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

General Fund Fund Balance/Use of Reserves

(In Thousands)



Fund Balance	2010-11 Actual	2011-12 Actual	2012-13 Projected	2013-14 Proposed	2014-15 Proposed
Legally Restricted	\$ 492,493	\$ 502,540	\$ 502,540	\$ 502,540	\$ 502,540
Emergency	7,486,672	7,486,672	7,591,546	7,975,381	8,281,302
Operating Reserve	2,948,643	3,203,098	1,897,887	1,993,845	2,070,326
Unassigned	3,342,513	2,331,103	-	-	-
Transfer to Building Reserve	-	-	1,265,258	-	-
Transfer to CIP	-	-	5,002,239	-	-
Total Fund Balance	\$ 14,270,321	\$ 13,523,414	11,301,349	10,471,767	10,854,168

Providing for Future Facilities and CIP Projects is consistent with the Fiscal Policy

The judicious set aside and use of reserve funds is vitally important for consistency in providing local government services. Over the next two years, the City will fully fund the Emergency Reserve at 12% of budgeted expenditures the Operating Reserve at 3% of budgeted expenditures, and will designate the Unallocated balance to the Facilities Reserve Fund (2% of Operating Expenditures) and the CIP Reserve.

General Fund Overview

	2010-11 Actual	2011-12 Actual	2012-13 Adjusted Budget	2012-13 Projected	2013-14 Proposed	2014-15 Proposed
General Fund: Operations						
Revenues						
Property Tax	\$ 21,822,061	\$ 22,793,820	23,109,826	23,109,826	23,828,112	24,565,274
Sales Tax	12,191,995	13,019,214	13,415,172	13,915,172	14,750,387	15,484,828
Transient Occupancy Tax	9,871,985	11,504,810	12,840,293	12,840,293	13,068,000	13,699,000
Other Taxes	4,571,481	4,743,932	4,509,922	4,284,922	5,035,980	5,140,980
License and Permits	1,045,799	1,422,851	1,200,000	1,200,000	1,181,000	1,181,000
Charges for Services	4,436,064	4,801,201	4,997,855	4,997,855	4,639,577	4,700,378
Intergovernmental	1,047,319	649,235	792,158	617,158	625,630	635,075
Investment Earnings	270,974	187,724	150,000	150,000	170,000	190,000
Miscellaneous Revenues	205,630	205,875	304,239	204,239	216,347	216,347
Transfers In	3,824,589	3,986,397	4,033,452	4,033,452	3,308,112	3,355,572
Operating Revenues	\$ 59,287,896	\$ 63,315,061	65,352,917	65,352,917	66,823,145	69,168,454
Expenditures						
Salaries & Wages	30,965,783	31,723,101	30,531,312	31,572,789	32,269,294	32,440,934
Benefits	15,070,335	14,592,551	16,343,711	15,302,245	16,481,510	17,637,043
Services	9,751,166	10,677,620	12,478,794	11,823,922	13,022,130	13,516,956
Materials and Supplies	2,342,877	2,271,006	2,466,313	2,139,650	2,634,436	2,650,411
Capital Outlay	109,464	95,793	58,100	35,000	48,100	48,100
Transfers Out	733,237	4,701,897	1,384,657	1,384,657	1,753,584	1,986,973
Operating Expenditures	58,972,862	64,061,969	63,262,887	62,258,263	66,209,054	68,280,417
Proposed Decision Packages					252,458	730,436
Emergency & Operating Reserve Contribution to meet Fiscal Policy levels					361,633	157,601
Operating Position	\$ 315,033	\$ (746,908)	2,090,031	3,094,654	(0)	(0)
Fund Balance						
Legally Restricted	492,493	502,540	502,540	502,540	502,540	502,540
Operating Reserve	2,948,643	3,203,098	3,163,144	1,867,748	1,993,845	2,070,326
Emergency	7,486,672	7,486,672	7,486,672	7,591,546	7,975,381	8,281,302
Designated Reserves per Fiscal Policy						
	10,927,808	11,192,311	11,152,356	9,961,834	10,471,767	10,854,168
Unassigned Fund Balance	3,342,513	2,315,466	4,445,451			-
Facilities Reserve				1,265,258		
CIP Reserve				5,002,239		
Total Fund Balance	\$ 14,270,321	\$ 13,507,777	15,597,807	16,229,331	10,471,767	10,854,168

Economic Assumptions

Fiscal Years 2013-14 & 2014-15

Economic Assumptions

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

Budget Item	FY2013-14	FY2014-15	Comments
Property Tax growth rate	3.1%	3.1%	Increase of 3.1% in FY 2013-14 and FY 2014-15 based on current estimates by the County Assessors office.
Sales Tax	6.0%	5.0%	Increase of 6.0% in Sales tax in FY 2013-14 based on consultant recommendations. Increase largely related to stabilizing spending patterns and new business activity. Revenues in FY 2014-15 are projected to continue to grow at a rate of 5.0% more than FY 2013-14.
Transient Occupancy Tax	1.8%	4.8%	Transient Occupancy Tax receipts in the proposed budget are projected to increase slightly in FY 2013-14, experiencing growth in FY 2014-15 related to new rooms becoming available
Salaries	2.2%	0.5%	Assumption of 0% Cost of Living Adjustment over the two year period was used, however negotiations with all bargaining units will be occurring during this budget cycle. The 2.2% increase in FY 2013-14 are related to staffing changes approved in FY 2012-13, as well as reclassifications (see Staffing Summary for listing) and step increases. The increase in FY 2014-15 is related to assumed step increases.
Healthcare Benefits	0% - City Health 10% - CalPERS Health	8.1%	Impacts in FY 2013-14 are known. (0% for City Health; 10% for CalPERS Health). Average impact in FY 2014-15 to be 8.1%
Pension Benefits	2.0%	2.0%	Average increases (Sworn, Miscellaneous) as provided by CalPERS
Other benefits	2.0%	2.0%	Increases in other benefits
Inflation	2.0%	2.4%	FY 2011-12 and FY 2012-13 were "hold the line" budgets. Departments were required to offset any assumed inflationary increases with other reductions.
Population	79,041	79,436	Source: U.S. Census Bureau
Vacancy Factor	2.0%	2.0%	City Council does not have a vacancy factor.

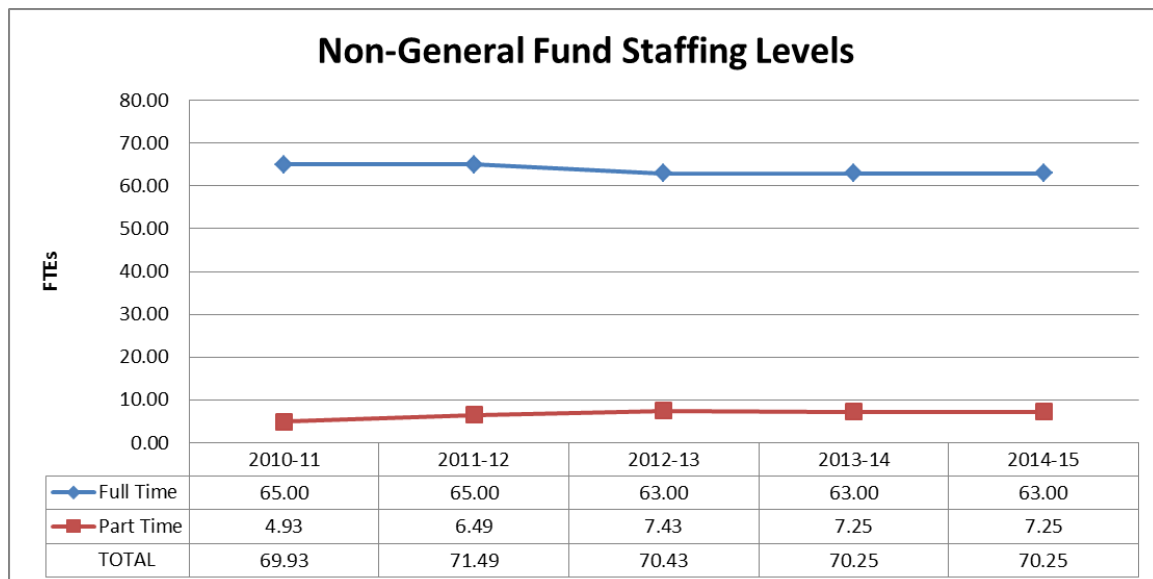
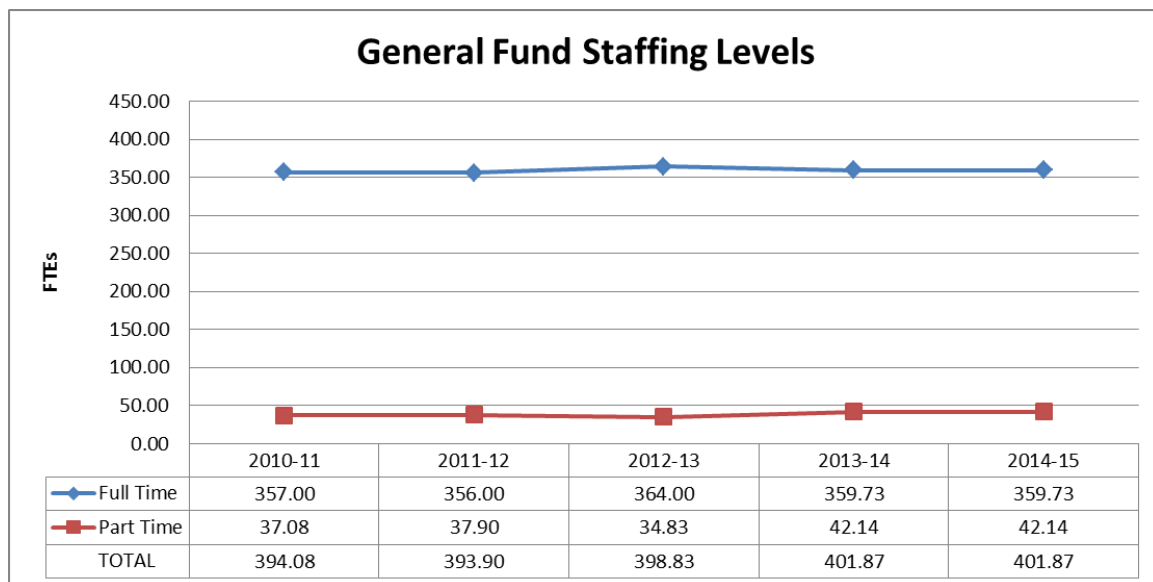
Staffing Summary

Staffing Plan

Staffing is measured in full-time equivalent (FTE's) positions. An FTE is the combined total of all full-time and part-time employees. For instance, two half-time positions represent one FTE. This Budget reflects an overall increase of 0.73 FTE over the two year budget cycle.

Reallocation of Positions

There are a series of existing positions within the city that are being reallocated to new positions which better reflect the job skills and responsibilities needed to address ongoing departmental needs. As the following table below shows, there is an increase of 0.73 FTE included in the proposed budget.



Staffing Summary

FY2013-14 & FY 2014-15 Reallocations				
Dept.	Position	Eliminate FTE's	Add FTE's	Comments
CM	Assistant to the City Manager		1	Reallocate Management Analyst II position to more closely align with duties
CM	Management Analyst II	1		
Clerk	Records Specialist (LT)		1	Reallocate Office Assistant I/II position on a Limited Term Basis (not to exceed 3 years) for the Records Management Special Project.
Clerk	Office Assistant I/II	1		
Attorney	Assistant City Attorney		1	Reallocate Deputy City Attorney position to Assistant City Attorney (New Classification - Exact title to be determined after Council adoption of Job Class)
Attorney	Deputy City Attorney	1		
Human Resources	Human Resources Technician		1	Reallocate Secretary position to Human Resources Technician to more closely align position title with duties. (New Classification - Exact title to be determined after position review)
Human Resources	Secretary	1		
Public Works	Purchasing & Inventory Specialist		1	Transfer oversight responsibilities for Central Stores from Finance (Purchasing) to Public Works to more closely align management responsibilities with the departmental inventory needs.
Finance	Purchasing & Inventory Specialist	1		
Planning	Secretary		1	Reallocate Secretary assignment from Economic Development to Planning Division to more closely align with Departmental support duties.
Econ Dev	Secretary	1		
PW - Engineering	Engineering Assistant		0.73	Reallocate 1.0 FTE Associate Engineer position to 1.0 FTE Engineering Aide and 0.73FTE Engineering Assistant support to allow the reinstatement of in-house surveying capabilities. Due to the ongoing and increased surveying needs, it is proposed to reinstate that capability as a subsection of the Engineering Division and reduce the dependence on consultants for surveying services.
PW - Engineering	Engineering Aide		1	
PW - Engineering	Associate Engineer	1		
PW - Construction	Engineering Assistant		1	Reallocate existing Engineering Assist position from PW - Engineering to PW - Construction to more closely align with Departmental support duties.
PW - Engineering	Engineering Assistant	1		
PW - Construction	Senior Engineering Aide		1	Reallocate existing Senior Engineering Aide position from PW - Development Engineering to PW - Construction to more closely align with Departmental support duties.
PW - Dev Engineering	Senior Engineering Aide	1		
PW - Water	Senior Water Treatment Facility Operator		2	Upgrade 2.0 Water Treatment Facility Operators to Senior level to provide the ability to focus on special projects to optimize the treatment operation for highest water quality at the lowest cost. This is required for 2 positions to ensure a Senior operator on each half of the shift rotation
PW - Water	Water Treatment Facility Operator	2		
PW - Water	Water Facility Worker II		1	Reallocate position from Distribution Supervisor to Water Facility Worker II to more closely align with the duties needed by the Department.
PW - Water	Distribution Supervisor	1		
Reallocations Total		12	12.73	

Staffing Summary

Positions to be considered as Decision Packages

There are a number of requested staffing adjustments that will be considered as Decision Packages. These requests, if approved, will increase the City's FTEs by 3.8 FTE from the General Fund, and 2.9 FTE in other funds (e.g. Water, MDF) in FY 2013-14 and an additional 3.0 FTE in the General Fund, and 1.5 in other funds in FY 2014-15. The justification for these requests appears in the following tables.

Staffing Summary

Proposed Staff Changes General Fund - Recommended Decision Package Impacts				
Dept.	Position	FY 2013-14 FTEs	FY 2014-15 FTEs	Comments
FIN	Revenue Supervisor		1.00	Reinstate Revenue Supervisor Position. The Revenue Division has been functioning without a Supervisor since April 2010. The Revenue Division is responsible for processing more than \$50 million in deposits annually, using four different systems that interface with nearly every department. Currently an Accounting Technician provides day to day direction and oversight, but the Revenue Division as a whole reports directly to the Director of Finance.
FIN	MIS Technician - SCADA	1.00		This new position will be funded through the Water Enterprise Fund, and will provide necessary support and backup for the technology supporting the Water production and distribution.
FIN	Upgrade 2.0 FTE from MIS Technician to Systems Analyst	-		Upgrading 2.0 FTE MIS Technician does not impact total FTE, and also does not impact the Salary/Benefit request, as the level of overtime and Shift differential paid to these two positions is in excess of the salary / benefit increase from the promotion. This upgrade will allow greater support to Public Works and Public Safety.
P&R	Maintenance Laborer	1.00	1.00	Requested increase of 1.0 FTE in each of the two year budget cycle for support to the maintenance of the downtown parks, landscaping and parking garages. Over the past few years a number of new facilities/parks have opened, (e.g. Veterans Memorial Park, Opera House Plaza, Riverfront Green) without increasing maintenance staffing levels. Without the addition of new staffing, maintenance levels have not been able to keep pace with increased usage demands. Addition of two new positions during the budget cycle will allow the department to increase the level of maintenance effort provided to the downtown areas as a priority defined at the City Council workshop in January.
PW - Electrical	Electrician (Limited Term)	1.00		Addition of a Limited Term Electrician I will allow Public Works to complete work on the 9/11 Memorial, Downtown two-way traffic change and Fire Station 1 remodel. In addition, the limited term position will assist in the installation, repair and maintenance of Streetlights, Traffic Signals, Signal Interconnect, PD Web Camera, ALERT Sites (weather & steam gauges), Emergency Generators and related UPS equipment, Building Maintenance, City Facility Alarms and School Crosswalk Flashers to help alleviate a backlog of work.
PW - WAM	Engineering Aide - PW Engineering	0.27		The new Engineering Aide will devote approximately 27% of their time to the Workorder Asset Management program (WAM) to gather asset data as it is changed or added by field staff and will also support additional work efforts in the Engineering Division.
PW - NPDES	Engineering Aide - PW Development Engineering	0.53		This request is to upgrade the Part time Engineering Aide to a Full time position in support of the NPDES (Storm water monitoring) requirements. Napa's Municipal Storm water Permit required inventorying and inspecting all facilities to ensure compliance with best management practices. The new Engineering Aide position along with new specialized tracking software will be utilized to develop and maintain these inventories and to compile inspection records.
POLICE	Police Officer / Police Sergeant		1.00	Napa Police Department has identified the need for 4.0 FTE (1 Sergeant, 3 Officers) to provide support to the Downtown Area, and also implement the Neighborhood based Policing strategy. Through FY 2013-14 the Police Department will be working to both attain and retain full staffing levels, as well as begin to utilize the Reserve Officer Program. Beginning in FY 2014-15, the Police department will be requesting at least one position per year to ensure the ability to meet the increasing needs of the downtown area.
Total		3.80	3.00	

Staffing Summary

Proposed Staff Changes				
Non General Fund - Recommended Decision Package Impacts				
FIN	MIS Technician - SCADA	1.00		This new position will be funded through the Water Enterprise Fund, and will provide necessary support and backup for the technology supporting the Water production and distribution.
PW - MDF	Waste Prevention Representative	0.90		The proposal for a Waste Prevention Representative will provide a myriad of programmatic and public education functions for City businesses, residents, schools, multi-family complexes and City/government facilities. Anticipated duties include solid waste / recycling assessments, support for public events/ programs (e.g. home composting classes) and school outreach. Additionally this position will help the city achieve the 75+% recycling and composting goal by the year 2020 (Napa's Disposal Reduction Policy R2012 100)
PW - WAM - Water	Engineering Aide - Limited Term - Water	1.00		The proposal for a Water Funded Limited Term Engineering Aide position will support Work order Asset Management implementation and population of Water Division assets in the City's GIS library. This position will also backfill existing duties of current Engineering Aides that would not be performed due to WAM Implementation. This position is limited term during Program implementation only and will not be ongoing.
PW - Water	Water Laboratory Technician		0.50	This request will increase the current part-time Laboratory Technician to a full time position funded through the Water Enterprise Fund, and will provide necessary analytical laboratory functions to ensure compliance with existing and new drinking water quality regulations. New drinking water quality regulations including the new Stage II disinfection Byproduct Rule became effective in late 2012 and the Unregulated Contaminant Monitoring Rule (effective in 2013) have increased the number and frequency of samples and analyses necessary to prove compliance.
PW - Water	Water Instrument Technician		1.00	This request will provide a new Water Enterprise funded Water Instrument Technician beginning in FY 2014-15. This new position will ensure the automated equipment to insure compliance with current and ever changing water quality regulations is maintained to insure the integrity of the electronic data. The implications of not maintaining the automated equipment can be severe as it relates to water quality and expensive as it relates to mandatory fines.
Total		2.90	1.50	

Decision Package Summary

Summary of Decision Packages for FY 2013-14 & FY 2014-15 Budget

Decision packages are used to request funds for new programs, to shift funds between existing programs, and to request funds for non-recurring items that will exceed \$30,000. They are a key set of building blocks for constructing the budget request. The decision package is the opportunity for the department to make a persuasive case for the proposed change or increase. The City Manager and City Council rely on the information presented in the decision packages to evaluate the requests and make decisions.

For the FY 2013-14 & FY 2014-15 budget, departments submitted decision packages requesting a total of \$3.3 million in additional funding for programs or priorities not currently included in their baseline budgets. Of the total amount requested, \$0.9 million was requested to be funded from the General Fund (Operating) and \$1.4 million was requested to be funded from General Fund (Non-Recurring). Approval of these decision packages is at the discretion of Council; however, the decision packages will note if the request is legally mandated or obligated through contractual agreement.

The following pages include a summary of the decision packages submitted for City Manager and Council consideration.

Decision Package Summary

City Council Review of FY 2013-14 & FY 2014-15 Budget					
	FY2013-14		FY2014-15		
	Decision Packages (General Fund)	Decision Packages (Non General Fund)	Decision Packages (General Fund)	Decision Packages (Non General Fund)	Comments
General Government					
Finance - Revenue Supervisor Reinstatement			38,244	71,025	Reinstate Revenue Supervisor position. Assumes 65% charge to Water and 35% charge to General Fund
Finance - IT Staff Reorganization	(10,271)	44,284	(10,271)	50,981	Various adjustments. Transfer of position funding and support from General Fund to Water Fund. (SCADA - WAM)
P&R - New Position - 1 Maintenance Laborer (FY2013-14); 1 Maintenance Laborer (FY2014-15)	48,234		96,468		Increase staffing for maintenance service for parks, downtown parks, landscaping and parking garages. 1 FTE in FY 2013-14; 1 additional FTE in FY 2014-15.
P&R - Part Time Staffing - Parks	-		50,000		Increase the current program to meet expanded use of parks and facilities
Police - Downtown Security and Policing Beat (3 Police Officers) - 1 per year beginning in FY 2014-15			165,000	-	Increased activity in the downtown area required additional Police officers. Goal of increasing by 3 officers. Anticipate 1 officer per year beginning in FY 2014-15 (delay until FY 2014-15 to ensure full staffing of current positions is obtained prior to increasing the number of officers.)
PW - Workorder Asset Management Program (WAM)	23,500	16,000	85,000	36,500	Work order Asset Management is a computer based system to capture and manage data related to where assets are located, what condition they are in, when they need to be replaced and who has worked on them. Includes new ongoing and LT positions. Costs to be allocated between General Fund and Water Fund.
PW - NPDES Compliance (Stormwater Program)	190,995	-	305,995	-	Will allow compliance with the MS4 Permit (Municipal Storm water Permit), which takes effect on July 1, 2013. Convert PT Engineering Aide position to a Full Time position to assist in the development and maintenance of inventories and inspection records required by the MS4 Permit
PW - Green Business Assistance Stipend Program	-	30,000	-	30,000	Joint venture with MDF and Water for disposal reduction and water conservation
New Position - Waste Prevention Representative	-	110,212	-	91,612	Provide staff support and resources for multiple programs and policies intended to achieve 75+% reduction in landfill disposal by the year 2020.
New Position - Water Laboratory Technician	-	-	-	79,560	Increased sampling requirements necessitate increased staffing to avoid errors and failures of strict quality control requirements.
New Position - Water Instrument Tech	-	-	-	132,644	This specialty position is necessary to focus on instrumentation and develop routines for maintenance and repair.
TOTAL	252,458	200,496	730,436	492,322	
Operating Balance available for decisions by City Council					
	252,458	200,496	730,436	492,322	

Decision Package Summary

City Council Review of FY 2013-14 & FY 2014-15 Budget

City Council Review of FY 2013-14 & FY 2014-15 Budget

	FY2013-14		FY2014-15		
	Decision Packages (General Fund)	Decision Packages (Non General Fund)	Decision Packages (General Fund)	Decision Packages (Non General Fund)	
Non Recurring (One-Time)					
General Services - Napa Valley Community Foundation	25,000		25,000	-	Requesting 25K over next three FY's to create new citizens in Napa County.
CDD - Downtown Parking Management Strategy	90,000		-	-	RFP to evaluate the City's public parking garages, identify their useful life and propose interim improvements
CDD - Soscol Gateway and Downtown Napa Financing Strategy	90,000		-	-	Determine how best to address the significant costs of implementation of downtown improvements
CDD - LAFCO Services	87,000		-	-	Facilitate development of comprehensive and timely application submittal to LAFCO for a SOI expansion, provision of City water and possible annexation of the Napa Pipe project site.
ED - Napa ARTWalk program	-		25,000		The Napa ARTwalk program is a rotating temporary art exhibit in Downtown Napa, produced in partnership with Arts Council Napa Valley. With the dissolution of the RDA, the City's source of funding for its share needs to be identified
PW - Workorder Asset Management Program (WAM) - Non-Recurring	518,000	101,999	363,100	86,000	Work order Asset Management is a computer based system to capture and manage data related to where assets are located, what condition they are in, when they need to be replaced and who has worked on them.
PW - New Position - Electrician I (LT)	105,700		105,700	-	Complete work on the 911 memorial, downtown two-way traffic change and FS1 remodel.
TOTAL	915,700	101,999	518,800	86,000	
Available Balance available for decisions by City Council					
	1,231,908	101,999	1,182,872	86,000	
Net Impact of Non Recurring (CIP Building Reserve)					
	316,208	-	664,072	-	



CITY of NAPA

Budget Decision Package

Revenue Supervisor Reinstatement

Dept: Finance

Contact: Scott Nielsen

Key Title: Finance Collections/Revenue

FundKey: 41515

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$0	\$0	\$0
FY14/15	\$38,244	\$71,025	\$0	\$109,269

Description:

REVENUE DIVISION STAFFING

The Revenue Division supervisor position should be reinstated and filled on a permanent basis. The new supervisor should immediately assess the level of backfill necessary to accommodate the three technology projects, as well as the level of staffing that ensures that proper internal controls with respect to the receiving and posting of cash.

New Program or Significant Increase?

☐ New Program☒ Change to Existing Program

REVENUE DIVISION STAFFING

The Revenue Division has been functioning without a supervisor since April 2010. One of the Accounting Technicians worked in an acting capacity from April 1, 2010 through June 30, 2010, at which time the supervisor position was eliminated. Because supervision is outside the classification of an Accounting Technician, she cannot review or discipline the employees for whom she provides day-to-day direction and oversight. As a result, the 8.5 FTEs report directly to the Finance Director, requiring him to spend more time on daily operational matters and less on management issues.

The Revenue Division is responsible for processing more than \$50 million in deposits annually, using four different systems that interface with nearly every department. This level of responsibility and consequence of error typically justifies the authority of a manager or supervisor. All other divisions in the Finance Department (Budget/ Accounting, Accounts Payable/Payroll, Purchasing and Information Technology) have managers or supervisors.

Revenue Division staff time is fully used keeping up on the volume of daily transactions and with customer service interactions by phone and at the counter. For the past few years, they have not been able to dedicate time to support any of the three urgent technology projects related to revenue collection: selection and implementation of a new utility billing system, migration of the business license system, and the upgrade of the Core Cashiering system. It is likely that the delay of these three projects will continue until the division has formal leadership and staffing capacity beyond that required to operate day-to-day. Successful system implementations and process improvements require adequate staff capacity in order to learn the new system and to support the specific tasks associated with the system conversion.

Section 2: Cost of Request

One-Time Funding or Recurring Need?

☐ One-Time☒ Recurring

Ongoing salary and benefits of the reinstated Revenue Supervisor position allocation.

☒ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 1

Reinstated Revenue Supervisor.

☐ 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	\$38,244.00	\$71,025.00



CITY of NAPA

Budget Decision Package

Revenue Supervisor Reinstatement

Dept: Finance

Contact: Scott Nielsen

Key Title: Finance Collections/Revenue

FundKey: 41515

Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$38,244.00	\$71,025.00

The costs reflect 65% contribution by the Water Fund associated with utility billing and water collection services, and 35% contribution by the General Fund for Business licenses and other city revenue collection and processing services. Beginning in FY 2014-15



CITY of NAPA

Budget Decision Package

Information Technology Staff Reorganization

Dept: Information Technology

Contact: Scott Nielsen

Key Title: IT Admin

FundKey: 41610

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	(\$10,271)	\$44,284	\$0	\$34,013
FY14/15	(\$10,271)	\$50,981	\$0	\$40,710

Description:

The Information Technology Division exists to support the technology infrastructure and systems that Departments require to accomplish their respective missions. This upcoming biennium brings with it the deployment of new and enhanced technology applications affecting all City operations. The following position requests are designed to meet the need for a higher level of professional technology application support without increasing the General Fund impact of the IT Division over its current level. The following position requests are interrelated and requested to be approved as a whole.

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

MIS Technician for Water Division

With the recent separation of Jack Miller from the position of Systems Administrator for Water Services an opportunity has arisen to meet the required SCADA systems technology support through a lower level of staff resources. The team desired is made up of a Systems Analyst responsible for the Information Technology infrastructure from Servers to Network, A SCADA Programmer responsible for the deployment and maintenance of SCADA specific systems and equipment, and a Water Instrument Technician requested in DP-0229

The currently vacant Systems Administrator position will be under filled as a Systems Analyst. The duties of the Systems Analyst will be consistent with the Systems Administrator except in the area SCADA specific programming which will be tasked to a MIS Technician. The Systems Analyst will be filled through an internal recruitment. The internal recruitment is possible due to targeted staff development that has occurred over the past year.

The SCADA specific programming will be completed by a requested position allocation of MIS Technician. The MIS Technician position request is in-lieu of the Systems Analyst for Water Services position originally requested in DP-0186. This position will allow for cross training between the two Water dedicated IT positions to eliminate a single point of failure for Water production and distribution technology infrastructure support. It is anticipated that the addition of the MIS Technician will eliminate extra help staff equaling 75% of an FTE. It is by design and expectation that the Systems Analyst, and the MIS Technician, will integrate into the business unit of the Water Division and take direction and assignments from Water Division Management Staff.

The resulting MIS Technician position request right sizes the staff resource allocation while meeting the Water Divisions technology service needs.

Systems Analyst for Public Works

To meet critical needs identified by the Public Works and Finance Departments the IT Division is actively moving forward with deployment of a Geo Database integrated with the County of Napa in FY13, a Work Order & Asset Management (WAM) system in FY14, and a replacement Water Utility Billing system in FY16. The Information Technology Manager is proposing a reorganization of a position allocation to meet the increase in ongoing systems support created by the deployment of these three new enterprise applications.

There is a planned vacancy in the position of Core Services MIS Technician. The position is requested to be upgraded to a Systems Analyst and filled through an internal recruitment. This recruitment is possible due to the targeted staff development that has occurred in the past two years in anticipation of these systems deployments.

In addition, the current GIS Coordinator is retiring December 1, 2013. The IT Manager is actively recruiting a



CITY OF NAPA

Budget Decision Package

Information Technology Staff Reorganization

Dept: Information Technology

Contact: Scott Nielsen

Key Title: IT Admin

FundKey: 41610

local experienced GIS professional to accomplish the level of support required to maintain a multi-jurisdictional integrated Geo Database.

The GIS Coordinator and the Systems Analyst for Public Works will work as a team to meet the system administrative work load for the Geo Database integrated with the County of Napa, the Work Order & Asset Management (WAM) system and the new Water Utility Billing application.

Systems Analyst for Public Safety

Public Safety IT support is currently comprised of four full time staff members. The System Administrator lead; a System Analyst, a Telecommunications Specialist, and a MIS Technician. Two single points of failure currently exist; one in Computer Aided Dispatch systems support and one in Radio Infrastructure support. These single points of failure have been identified by the Departments served as critically insufficient.

The lack of redundancy will be corrected through the following staff reorganization:

- There is a planned vacancy in the position of Public Safety MIS Technician. The position will be upgraded to a Systems Analyst and filled through external recruitment. The IT Manager is actively recruiting Intergraph Public Safety support staff from other jurisdictions in an effort to fill the position with a staff resource that can day one be proficient in the system administrative functions for CAD and Mobile support.

- With the retirement of the Telecommunications Technician in July of 2013 the job duties will be realigned from Telephone Systems maintenance to support of Public Safety Radio Communications. The IT Manager is actively recruiting Land Mobile Radio support staff from other jurisdictions in an effort to fill the position with a staff resource that can day one be proficient in the support of Public Safety Radio Communications.

As a result, the Public Safety IT support team will increase to five full time staff members. The System Administrator lead; two System Analysts, a Telecommunications Specialist, and a Telecommunications Technician. This will be an increase of 2080 hours annually to the ongoing support of Dispatch and Public Safety Radio infrastructure as well as double the number of staff proficient in the support of the Intergraph suite of applications.

Section 2: Cost of Request

One-Time Funding or Recurring Need?

☐ One-Time☒ Recurring☒ New/Eliminated Personnel?

Proposed Net Impact on FTEs:

1

Public Works Water Division has requested an enhanced level of Information Technology support. The Information Technology Manager is recommending the City meet the need through the addition of a Systems Analyst position allocation, dedicated to the Water Division, and filled through an internal recruitment. The internal recruitment is possible due to targeted staff development that has occurred over the past year in anticipation of this request.

The Water Division currently funds a dedicated Systems Administrator for the installation and ongoing maintenance of the Supervisory Control and Data Acquisition system that is an integral part to the water production facilities. The Systems Administrator position was added to the Finance Department Information Technology Division July 1 2010. The Water Division has acknowledged the success of the Systems Administrator in accomplishing the goals set forth for the position in 2010. This additional position allocation request is an acknowledgment that the day to day work requests and the adopted Capital Improvement plan require additional resources to meet the implementation time frame. Additionally, this position will allow for cross training between the two Water dedicated IT positions to eliminate a single point of failure for Water production and distribution technology infrastructure support. It is by design and expectation that the Systems Analyst, like the Systems Administrator, would integrate into the business unit of the Water Division and take direction and assignments from the Water Department Management Staff.

Systems Analyst for Public Works

To meet critical needs identified by the Public Works and Finance Departments the IT Division is actively moving forward with deployment of a Geo Database integrated with the County of Napa in FY13, a Work Order & Asset Management (WAM) system in FY14, and a replacement Water Utility Billing system in FY15. The Information Technology Manager is proposing a reorganization of a position allocation to meet the increase in ongoing systems support created by the deployment of these three new enterprise applications.



CITY OF NAPA

Budget Decision Package

Information Technology Staff Reorganization

Dept: Information Technology

Contact: Scott Nielsen

Key Title: IT Admin

FundKey: 41610

There is a planned vacancy in the position of Core Services MIS Technician. The position is requested to be upgraded to a Systems Analyst and filled through an internal recruitment. This recruitment is possible due to the targeted staff development that has occurred in the past two years in anticipation of these systems deployments.

In addition, the current GIS Coordinator is retiring December 1, 2013. The IT Manager is actively recruiting a local experienced GIS professional to accomplish the level of support required to maintain a multi-jurisdictional integrated Geo Database.

The GIS Coordinator and the Systems Analyst for Public Works will work as a team to meet the system administrative work load for the Geo Database integrated with the County of Napa, the Work Order & Asset Management (WAM) system and the new Water Utility Billing application.

Systems Analyst for Public Safety

Public Safety IT support is currently comprised of four full time staff members. The System Administrator lead; a System Analyst, a Telecommunications Specialist, and a MIS Technician. Two single points of failures currently exist; one in Computer Aided Dispatch systems support and one in Radio Infrastructure support. These single points of failure have been identified by the Departments served as critically insufficient.

The lack of redundancy will be corrected through the following staff reorganization:

- There is a planned vacancy in the position of Public Safety MIS Technician. The position will be upgraded to a Systems Analyst and filled through external recruitment. The IT Manager is actively recruiting Intergraph Public Safety support staff from other jurisdictions in an effort to fill the position with a staff resource that can day one be proficient in the system administrative functions for CAD and Mobile support.
- With the retirement of the Telecommunications Technician in July of 2013 the job duties will be realigned from Telephone Systems maintenance to support of Public Safety Radio Communications. The IT Manager is actively recruiting Land Mobile Radio support staff from other jurisdictions in an effort to fill the position with a staff resource that can day one be proficient in the support of Public Safety Radio Communications. As a result, the Public Safety IT support team will increase to five full time staff members. The System Administrator lead; two System Analysts, a Telecommunications Specialist, and a Telecommunications Technician. This will be an increase of 2080 hours annually to the ongoing support of Dispatch and Public Safety Radio infrastructure as well as double the number of staff proficient in the support of the Intergraph suite of applications.

Old Position Title New Position Title Impact to Full Time Increased Salary costs Increased Benefit Costs Increased Other Expenditures (ongoing) Total Cost Impact to General Fund Total Cost Impact to Other Funds

MIS Tech -1 (74,529) (29,812) (104,341)

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	(\$10,271.00)	\$44,284.00	(\$10,271.00)	\$50,981.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	(\$10,271.00)	\$44,284.00	(\$10,271.00)	\$50,981.00

The Systems Analyst position for WAM will be allocated 87.5% to General Fund and 12.5% to Water Fund. The MIS Technician for Water Services will be allocated 100% Water Fund.



CITY OF NAPA

Budget Decision Package

New Position - Maintenance Laborer (2)- Downtown

Dept: Parks & Rec Services

Contact: Dave Perazzo/ Cindy Bannister

Key Title: PRS Downtown

FundKey: 45212

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$96,468	\$0	\$0	\$96,468
FY14/15	\$96,468	\$0	\$0	\$96,468

Description:

Increases staffing by adding two Maintenance Laborers for maintenance of the downtown parks, landscaping and parking garages. Additional areas of maintenance responsibility have continued to be added to the department including new parks, plazas, trails and landscaping in the downtown area. These additions have been the result of new construction which is accompanied with an expectation to be maintained at a high level of maintenance. In addition to the new construction, current downtown facilities such as the parking garages, existing landscaping and common areas also have elevated expectations for maintenance. The request of the addition of staff is a direct result of the higher level of service requested for the downtown area.

Staffing levels in the department have decreased from FY 2007 levels when the Parks Division was allocated 25 field maintenance positions. Those allocations steadily decreased due to budget reductions. In FY10/11, the number of maintenance positions had been reduced to 19 as a result of continued budget cuts. The current year budget increased that allocation to 21 maintenance staff, with an additional 2 positions being added to support the city's new in-house sidewalk repair program. The current 23 positions are still less than the 25 positions allocated in 2007.

In the period since 2007, the City has opened a new Veterans Memorial Park, constructed Opera House Plaza and the Riverfront Green, taken over the Riverfront promenade maintenance and started maintaining a number of newly landscaped parking lots as a result of the Napa Creek project. Special events utilizing parks and plazas have continued to increase and have added additional maintenance requirements for these areas, as well as the parking lots and parking garages. Additional trash, recycling and amenities have also been added to the downtown areas during this time period.

The total increase in workload is equal to 3,500 staff hours per year. Without the addition of staffing, current maintenance has not been kept at the level necessary to keep up with the use. To manage the additional workload, staff has reduced efforts and deferred maintenance in parks and maintenance for the exterior of public facilities. In addition to the new responsibilities, new projects such as China Point Overlook, 4th Street Boat dock and the 9-11 Memorial will require additional effort requiring an additional 1,500 hours of staff time not including increased workload as noted above.

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

Addition of two new maintenance laborers will allow the department to increase the level of maintenance effort provided to the downtown areas as a priority defined at the City Council workshop in January. These positions may be assigned to an alternate work week schedule that will include weekend coverage for cleanup of parks, plazas, parking areas and elevators in the downtown. The addition or improvement of new areas will not further impact the maintenance of existing facilities. Maintenance of areas that had been deferred will be included on a higher frequency basis for improved aesthetics and long term maintenance. Elevators that have only been cleaned 5 days a week could now be cleaned on the weekends as well. Additional staffing will aid the City in keeping surface parking areas clean as it relates to new regulations for storm water protection. Staff will take over the responsibilities of sweeping and cleaning of the parking garages on a more frequent basis. Flower beds at parks such as Veterans Memorial Park can again be replanted with annual color.

Section 2: Cost of Request

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

This will require an annual increase in budget in order to fund these two (2) positions.



CITY OF NAPA

Budget Decision Package

New Position - Maintenance Laborer (2)- Downtown

Dept: Parks & Rec Services

Contact: Dave Perazzo/ Cindy Bannister

Key Title: PRS Downtown

FundKey: 45212

☒ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 2

Addition of two (2) full time Maintenance Laborer positions.

☐ Grant Funds?☐ Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$96,468.00	\$0.00	\$96,468.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$96,468.00	\$0.00	\$96,468.00	\$0.00

Funding

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



CITY OF NAPA

Budget Decision Package

New Position - Maintenance Laborer - Parks

Dept: Parks & Rec Services

Contact: Dave Perazzo/Cindy Bannister

Key Title: PRS Parks

FundKey: 45211

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$48,234	\$0	\$0	\$48,234
FY14/15	\$48,234	\$0	\$0	\$48,234

Description:

Additional Maintenance Laborer for the maintenance of City parks. Additional areas of maintenance responsibility have continued to be added to the department with the addition of new parks and improvement projects. Staffing levels in the department have decreased from FY 2007 levels when the parks division was allocated 25 field maintenance positions. Those allocations steadily decreased due to budget reductions. In FY year 10/11, the number of maintenance positions had been reduced to 19 as a result of continued budget cuts. The current year budget increased that allocation to 21 maintenance staff, with an additional 2 positions being added to support the city's new in-house sidewalk repair program. The current 23 positions are still less than the 25 positions allocated in 2007.

Since 2007, The Oxbow Preserve, Trancas Park, permanent restrooms at O'Brien, a new section of the river trail and 17 new picnic rental sites have all been added to the park division maintenance responsibilities. These new maintenance areas require an additional 3,500 hours annually of staff time to maintain. As with the downtown area, maintenance levels for existing areas has decreased with the addition of new work. At one time Parks received a uniform "A" level of service. Parks had to be re-categorized to range from A to C, with C parks receiving a much lower frequency of maintenance. Improvement projects such as playground replacement, pathways have made parks more desirable and increased use. Regulations related to both playground safety and pesticide applications have increased requiring more staff time devoted to training, inspection and application. The addition of the new skate park will also increase time needed for inspecting this high use area.

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

Additional maintenance laborer will allow the department to increase the level of service for some parks that has been reduced. This position will assist with the higher level of maintenance for the newer parks built within riparian areas that have a specific level of maintenance as required by regulatory agencies. Staff may be assigned to alternate work week in peak season to assist with increased use of reserved picnic sites and special events that are scheduled in parks. Staff will also assist with the maintenance of new areas such as the new skate park.

Section 2: Cost of Request

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

This request is for full time staff that will require ongoing funding.

☒ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 1

One Maintenance Laborer

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$48,234.00	\$0.00	\$48,234.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00



CITY of NAPA

Budget Decision Package

New Position - Maintenance Laborer - Parks

Dept: Parks & Rec Services

Contact: Dave Perazzo/Cindy Bannister

Key Title: PRS Parks

FundKey: 45211

Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$48,234.00	\$0.00	\$48,234.00	\$0.00

Funding

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



CITY of NAPA

Budget Decision Package

Part time Staffing -Parks

Dept: Parks & Rec Services

Contact: Dave Perazzo/Cindy Bannister

Key Title: PRS Parks

FundKey: 45211

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$0	\$0	\$0
FY14/15	\$50,000	\$0	\$0	\$50,000

Description:

Increase in budget for part time staffing for parks during the peak season from April -October. Part time staff will be assigned to work with full time staff seven days a week. Increased use of reserved picnic sites, restroom facilities, parks and trails requires additional staff for maintenance during increased seasonal use. Park facility rentals and special events have continued to increase in outlying parks, increasing demand for maintenance service, especially on weekends. The increase in use by the public includes locations such as Kennedy, O'Brien, Dry Creek, Fantastico and Fuller parks. Higher level of services are required for reservation sites and areas where a fee is charged for exclusive use.

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

Increase in current program to meet expanded use of parks and facilities. Part time staff was reduced as part of City wide budget reductions. Additional funding will help to restore seasonal part-time staffing hours budgeted in previous years and offset the high demand for service in parks.

Section 2: Cost of Request

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

This request is for an increase in budget for ongoing basis.

☒ **New/Eliminated Personnel?** **Proposed Net Impact on FTEs:** 1.54

If request is approved, seasonal staffing will increase by approximately 3,200 hours per year.

☐ **Grant Funds?**

☐ **Are the proposed services, programs or activities mandated?**

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits		\$0.00	\$50,000.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$50,000.00	\$0.00

Funding

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



CITY of NAPA

Budget Decision Package

Downtown Security and Policing Beat (3 Police Officers)

Dept: Police

Contact: Chief Melton

Key Title: PD Patrol

FundKey: 42123

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$500,000	\$0	\$0	\$500,000
FY14/15	\$495,000	\$0	\$0	\$495,000

Description:

Downtown Napa has undergone a significant revitalization and has attracted many more visitors to the restaurants, bars and retail establishments in the downtown area. This increased activity requires that the environment remains safe and secure so that shoppers and visitors feel comfortable while enjoying the many amenities in the downtown area. The Police Department has experienced an increase in calls for service created by this increased activity. As development continues to occur, we anticipate future increases in calls for service in the downtown beat. This request for additional Police Officers is to address current and future needs in the downtown area.

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

The request is for 3 new Police Officer positions.

Section 2: Cost of Request

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

This request is ongoing as development continues to occur and we anticipate future increase in calls for service in the Downtown beat.

☒ **New/Eliminated Personnel?** **Proposed Net Impact on FTEs:** 3

Attached is the New Position Request Form

☐ **Grant Funds?**

☒ **Are the proposed services, programs or activities mandated?**

NPD is required to provide policing services to all areas of the City. This will be a highly impacted area with the additional hotels, restaurants and retail in the downtown area. A specific geographic beat will be needed to address the specific needs of this area.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$495,000.00	\$0.00	\$495,000.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$5,000.00	\$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	\$500,000.00	\$0.00	\$495,000.00	\$0.00

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
10000	General Fund			\$0.00	\$0.00
Total				\$0.00	\$0.00



CITY of NAPA

Budget Decision Package

Neighborhood Based Policing Sergeant Position

Dept: Police

Contact: Chief Melton

Key Title: PD Patrol

FundKey: 42123

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$204,420	\$0	\$0	\$204,420
FY14/15	\$204,420	\$0	\$0	\$204,420

Description:

The Police Department is changing the department's service delivery plan to that of a neighborhood based policing model. For this program to be successful, the Police Department needs a supervisor permanently assigned to oversee the program which includes those tasks identified above. Additionally the Sergeant will perform periodic neighborhood and/or community surveys, problem-solve difficult neighborhood issues and perform data analysis to identify and resolve crime trends.

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

The Police Department is implementing a Neighborhood Based Policing model to increase personal contact with residents in the identified Napa neighborhood.

Section 2: Cost of Request

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

This position would be ongoing for success of the Neighborhood Based Policing program.

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

This is a new Sergeant's position and the New Position Request Form is attached.

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

No but for the success of the program, this position is necessary.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$204,420.00	\$0.00	\$204,420.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$204,420.00	\$0.00	\$204,420.00	\$0.00

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
10000	General Fund			\$0.00	\$0.00
Total				\$0.00	\$0.00



Budget Decision Package

CITY of NAPA

Workorder Asset Management (WAM) Program

Dept: PW - General

Contact: Phil Brun

Key Title: PW Engineering

FundKey: 43012

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$541,500	\$102,000	\$0	\$643,500
FY14/15	\$448,100	\$122,500	\$0	\$570,600

Description:

BACKGROUND

The Public Works and Parks and Recreation Departments own, operate and manage a wide variety of infrastructure assets to serve the public including streets, sidewalks, traffic signals, streetlights, storm drain system, water system, parks, trees, facilities, and many others. Currently, staff manages and tracks the condition, location, age, potential for failure, cost to replace and record of work performed on these assets through a variety of spreadsheets, in the outdated AS400 system which is being phased out, or not at all. Unfortunately, records for most assets fall into the "not at all category" and the City lacks adequate information to make business decisions to manage infrastructure in the most cost effective manner.

WAM represents a transformation in resource deployment emphasizing citizen communication and regulatory compliance. Effective community infrastructure management relies heavily on accurate asset data, which in turn, facilitates effective service delivery, efficient resource planning and reliable program-based budgeting. Implementation will be phased over the next three fiscal years, involve establishment of a citywide information library and facilitate business unit integration. Removal of information silos between business units will make crucial data more accessible, thereby improving coordination, enhancing service delivery and improving quality of life.

ONE-TIME NEEDS

The Workorder Asset Management Program (WAM) is a computer based system to capture and manage data related to where assets are located, what condition they are in, when they need to be replaced, and who has worked on them. As with any software solution, a successful implementation effort requires an investment in the right technology, hiring consultant services to guide staff and adding part-time or limited-term staff to perform implementation tasks. Staff issued an RFP and has received proposals for the technology and consultant services associated with WAM and therefore the cost shown below are based on actual vendor quotes. WAM is a data centric program therefore it is critical that we gather information on all City infrastructure assets as part of implementation. This effort requires a team of staff to survey each asset in the field with a GPS based device and record information for each point. As indicated below, four part-time positions in the General Fund and one limited-term position in the Water Fund are proposed to complete this work over a 2-3 year period. One-time GIS consultant services will be necessary during the implementation phase due the magnitude of data mapping and management. Current staff will also assist in this effort and will charge staff time to a one-time CIP labor distribution account.

ONGOING NEEDS

In order for WAM to be successful long term, a portion of a new full-time Engineering Aide in Public Works will be necessary. The new Engineering Aide will devote approximately 27% of their time to WAM to gather asset data as it is changed or added by field staff and will also support additional work efforts in the Engineering Division. A Systems Analyst in IT will be necessary to support the software and hardware needs of WAM. The IT Division is reallocating existing staff to perform these duties and the Water Fund will offset a portion of current General Fund salary as part of the WAM program.

New Program or Significant Increase?

☒ New Program

☐ Change to Existing Program

With implementation of this Program, the City will change the way we do business and transition from reactive to proactive management because we will understand the locations, service-life, level of depreciation of assets, and be able to budget accurately and manage the assets before the point of failure. Additionally, management will be able to anticipate major investments necessary to fix failing assets prior to failure and



Budget Decision Package

CITY OF NAPA Workorder Asset Management (WAM) Program

Dept: PW - General

Contact: Phil Brun

Key Title: PW Engineering

FundKey: 43012

prepare long-term budgets accordingly.

Implementation requires the establishment of the GIS library and work order system to facilitate labor, equipment and material costs to track and monitor asset performance, as well as ensure that critical information from the field is shared with administrative staff and/or the general public in a timely manner. Most importantly, it will provide a mechanism to ensure compliance (e.g. NPDES, GASB 34, etc.), establish key performance indicators and obtain total cost of ownership. The 2013 municipal storm water permit requires documented inventory of storm drain assets and monitoring of outfalls. WAM provides the organized library to archive data, identify problem areas and prioritize capital investments.

Section 2: Cost of Request

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

The total cost over the 2-year budget cycle for ONE-TIME FUNDING is \$881,100 for the General Fund and \$86,000 for the Water Fund (The Water Fund has budgeted an additional \$160,000 in the FY12/13 CIP for WAM one-time costs).

One-Time expenditures include:

1. Software Program for Workorder and Asset Management
2. Hardware to support data collection and software implementation
3. Geodatabase design
4. Implementation services and training
5. Part-time Survey Technicians in General Fund (4 per year for 2-3 year implementation period only)
6. Limited-term Engineering Aide in Water Fund (2-3 year implementation period only)
7. CIP Labor Distribution Account
8. GIS Consultant Services
9. Data Collection Equipment

Annual ONGOING/RECURRING FUNDING for software license and staffing is \$85,000 for the General Fund and \$36,500 for the Water Fund. These costs include:

1. WAM Subscription (software)
2. GIS/ESRI Subscription (software)
3. Data Collector Subscription (software)
4. Engineering Aide (new position, 27% dedicated to WAM)
5. Systems Analyst (reallocated existing General Fund position in IT, 13% funded by Water Fund)

☒ **New/Eliminated Personnel?** **Proposed Net Impact on FTEs:** 0.27

New Personnel includes:

1. Engineering Aide (General Fund, 27% allocated to WAM). This position is more fully described in DP-0190 and DP-0230.

☐ **Grant Funds?**

☐ **Are the proposed services, programs or activities mandated?**

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$156,000.00	\$102,000.00	\$156,000.00	\$102,000.00
Services	\$189,000.00	\$0.00	\$247,100.00	\$20,500.00
Supplies	\$196,500.00	\$0.00	\$45,000.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$541,500.00	\$102,000.00	\$448,100.00	\$122,500.00

Details of FY13/14 EXPENDITURES for General Fund and Water Fund, are as follows:



CITY of NAPA

Budget Decision Package

Workorder Asset Management (WAM) Program

Dept: PW - General

Contact: Phil Brun

Key Title: PW Engineering

FundKey: 43012

FY13/14 General Fund ONE TIME EXPENDITURES = \$518,000 which includes the following:

- \$100,000 - Part-time Survey Technicians
- \$50,000 – CIP Labor Distribution Account
- \$125,000 - GIS Consultant Service for Implementation
- \$121,500 - WAM Software
- \$46,500 - WAM and Geodatabase implementation services
- \$45,000 - Hardware to support data collection and software
- \$30,000 – Data Collection Equipment

FY13/14 General Fund ONGOING/RECURRING EXPENDITURES = \$23,500 which includes the following:

- \$22,000 - 27% of Engineering Aide
- (\$16,000) – Water portion of current General Fund position (Systems Analyst)
- \$12,500 - GIS Subscription
- \$5,000 – Data Collection Subscription

FY13/14 Water Fund ONE TIME EXPENDITURES = \$86,000 which includes the following:

- \$86,000 - Engineering Aide (Limited Term)

FY13/14 Water Fund ONGOING/RECURRING EXPENDITURES = \$16,000 total cost includes the following:

- \$16,000 - Water portion of current General Fund position (Systems Analyst)

Details of FY14/15 EXPENDITURES for General Fund and Water Fund, are as follows:

FY14/15 General Fund ONE TIME EXPENDITURES = \$363,100 which includes the following:

- \$100,000 - Part-time Survey Technicians
- \$50,000 – CIP Labor Distribution Account
- \$125,000 - GIS Consultant Service for Implementation
- \$43,100 - WAM and Geodatabase implementation services
- \$45,000 - Hardware to support data collection and software

FY14/15 General Fund ONGOING/RECURRING EXPENDITURES = \$85,000 which includes the following:

- \$22,000 - 27% of Engineering Aide
- (\$16,000) – Water portion of current General Fund position (Systems Analyst)
- \$61,500 - WAM Subscription
- \$12,500 - GIS Subscription
- \$5,000 – Data Collection Subscription

FY14/15 Water Fund ONE TIME EXPENDITURES = \$86,000 which includes the following:

- \$86,000 - Engineering Aide (Limited Term)

FY14/15 Water Fund ONGOING/RECURRING EXPENDITURES = \$36,500 which includes the following:

- \$16,000 - Water portion of current General Fund position (Systems Analyst)
- \$20,500 - WAM Subscription



CITY of NAPA

Budget Decision Package

NPDES Compliance (Stormwater Program)

Dept: PW - General

Contact: Jason Holley

Key Title: Development Engineering

FundKey: 43013

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$190,995	\$0	\$10,000	\$180,995
FY14/15	\$305,995	\$0	\$10,000	\$295,995

Description:

The City operates a network of drainage pipes that collect and convey stormwater runoff to the Napa River and its tributaries. These pipes outfall to the River at over 160 locations citywide. This non-point source discharge into the River is heavily regulated under the Clean Water Act (CWA) through the National Pollution Discharge Elimination System (NPDES) Program administered by the federal Environmental Protection Agency (EPA), State Water Resources Control Board (SWRCB), and Regional Water Quality Control Board (RWQCB).

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

On February 5, 2013, the SWRCB re-issued a statewide permit for small municipalities with point source discharges from storm drain systems. This new Municipal Stormwater Permit (MS4 Permit), which takes effect on July 1, 2013, mandates a higher level of service than its predecessor. Napa is included as a Permittee under the new MS4 Permit.

The federal NPDES Program requires implementation of six stormwater program elements in order to satisfy the CWA's Maximum Extent Practicable (MEP) standard. In addition to intensifying efforts in the six NPDES stormwater program areas beyond the federal MEP standard, the SWRCB has added four new program elements. Among other requirements, by the end of FY14/15, the new MS4 Permit requires the City to inventory and collect samples from all known outfalls. The surveying staff identified in DP-190 and the work order management system (WAM) identified in DP-209 will be utilized to meet these requirements. The Permit also contains new requirements for special water quality studies, Total Maximum Daily Load (TMDL) monitoring, and program effectiveness assessment.

The MS4 Permit requires inventorying and then later inspecting all private industrial facilities and commercial facilities with the potential to cause stormwater pollution. The MS4 Permit also requires the inventory and development of Stormwater Pollution Prevention Plans (SWPPP) with inspections for all City owned facilities, such as corporation yards, parks, and parking lots. Starting in FY15/16, the Permit will require intensified housekeeping efforts at these City facilities, and the WAM (identified in DP-209) will also be utilized to meet these future requirements. The inventories and SWPPPs will be developed by City staff and inspections will continue to be performed by Napa Co. Environmental Management staff pursuant to an existing cooperative services agreement.

The MS4 Permit has new requirements for developing and maintaining an active inventory of private and public construction sites and conducting inspections of those sites. Existing staff resources in the CDD-Building Division, Construction Division, and Development Engineering Division will be utilized to conduct these inspections. The Permit also has new highly prescriptive requirements for post-project site conditions (i.e. "post-construction best management practices - or BMP's) for both private development and public projects and it requires the City to maintain an active inventory and inspection program of these post-construction BMP's. Existing staff and consultant resources in the CDD-Planning, CDD-Building, and Development Engineering Divisions will be utilized to meet these requirements. The new Engineering Aide position (identified in DP-218) along with new specialized tracking software will be utilized to develop and maintain these inventories and to compile inspection records.

The MS4 Permit has requirements for public education, outreach and participation. The City will meet these requirements by continuing to participate in the Napa County Stormwater Pollution Prevention Program (NCSPPP) which is Joint Powers Agreement (JPA) between the City and each of the municipalities in Napa County, including the County itself.



CITY of NAPA

Budget Decision Package

NPDES Compliance (Stormwater Program)

Dept: PW - General

Contact: Jason Holley

Key Title: Development Engineering

FundKey: 43013

Section 2: Cost of Request

One-Time Funding or Recurring Need?

☐ One-Time☒ Recurring

Both the City's cost to participate in the JPA and the Permit fee itself is expected to increase each of the next two years. For FY12/13, those costs are \$87,131 and \$24,263 respectively which exceeds the baseline budget of \$100,000.

The actual cost of the stormwater program is spread throughout the organization, and it is higher than the baseline budget, which does not include \$108,091 in labor costs for existing staff dedicated to program implementation. Moreover, the net request does not include new labor costs associated with surveying staff (identified in DP-190) and/or new labor costs and capital outlays included as part of the WAM (identified in DP-209) that will be also be utilized to comply with the MS4 Permit requirements. Lastly, the Request does not include approximately \$300,000 in additional labor and/or consultant costs that would be required to implement certain requirement of the MS4 permit separately if DP-190 and DP-209 are not approved.

The increased program cost for FY14/15 is due to Special Studies and/or TMDL monitoring that are required during that year. The actual cost of complying with these requirements will not be known until sometime after the Permit becomes effective on July 1, 2013. In the event the implementation is delayed or the actual cost of complying with these requirements is forecast to be less than requested budget, staff will be prepared to adjust this budget downward as part of the mid-cycle budget adjustment.

The MS4 Permit contains significant additional requirements starting July 1, 2015 (i.e. FY 15/16 and FY 16/17) that have not been accounted in the FY14/15 Net Request. These costs will include increased housekeeping efforts on existing City facilities and the WAM (identified in DP-209) will be utilized to comply with the MS4 Permit requirements in the outlying years.

☒ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 0.5

The Part-Time Engineering Aide position currently allocated to the Construction Division is requested to be upgraded to a Full-Time Engineering Aide position within the Development Engineering Division.

In addition, staff identified in DP-190 and DP-209 will be also be utilized to comply with the MS4 Permit requirements.

☒ Grant Funds?

State Proposition 84 grants and Napa County Watershed Assessment District Funds are available to offset a portion of the City's costs to comply with the MS4 Permit.

☒ Are the proposed services, programs or activities mandated?

Compliance with these federal and state stormwater regulations is mandatory for the City.



CITY of NAPA

Budget Decision Package

NPDES Compliance (Stormwater Program)

Dept: PW - General

Contact: Jason Holley

Key Title: Development Engineering

FundKey: 43013

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$40,995.00	\$0.00	\$40,995.00	\$0.00
Services	\$150,000.00	\$0.00	\$265,000.00	\$0.00
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	\$190,995.00	\$0.00	\$305,995.00	\$0.00

NET REQUEST FY13/14

\$ 40,995 Upgrade part-time Engineering Aide to full-time Engineering Aide (assumes 40% charge out to CIP projects)
 \$150,000 City's share of NCSPPP JPA FY13/14 budget
 \$ 25,000 MS4 Permit fee
 \$ 75,000 Cost to conduct outfall sampling
 <\$100,000> Baseline budget
 \$190,995 Net Request FY13/14

NET REQUEST FY14/15

\$ 40,995 Upgrade part-time Engineering Aide to full-time Engineering Aide (assumes 40% charge out to CIP projects)
 \$160,000 City's share of NCSPPP JPA FY14/15 budget
 \$ 30,000 MS4 Permit fee
 \$ 75,000 Cost to conduct outfall sampling
 \$ 50,000 Cost for Special Studies
 \$ 50,000 Cost for TMDL monitoring
 <\$100,000> Baseline budget (program)
 \$305,995 Net Request FY14/15

Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
43013	Development Engineering	34203	Engineering fees	\$10,000.00	\$10,000.00
Total				\$10,000.00	\$10,000.00

Revenue is generated from plan checking of private development projects.



CITY of NAPA

Budget Decision Package

Green Business Assistance Stipend Program

Dept: PW - Materials Diversio

Contact: K.Miller / P. Costello

Key Title: MDF - Noncntret City Recycling

FundKey: 51007

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$30,000	\$0	\$30,000
FY14/15	\$0	\$30,000	\$0	\$30,000

Description:

This is a non-general fund, joint decision packet request from PW-MDF and PW-Water. Both PW-MDF and PW-Water have disposal reduction/water conservation goals to achieve by the year 2020 (75% recycling & composting & 20% reduction in urban water use). The commercial sector is where significant opportunities reside to impact waste disposal and water conservation. This DP request seeks to utilize and support the existing Napa County Green Business program that has significant and detailed checklists that interested businesses must complete in order to become certified as a Green Business. The recycling and water conservation checklists represents approximately 50% of the detailed checklists that prospective green business must satisfy and according to the program administrator, each business will need to invest 80-100 hours of labor to complete application/certification process (and then certified business must recertify every three years to remain active in the program). The number of green business applications has seemed to plateau recently and the idea behind this joint proposal between MDF/Water is each could contribute \$250 for up to sixty businesses each FY as a stipend upon certification to help jump start and sustain City green businesses. The program would meet prop 218 tests as commercial accounts in both solid waste and water pay into the rate structure and would be benefiting from the program upon qualifying as a Napa green business.

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

While the stipend assistance concept would be a new program, the program would support the established and well-vetted Napa County Green Business Program (administered locally through NCTPA staff).

Section 2: Cost of Request

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

If approved, the green business assistance stipend program would fund up to 60 certified green businesses (both new and renewals) per fiscal year, with the costs borne equally by PW-MDF and PW-Water.

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

☐ Grant Funds?

☒ Are the proposed services, programs or activities mandated?

While this particular programmatic approach is not mandated, both Solid Waste/MDF and Water must meet local and state regulations for disposal reduction and water conservation by the year 2020. This approach seems to be a very practical and cost-effective method to help achieve those mandated goals.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$30,000.00	\$0.00	\$30,000.00
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	\$30,000.00	\$0.00	\$30,000.00

The program, if approved, would be for \$30,000 per fiscal year in stipends, with 50% coming from PW-MDF (51007-58802) and 50% coming from PW-Water (53009-58802).



CITY of NAPA

Budget Decision Package

Green Business Assistance Stipend Program

Dept: PW - Materials Diversio

Contact: K.Miller / P. Costello

Key Title: MDF - Noncntct City Recycling

FundKey: 51007

Not a direct offsetting revenue, however PW-MDF would likely benefit from some marginal increase in revenue from sales of recyclable materials and PW-Water would lessen the need to purchase, store and treat water not used by businesses through conservation efforts.



CITY of NAPA

Budget Decision Package

New Position - Waste Prevention Representative

Dept: PW - Materials Diversio

Contact: K. Miller

Key Title: MDF - Operations

FundKey: 51006

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$110,212	\$0	\$110,212
FY14/15	\$0	\$91,612	\$0	\$91,612

Description:

The Solid Waste/MDF Enterprise Fund would like to request an equivalent position to the Water Fund's "Water Conservation Representative." To that end, this position would help provide a myriad of programmatic and public education functions for City businesses, residents, schools, multi-family complexes and City/government facilities. Anticipated duties include solid waste/recycling assessments, support for public events/programs (e.g., home composting classes) and school outreach.

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

New position would offer new staff support to implement both existing and new programs to achieve 75+% recycling and composting by the year 2020 (per City's Disposal Reduction Policy - R2012 100). Having a Waste Prevention Representative would provide a key element of the City's overall plan to achieve 75+% by giving the City much-needed "in-house" resources to educate and implement programs for City businesses, schools, residents and the City itself.

Section 2: Cost of Request

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

If approved, new Waste Prevention Representative would provide staff support and resources for multiple programs and policies intended to achieve 75+% reduction in landfill disposal by the year 2020. If anything, the need and importance of the services provided by this position would grow over time as recycling and composting efforts accounted for 3/4 or more of the City's solid waste handling and processing services.

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

While the position is a new request, there will be some partial offsets from part-time labor and previously-MDF-funded labor for the Sustainability Coordinator position (which was 0.5 FTE in the approved FY13 budget).

☒ **Grant Funds?**

Although not automatically funded by grant funds, PW-MDF does have several pending and/or future grant opportunities that could help partially offset some of the new labor costs if such grants are awarded to the City. Examples include grants for anaerobic digestion of food scraps, power generation from a biomass gasification plant and other grant-eligible recycling/waste reduction programs (e.g., multi-family recycling, used beverage container recycling and used motor oil recycling).

☒ **Are the proposed services, programs or activities mandated?**

As mentioned previously, although the position itself is not mandated, the City will need additional staff resources and programmatic support in order to realistically achieve 75+% recycling and composting levels by the year 2020. This position is consistent with the City's Disposal Reduction Policy (R2012 100) and statewide goals/mandates (AB 341 and AB 939). If the level of success is achieved by the new position as anticipated, it will also meet the cost/benefit analysis test demanded by the Disposal Reduction Policy.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$78,312.00	\$0.00	\$78,312.00
Services	\$0.00	\$3,500.00	\$0.00	\$3,500.00
Supplies	\$0.00	\$400.00	\$0.00	\$3,800.00
Capital Outlay	\$0.00	\$28,000.00	\$0.00	\$6,000.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00



CITY of NAPA

Budget Decision Package

New Position - Waste Prevention Representative

Dept: PW - Materials Diversio

Contact: K. Miller

Key Title: MDF - Operations

FundKey: 51006

Total				
	\$0.00	\$110,212.00	\$0.00	\$91,612.00

Estimated expenses based on following assumptions = J step of Water Conservation Representative (\$57,360/yr.) X 51% load factor plus \$10K/yr. overtime estimate = 96,613 in labor costs. Capital costs = \$22K non-recurring cost for vehicle purchase and \$6K per year in recurring fleet rental expenses for vehicles. Other services and supplies include conferences, dues, tuition reimbursement, software licenses and office supplies. Partial offset by reduction of part-time employee budget (\$18,301).

While there may be some future grant revenues and added revenues to the Fund from the sale of additional recyclable materials, MDF is opting to take the more conservative approach and not prematurely count on these additional revenue. The net cost impacts will all be borne by the Solid Waste/MDF Enterprise Fund and no general impacts (except for potential general fund savings to the extent that the new positions helps to right-size MSW service and maximize recycling/composting activities resulting in lower future service charges to the general fund). MDF estimates a potential \$50K - \$75K in potential savings to the general fund in future solid waste and recycling collection service charges.



CITY of NAPA

Budget Decision Package

New Position FY15 - Water Laboratory Technician

Dept: PW - Water

Contact: Joy Eldredge

Key Title: Water Admin

FundKey: 53001

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$0	\$0	\$0
FY14/15	\$0	\$79,560	\$0	\$79,560

Description:

Analytical laboratory functions are detailed in nature and necessary for compliance with existing and new drinking water quality regulations. New drinking water quality regulations including the new Stage II Disinfection Byproduct Rule (DBPR-II) that became effective in late 2012 and the Unregulated Contaminant Monitoring Rule (UCMR3) that is effective in 2013 have increased the number and frequency of samples and analyses necessary to prove compliance. The results of new DBPR-II sampling has identified areas of our system that are out of compliance therefore triggering additional sampling and monitoring to confirm hydraulic flows and determine the best course of action to address the specific problem areas. These efforts require field time to gather samples throughout the transmission and distribution system, laboratory time to run the analyses under strict hold times, as well as efforts to analyze data and make recommendations for corrective actions.

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

The increased sampling requirements necessitate increased staffing to avoid errors and failures of strict quality control requirements.

Section 2: Cost of Request

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

This is an ongoing staffing requirement to keep up with new and more stringent sampling and monitoring requirements for drinking water quality compliance.

☒ New/Eliminated Personnel? Proposed Net Impact on FTEs: 0.5

This position will replace the part-time position in the laboratory.

☐ 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	\$79,560.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$79,560.00

One full time laboratory technician. Hiring this full time person in FY15 negates the need for the part-time position that has been included in the operating budget resulting in a net change of 0.5 FTEs.



CITY of NAPA

Budget Decision Package

New Position FY15 - Water Instrument Technician

Dept: PW - Water

Contact: Joy Eldredge

Key Title: Water Admin

FundKey: 53001

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$0	\$0	\$0
FY14/15	\$0	\$132,644	\$0	\$132,644

Description:

A high level of automation is necessary to manage and operate a water system to achieve and insure compliance with current and ever-changing water quality regulations. Automated equipment requires confirmation testing and maintenance to insure the integrity of the electronic data. The implications of not maintaining the automated equipment can be severe as it relates to water quality and expensive as it relates to mandatory fines.

The Stage II Disinfection Byproduct Rule (DBPR-II) requires micromanagement of the network of distribution pipes to ensure transmission tank turnover thereby limiting water age in the system. This is controlled by the flow of water from the treatment plant and thereby requires SCADA automation to be able to see the data and make adjustments in real time based on system dynamics. In addition, NPDES permit requirements mandate that tanks do not discharge uncontrollably to storm drain systems. A failed sensor or instrument out of calibration can result in this situation without sufficient time to make a correction.

Current staffing levels do not allow for the preventive work to be performed consistently resulting in more time spent reacting to time-critical situations, often interrupting planned work and overall loss of efficiency.

This specialty position is necessary to focus on this instrumentation and develop these routine, but critical instrumentation maintenance and repair capabilities in-house instead of relying on emergency callouts and outside services to perform this work.

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

The need for this position has been growing consistently for a decade and at this point the level and quantity of equipment in our system, and compliance mandates has reached the critical point where it can not be deferred any longer.

Section 2: Cost of Request

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

This position will be ongoing starting in FY15

☒ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 1

☐ 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	\$132,644.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$132,644.00

Salary and benefits for one Instrument Technician. Estimate is based on 5% increase of Electrician II. Outdated survey set the salary and benefits for this class specification at \$103,719 and tied it to the plant



CITY of NAPA

Budget Decision Package

New Position FY15 - Water Instrument Technician

Dept: PW - Water

Contact: Joy Eldredge

Key Title: Water Admin

FundKey: 53001

maintenance supervisor and mechanic. The nature of instrumentation has changed significantly in recent years requiring a different skill set that includes more electrical and logic-based programming.



CITY of NAPA

Budget Decision Package

Contribution to Napa Valley Community Foundation

Dept: Finance

Contact: Desiree Brun

Key Title: General Fund

FundKey: 10000

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$25,000	\$0	\$0	\$25,000
FY14/15	\$25,000	\$0	\$0	\$25,000

Description:

Napa Valley Community Foundation has created a three-year \$1.1 million campaign to support new citizenship in Napa County (One Napa Valley Initiative). Services of this initiative will include: Outreach and education on the benefits of citizenship, citizenship application, interview, and examination preparation assistance as well as Civics and English as a Second Language (ESL) support

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

This request is for a contribution of \$25,000 per year over the next three years in support of One Napa Valley Initiative

☐ 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	\$25,000.00	\$0.00	\$25,000.00	\$0.00
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	\$25,000.00	\$0.00	\$25,000.00	\$0.00



CITY OF NAPA

Budget Decision Package

Downtown Parking Management Strategy

Dept: Community Developme

Contact: Rick Tooker

Key Title: CDD Admin

FundKey: 41710

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$90,000	\$0	\$0	\$90,000
FY14/15	\$0	\$0	\$0	\$0

Description:

The City would issue an RFP for a parking management consulting firm to evaluate the City's public parking garages, identify their useful life, and propose interim improvements that are cost-effective and potentially extend their life. Utilizing the Downtown Specific Plan's parking supply and demand figures, the Strategy would develop alternatives for public parking replacement by identifying optimal locations for parking facilities in the downtown area and a replacement phasing strategy. The Strategy would include options for public financing (which may also be incorporated into the proposed infrastructure financing strategy for the Downtown Specific Plan area), as well as a recommendation for establishing reserves for ongoing operations and maintenance. The plan would analyze the City's ability to charge for parking, particularly in premium parking areas (i.e., on street) in order to provide a dedicated revenue source for financing, and include ways to avoid negatively impacting adjacent residential neighborhoods. The plan would analyze the Parking Exempt District boundaries and recommend whether to expand them to include other properties in the downtown, including the Oxbow District, as well as recommend other possible tools to generate revenue for the City to, together with private development and partnerships, fund parking in conjunction with future private development. The plan would analyze the current Parking Impact Fee of \$7,500 per space and recommend a reasonable adjusted fee based on market realities.

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☐ New/Eliminated Personnel?

Proposed Net Impact on FTEs:

0

☒ Grant Funds?

Grant funding may become available for preparation of a parking management plan, however, at this time no grants are presently available.

☐ 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	\$90,000.00	\$0.00	\$0.00	\$0.00
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	\$90,000.00	\$0.00	\$0.00	\$0.00

This is an estimate and until an RFP is circulated for this work the actual costs are not known.

Cost recovery for preparation of the plan may be recoverable as investment and development occurs in the downtown, including in the Oxbow District.



CITY of NAPA

Budget Decision Package

Soscol Gateway and Downtown Napa Financing Strategy

Dept: Community Developme

Contact: Rick Tooker

Key Title: CDD Admin

FundKey: 41710

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$90,000	\$0	\$0	\$90,000
FY14/15	\$0	\$0	\$0	\$0

Description:

The City has spent a considerable amount of time and resources developing a vision for the Soscol Gateway and Downtown Napa. A redevelopment project area was formed to finance the \$51 million in improvements for interior drainage, major street improvements, local streets, pedestrian trails/connectors, and street medians in the Soscol Gateway; however, redevelopment has been abandoned by the State eliminating tax increment financing and other funding sources are not viable to cover these costs. Similarly, the Downtown Specific Plan estimated the cost of improvements at \$38 million for circulation, streetscapes, drainage, water/wastewater, parks, plazas and open space, and public parking. Chief among the funding options for these improvements was infrastructure financing districts which the Governor placed on hold until the redevelopment wind-down process was completed. In the absence of a more robust revenue stream like property tax increment financing, the City will have to cobble together resources to realize its vision for the Soscol Gateway and Downtown Napa.

A Soscol Gateway and Downtown Napa Financing Strategy is necessary to determine how best to address the significant costs of implementation of these improvements to accommodate planned development, expand existing business, generate new business, supplement property, sales and TOT revenues, promote housing production (including for all economic segments of the community), all of which will achieve the results envisioned in the Soscol Gateway and in Downtown Napa. Key questions to consider in a financing strategy include:

What financial resources does the City have to pay for the priority measures identified in the Soscol Gateway Plan and Downtown Specific Plan?

What financing tools can or should the City pursue in the absence of property tax increment financing through redevelopment?

What other resources can be leveraged to accomplish the goals of these plans?

Without 20% set-aside for affordable housing are there other resources to help build affordable housing?

Should the priorities in the adopted plans be adjusted in light of constrained resources and other competing demands for those resources?

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

☐ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 0

☒ Grant Funds?

Grant funding may become available for preparation of a financing strategy, however, at this time no grants are presently available.

☐ 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	\$90,000.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00



Budget Decision Package

CITY of NAPA

Soscol Gateway and Downtown Napa Financing Strategy

Dept: Community Developme

Contact: Rick Tooker

Key Title: CDD Admin

FundKey: 41710

Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$90,000.00	\$0.00	\$0.00	\$0.00

Cost recovery for preparation of the financing strategy for implementation of the plan may be recoverable as investment and development occurs in the downtown.



CITY of NAPA

Budget Decision Package

LAFCO Services

Dept: Community Developme

Contact: Rick Tooker

Key Title: CDD Admin

FundKey: 41710

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$87,000	\$0	\$0	\$87,000
FY14/15	\$0	\$0	\$0	\$0

Description:

The City is currently in discussions with Napa County regarding expanding the sphere of influence (SOI), the provision of City services, and annexation of the Napa Pipe project site. The extension of the SOI and provision of City water to Napa Pipe would require LAFCO approval and possible voter approval of changes to the City's Rural-Urban Limit Line (RUL). Professional consulting services are needed to assist the City with LAFCO procedural requirements. Specific areas where consulting services would be utilized include: development and preparation of LAFCO-required documentation for processing changes to the City's organizational boundaries (i.e., city limits and SOI); preparation of reports for extending City water service to the project site; preparing a ballot items for the RUL vote; and preparation of environmental documents required by the California Environmental Quality Act (CEQA). The requested funding does not include staff time.

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

This new program would facilitate development of comprehensive and timely application submittal to LAFCO for a SOI expansion, provision of City water and possible annexation of the Napa Pipe project site.

Section 2: Cost of Request

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

This is a one-time program that would be completed at the conclusion of annexation proceedings by LAFCO.

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

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

By City Charter, a change to the RUL requires voter approval, and a change to the City's organizational boundaries requires approval by LAFCO. Both actions are subject to environmental review under CEQA.

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$87,000.00	\$0.00	\$0.00	\$0.00
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	\$87,000.00	\$0.00	\$0.00	\$0.00

This is an estimate and until an agreement is made with the County on the Napa Pipe project the actual costs are unknown. However, it is likely that the City's costs would be recovered through a separate agreement with the developer.



CITY OF NAPA

Budget Decision Package

Napa ARTwalk Program

Dept: Economic Development

Contact: Jennifer La Liberte

Key Title: Economic Development Admin

FundKey: 41810

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$0	\$0	\$0	\$0
FY14/15	\$25,000	\$0	\$0	\$25,000

Description:

The Napa ARTwalk program is an rotating temporary art exhibit in Downtown Napa, produced in partnership with Arts Council Napa Valley (ACNV). The City's portion of the program expenditures was initially funded by the redevelopment agency, however, with the dissolution of redevelopment the third exhibit (Metamorphosis), to be in place from June 2013 through May 2015, will be covered by the Economic Development budget. Since the City's public art ordinance does not currently allow rotating "temporary" art to be funded by the Public Art Fund, future exhibits are proposed for funding through the City's General Fund. ACNV seeks funds for its share of the program expenditures from the Tourism Improvement District, Downtown Property and Business Improvement District, and grants and private sponsorships. The program has been very successful and embraced by the community. Without access to the Public Art Fund, staff recommends the City's share of program funding be supported by the General Fund for the fourth exhibit in 2015. Staff will explore other funding opportunities and possible modification of the public art ordinance to allow the program to be paid for with the public art impact fees considering the program.

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

With the dissolution of the redevelopment agency and tax increment funding, the City's source of funding for its share of the Napa ARTwalk expenditures must come from another source, and the options are extremely limited for the time being.

Section 2: Cost of Request

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

Staff will seek other funding opportunities to make the program sustainable, including a possible modification to the public art ordinance to allow the public art impact fee to support the program considering this program presents rotating art in the downtown as opposed to temporary art that is not proposed to be replaced in successive exhibits.

☐ New/Eliminated Personnel?

Proposed Net Impact on FTEs: 0

☒ Grant Funds?

Staff will work with ACNV to explore grant funding opportunities which may ultimately decrease or eliminate the general fund contribution.

☐ Are the proposed services, programs or activities mandated?

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$4,500.00	\$0.00
Services	\$0.00	\$0.00	\$5,500.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$15,000.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$25,000.00	\$0.00

The City's costs include fabrication and repair of concrete pedestals; fabrication of plaques; minor site improvements as needed; brochure printing; removal, installation and relocation of pedestals and plaques by Public Works crews; and the community kick-off ceremony and celebration.



CITY of NAPA

Budget Decision Package

Napa ARTwalk Program

Dept: Economic Development

Contact: Jennifer La Liberte

Key Title: Economic Development Admin

FundKey: 41810

If art pieces are sold to a private buyer, the City retains a 10 percent commission. The amounts are difficult to estimate and are relatively nominal, but do revolve into the program.



CITY OF NAPA

Budget Decision Package

New Position - Electrician I (Limited Term)

Dept: PW - General

Contact: Jeff Folks

Key Title: PW Electrical Admin

FundKey: 43171

Section 1: General Information

Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY13/14	\$105,700	\$0	\$0	-\$105,700
FY14/15	\$105,700	\$0	\$0	\$105,700

Description:

Add a Limited Term Electrician I to allow the Electrical Division to complete work on the 9/11 Memorial, Downtown two-way traffic change and Fire Station 1 remodel. In addition, the limited term position will assist in the installation, repair and maintenance of Streetlights, Traffic Signals, Signal Interconnect, PD Web Cameras, ALERT Sites (weather & stream gauges), Emergency Generators and related UPS equipment, Building Maintenance, City Facility Alarms and School Crosswalk Flashers to help alleviate a backlog of work.

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

The Electrical Division would have the capacity to complete the following projects with City forces if a Limited Term Electrician I is funded:

1. 9/11 Memorial
2. Fire Station 1 Remodel
3. Downtown Two-Way Traffic Change

Section 2: Cost of Request

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

The Limited Term Electrician I position is requested for a two year period at an estimated cost of \$105,700 per year and a total cost over the two year budget cycle of \$211,400.

The City will avoid an estimated \$240,000 in design and contractor services on the 9/11 Memorial, Fire Station 1 Remodel and Downtown Two-way Traffic projects by using City forces including the Limited Term Electrician I. This will save the City an estimated \$30,000.

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

Limited term position, therefore no impact on FTE's.

☐ **Grant Funds?**

☐ **Are the proposed services, programs or activities mandated?**

Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$105,700.00	\$0.00	\$105,700.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
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	\$105,700.00	\$0.00	\$105,700.00	\$0.00

City of Napa, California
Capital Improvement Program
 '13/'14 thru '17/'18

PROJECTS BY CATEGORY

Category	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Bridge								
Main St. Exchange Ped Bridge	BR13RA01	7	300,000					300,000
Byway East Barrier Rail Replacement	BR14PWxx	4	50,000					50,000
Linda Vista Avenue Bridge over Napa Creek	BR14PWXY	7	60,000	710,000	115,000	1,115,000		2,000,000
Bridge Total			410,000	710,000	115,000	1,115,000		2,350,000
Facilities								
Fire Station No. 5	FC09FD01	2	2,050,000	1,640,000	1,454,000	340,000		5,484,000
Roof Replacement PD Bldg	FC10PR01	4			175,000			175,000
Classroom Facility - Fire Station No. 2	FC12FD01	4			682,000			682,000
Senior Center Kitchen Floor Replacement	FC13PR04	1	30,000					30,000
Corporation Yard Service Upgrade	FC13PRxx	1	150,000					150,000
Police Range Improvements	FC14PD01	4			100,000	1,650,000		1,750,000
PD Administration Building Improvements -Trellis	FC14PR04	4		52,900				52,900
City Hall Interior Improvements	FC14PR06	7	75,000					75,000
Remodel Investigations Office Space	FC15PD01	4	75,000					75,000
Dispatch Expansion from 9 to 14 Positions	FC15PDDC	7		350,000				350,000
Expand Sign Shop	FC16PW01	7			55,500			55,500
MDF MRF Building Exterior Painting	MD11PW01	4					62,400	62,400
Facilities Total			2,380,000	2,042,900	2,466,500	1,990,000	62,400	8,941,800
MDF								
MDF MRF Bathroom Repair	MD14PWX1	4	29,000					29,000
MDF Periodic Repair of Exterior Concrete Pads	MD14PWX2	1	30,000	30,000	30,000	30,000	30,000	150,000
MDF MRF Building Roof Replacement	MD14PWX3	4	382,700					382,700
MDF Admin Building Exterior Painting	MD15PWX1	4		19,400				19,400
MDF Admin Building HVAC	MD15PWX2	4		29,000				29,000
MDF Periodic Repair of Interior Concrete	MD15PWX3	1		36,300				36,300
MDF Fencing Partial Replacement	MD15PWX4	4		39,900				39,900
MDF Scalehouse Improvements	MD15PWX5	1		14,100				14,100
MDF Parking Lots	MD15PWX6	1		139,000				139,000
MDF SE Corner Cover Structure	MD15PWX7	1		453,000				453,000
MDF MRF Building Exterior Doors	MD16PWX1	4			22,600			22,600
MDF MRF Roll Doors	MD16PWX2	4			56,500			56,500
MDF Vehicle Weigh Scale (Ground)	MD16PWX3	1			102,900			102,900
MDF Existing Concrete Pad Partial Replacement	MD16PWX4	1			1,819,000			1,819,000
MDF - Electrical Transformer Upgrade	MS10PW02	1			97,100			97,100

Thursday, May 16, 2013

Category	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
MDF Total			441,700	760,700	2,128,100	30,000	30,000	3,390,500
Miscellaneous								
FS 1 Roof Retrofit	MS12FD02	1	700,000					700,000
Pearl Street Parking (Lot 'G')	MS12RA01	7	275,000					275,000
CAD/RMS Upgrade	MS13PD02	1	281,754					281,754
Fire RMS Mobile Project	MS14FD02	4			126,169	20,000		146,169
DT VEHICULAR DIRECTIONAL SIGNS (PLACEHOLDER)	MS14RA01	7	30,000					30,000
Downtown Streetscape Imprvmt Plan (PLACEHOLDER)	MSRA1403	7	75,000					75,000
Asset Management Software	WA11PW01	3		20,000	20,000	14,000		54,000
Asset Management Hardware	WA12PW01	1		10,000	10,000			20,000
Miscellaneous Total			1,361,754	30,000	156,169	34,000		1,581,923
Park								
Senior Center Master Plan	FC14PR05	1	30,000					30,000
New Restroom Facility - Kennedy Ball Fields	PK14PR01	5			373,000			373,000
Recreation Community Center	PK14PR02	5				595,000	3,840,000	4,435,000
Sutherland Park Play Area Replacement	PK15PR02	7		65,000				65,000
Park Total			30,000	65,000	373,000	595,000	3,840,000	4,903,000
Sidewalk								
Miscellaneous Concrete Projects 2014	SW14PW02	1	25,000					25,000
ABC Streets Sidewalk Improvements	SW14PWXY	2	700,000					700,000
Miscellaneous Concrete Projects 2015	SW15PW02	1		25,000				25,000
Miscellaneous Concrete Projects 2016	SW16PW02	1			25,000			25,000
Miscellaneous Concrete Projects 2017	SW17PWXX	1				25,000		25,000
Miscellaneous Concrete Projects 2018	SW18PWxx	1					25,000	25,000
Sidewalk Total			725,000	25,000	25,000	25,000	25,000	825,000
Storm Drain								
Drainage Improvements- Street Program Work 2014	SD14PW01	1	50,000					50,000
Montecito Blvd Drainage Improvements	SD14PWXA	1	191,000					191,000
Drainage Improvements- Street Program Work 2015	SD15PW01	1		50,000				50,000
Drainage Improvements- Street Program Work 2016	SD16PW01	1			50,000			50,000
Drainage Improvements- Street Program Work 2017	SD17PWXX	1				50,000		50,000
Drainage Improvements- Street Program Work 2018	SD18PWXX	1					50,000	50,000
Storm Drain Total			241,000	50,000	50,000	50,000	50,000	441,000
Street								
Pavement Management System	ST10PW05	2	50,000	50,000	50,000	50,000	50,000	250,000
Calif Blvd Widening-Pueblo to Permanente	ST12PW02	5	611,400					611,400
2014 Rejuvenation and Crack Seal	ST14PW01	1	200,000					200,000
First & Second Street Roundabouts along Calif Blvd	ST14PWRN	1	460,000	1,500,000	3,409,000			5,369,000

Thursday, May 16, 2013

Category	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
LED Streetlight Conversion Project	ST14PWXB	6	1,900,000					1,900,000
Silverado-Third-Coombsville-East Intersection	ST14PWXC	1	250,000					250,000
Trower Ave Widening-Young Ave to Linda Vista Ave	ST14PWXX	3	265,000	335,000				600,000
Orchard Ave Widening- Autumn Run to 250' West	ST14PWXY	3	170,000					170,000
Sierra Avenue Extension to Villa Lane	ST14PWXZ	3	50,000	230,000	470,000			750,000
Coombs Street (Downtown) One-Way NB (PLACEHOLDER)	ST14RA02	7	50,000					50,000
2015 Rejuvenation and Crack Seal	ST15PW01	1		200,000				200,000
2016 Rejuvenation and Crack Seal	ST16PW01	1			200,000			200,000
2017 Rejuvenation and Crack Seal	ST17PWXX	1				200,000		200,000
Linda Vista Ave Widening-E Side-Redwood to Trower	ST18PWXX	3					700,000	700,000
2018 Rejuvenation and Crack Seal	ST18PWXz	1					200,000	200,000
Street Total			4,006,400	2,315,000	4,129,000	250,000	950,000	11,650,400

Traffic Signal

Redwood Rd/Solano Ave Intersection Improvements	TS01PW01	7		175,000				175,000
Miscellaneous Traffic Signals 2014	TS14PW02	1	25,000					25,000
Purchase & Install UPS Units on TS Controllers	TS15PW01	4			50,000	60,800		110,800
Miscellaneous Traffic Signals 2015	TS15PW02	1		25,000				25,000
Miscellaneous Traffic Signals 2016	TS16PW01	1			25,000			25,000
Miscellaneous Traffic Signals 2017	TS17PWXX	1				25,000		25,000
Miscellaneous Traffic Signals 2018	TS18PWXX	1					25,000	25,000
Traffic Signal Total			25,000	200,000	75,000	85,800	25,000	410,800

Underground Utility

Jefferson St Rule 20A Underground Project	UU12PW01	7			400,000			400,000
McKinstry Street Rule 20B Undergrounding	UU12PW02	7	500,000					500,000
Underground Utility Total			500,000		400,000			900,000

Water Distribution

Water Main Replacement 2013-14	WD14PW01	1	2,410,836					2,410,836
Pressure Regulators 2013-14	WD14PW02	1	50,000					50,000
Appurtenance Improvements 2013-14	WD14PW03	1	250,000					250,000
Development/CalTrans CIP Upgrades	WD14PW04	1	220,000					220,000
Automated Meter Reading Program	WD14PW05	1	100,000					100,000
Minor Water Main Projects 2014-15	WD15PW01	1		100,000				100,000
Appurtenance Improvements 2014-15	WD15PW02	1		250,000				250,000
Automated Meter Reading Program	WD15PW03	1		200,000				200,000
Pressure Regulators 2014-15	WD15PW04	1		75,000				75,000
Cathodic Protection 2015-16	WD16PW01	1			360,000			360,000
Pressure Regulators 2015-16	WD16PW02	1			75,000			75,000
Minor Water Main Projects 2015-16	WD16PW03	1			550,000			550,000
Major Water Main Projects 2015-16	WD16PW04	1			2,280,000			2,280,000
Appurtenance Improvements 2015-16	WD16PW05	1			150,000			150,000
Hydrant & Valve Maintenance	WD16PW06	1			1,000,000			1,000,000
Cathodic Protection 2016-17	WD17PW01	1				622,000		622,000

Thursday, May 16, 2013

Category	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Pressure Regulators 2016-17	WD17PW02	1				90,000		90,000
Minor Water Main Projects 2016-17	WD17PW03	1				350,000		350,000
Major Water Main Projects 2016-17	WD17PW04	1				2,550,000		2,550,000
Appurtenance Improvements 2016-17	WD17PW05	1				150,000		150,000
Hydrant & Valve Maintenance 2016-17	WD17PW06	1				1,000,000		1,000,000
Cathodic Protection 2017-18	WD18PW01	1					385,000	385,000
Pressure Regulators 2017-18	WD18PW02	1					85,000	85,000
Minor Water Main Projects 2017-18	WD18PW03	1					350,000	350,000
Major Water Main Projects 2017-18	WD18PW04	1					2,650,000	2,650,000
Appurtenance Improvements 2017-18	WD18PW05	1					150,000	150,000
Hydrant & Valve Maintenance 2017-18	WD18PW06	1					1,000,000	1,000,000
Water Distribution Total			3,030,836	625,000	4,415,000	4,762,000	4,620,000	17,452,836
Water Quality (Treatment)								
Barwick Jamieson Improvements	WQ14PW01	4	300,000					300,000
Hennessey Treatment Improvements 2014-15	WQ15PW01	4		100,000				100,000
Barwick Jamieson Sludge	WQ15PW02	1		550,000				550,000
SCADA Improvement Phase 3	WQ16PW01	1			590,000			590,000
Hennessey Filters 1-4 Renovation	WQ16PW02	1			945,000			945,000
Hennessey Raw Water Flow Meter	WQ16PW03	1			98,300			98,300
Hennessey PolyBlend Unit	WQ16PW04	1			117,800			117,800
Water Quality (Treatment) Total			300,000	650,000	1,751,100			2,701,100
Water Transmission								
Falcon Ridge Tank Replacement	WT14PW01	5	200,000					200,000
Holly Court Improvements	WT14PW02	1	25,000	175,000				200,000
Dwyer Road Pump Station	WT15PW01	1		1,262,070				1,262,070
Alta Heights II Pressure Tank	WT15PW02	1		225,000				225,000
Hennessey Clearwell Improvements	WT16PW01	1			520,000			520,000
Water Transmission Total			225,000	1,662,070	520,000			2,407,070
Watershed (Supply Source)								
Hennessey Watershed Improvements	WS10PW01	4		40,000				40,000
Hennessey Algae Pilot Test	WS14PW01	1	79,564					79,564
Milliken Dam Sensors	WS17PW01	1				87,100		87,100
Watershed (Supply Source) Total			79,564	40,000		87,100		206,664
GRAND TOTAL			13,756,254	9,175,670	16,603,869	9,023,900	9,602,400	58,162,093

City of Napa, California
Capital Improvement Program
 '13/'14 thru '17/'18

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Big Ranch Specific Plan Fee								
Sierra Avenue Extension to Villa Lane	ST14PWXZ	3	50,000	230,000	470,000			750,000
Big Ranch Specific Plan Fee Total			50,000	230,000	470,000			750,000
CIP - GF - Building Reserve								
Roof Replacement PD Bldg	FC10PR01	4			175,000			175,000
Corporation Yard Service Upgrade	FC13PRxx	1	150,000					150,000
PD Administration Building Improvements -Trellis	FC14PR04	4		52,900				52,900
City Hall Interior Improvements	FC14PR06	7	75,000					75,000
Remodel Investigations Office Space	FC15PD01	4	75,000					75,000
Dispatch Expansion from 9 to 14 Positions	FC15PDDC	7		350,000				350,000
FS 1 Roof Retrofit	MS12FD02	1	700,000					700,000
CIP - GF - Building Reserve Total			1,000,000	402,900	175,000			1,577,900
CMAQ								
Calif Blvd Widening-Pueblo to Permanente	ST12PW02	5	300,000					300,000
First & Second Street Roundabouts along Calif Blvd	ST14PWRN	1			1,740,000			1,740,000
CMAQ Total			300,000		1,740,000			2,040,000
County of Napa								
CAD/RMS Upgrade	MS13PD02	1	112,702					112,702
County of Napa Total			112,702					112,702
Fire & Paramedic Development Fee								
Fire Station No. 5	FC09FD01	2	550,000	140,000	100,000			790,000
Fire & Paramedic Development Fee Total			550,000	140,000	100,000			790,000
From Other Agencies								
Police Range Improvements	FC14PD01	4			12,000	6,000		18,000
New Restroom Facility - Kennedy Ball Fields	PK14PR01	5			303,000			303,000
From Other Agencies Total					315,000	6,000		321,000
General Fund								
Main St. Exchange Ped Bridge	BR13RA01	7	300,000					300,000
Fire Station No. 5	FC09FD01	2	1,500,000	1,500,000	1,354,000	340,000		4,694,000
Classroom Facility - Fire Station No. 2	FC12FD01	4			682,000			682,000

Thursday, May 16, 2013

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Senior Center Kitchen Floor Replacement	FC13PR04	1	30,000					30,000
Police Range Improvements	FC14PD01	4			88,000	1,644,000		1,732,000
Expand Sign Shop	FC16PW01	7			55,500			55,500
Pearl Street Parking (Lot 'G')	MS12RA01	7	275,000					275,000
CAD/RMS Upgrade	MS13PD02	1	169,052					169,052
Fire RMS Mobile Project	MS14FD02	4			126,169	20,000		146,169
Recreation Community Center	PK14PR02	5					979,800	979,800
Sutherland Park Play Area Replacement	PK15PR02	7		5,000				5,000
Calif Blvd Widening-Pueblo to Permanente	ST12PW02	5	25,000					25,000
First & Second Street Roundabouts along Calif Blvd	ST14PWRN	1	260,000	1,500,000	592,000			2,352,000
ABC Streets Sidewalk Improvements	SW14PWXY	2	700,000					700,000
Purchase & Install UPS Units on TS Controllers	TS15PW01	4			50,000	60,800		110,800
General Fund Total			3,259,052	3,005,000	2,947,669	2,064,800	979,800	12,256,321

Linda Vista Improvement Fee

Trower Ave Widening-Young Ave to Linda Vista Ave	ST14PWXX	3	265,000	335,000				600,000
Linda Vista Ave Widening-E Side-Redwood to Trower	ST18PWXX	3					700,000	700,000
Linda Vista Improvement Fee Total			265,000	335,000			700,000	1,300,000

Loan from California Energy Commis

LED Streetlight Conversion Project	ST14PWXB	6	1,900,000					1,900,000
Loan from California Energy Commission Total			1,900,000					1,900,000

Materials Diversion Enterprise Fund

MDF MRF Building Exterior Painting	MD11PW01	4					62,400	62,400
MDF MRF Bathroom Repair	MD14PWX1	4	29,000					29,000
MDF Periodic Repair of Exterior Concrete Pads	MD14PWX2	1	30,000	30,000	30,000	30,000	30,000	150,000
MDF MRF Building Roof Replacement	MD14PWX3	4	382,700					382,700
MDF Admin Building Exterior Painting	MD15PWX1	4		19,400				19,400
MDF Admin Building HVAC	MD15PWX2	4		29,000				29,000
MDF Periodic Repair of Interior Concrete	MD15PWX3	1		36,300				36,300
MDF Fencing Partial Replacement	MD15PWX4	4		39,900				39,900
MDF Scalehouse Improvements	MD15PWX5	1		14,100				14,100
MDF Parking Lots	MD15PWX6	1		139,000				139,000
MDF SE Corner Cover Structure	MD15PWX7	1		453,000				453,000
MDF MRF Building Exterior Doors	MD16PWX1	4			22,600			22,600
MDF MRF Roll Doors	MD16PWX2	4			56,500			56,500
MDF Vehicle Weigh Scale (Ground)	MD16PWX3	1			102,900			102,900
MDF Existing Concrete Pad Partial Replacement	MD16PWX4	1			1,819,000			1,819,000
MDF - Electrical Transformer Upgrade	MS10PW02	1			97,100			97,100
Materials Diversion Enterprise Fund Total			441,700	760,700	2,128,100	30,000	92,400	3,452,900

Orchard Avenue Fee - Street

Orchard Ave Widening- Autumn Run to 250' West	ST14PWXY	3	170,000					170,000
Orchard Avenue Fee - Street Total			170,000					170,000

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Park Grant								
Recreation Community Center	PK14PR02	5				595,000	1,860,200	2,455,200
Park Grant Total						595,000	1,860,200	2,455,200
Private Purpose Trust (RDA Bonds)								
DT VEHICULAR DIRECTIONAL SIGNS (PLACEHOLDER)	MS14RA01	7	30,000					30,000
Downtown Streetscape Imprvmt Plan (PLACEHOLDER)	MSRA1403	7	75,000					75,000
Coombs Street (Downtown) One-Way NB (PLACEHOLDER)	ST14RA02	7	50,000					50,000
Private Purpose Trust (RDA Bonds) Total			155,000					155,000
Quadrant Funds								
Senior Center Master Plan	FC14PR05	1	30,000					30,000
New Restroom Facility - Kennedy Ball Fields	PK14PR01	5			70,000			70,000
Recreation Community Center	PK14PR02	5					1,000,000	1,000,000
Sutherland Park Play Area Replacement	PK15PR02	7		60,000				60,000
Quadrant Funds Total			30,000	60,000	70,000		1,000,000	1,160,000
State Gas Tax								
Byway East Barrier Rail Replacement	BR14PWxx	4	50,000					50,000
Pavement Management System	ST10PW05	2	50,000	50,000	50,000	50,000	50,000	250,000
Calif Blvd Widening-Pueblo to Permanente	ST12PW02	5	286,400					286,400
2014 Rejuvenation and Crack Seal	ST14PW01	1	200,000					200,000
First & Second Street Roundabouts along Calif Blvd	ST14PWRN	1	200,000					200,000
2015 Rejuvenation and Crack Seal	ST15PW01	1		200,000				200,000
2016 Rejuvenation and Crack Seal	ST16PW01	1			200,000			200,000
2017 Rejuvenation and Crack Seal	ST17PWXX	1				200,000		200,000
2018 Rejuvenation and Crack Seal	ST18PWXz	1					200,000	200,000
Miscellaneous Concrete Projects 2014	SW14PW02	1	25,000					25,000
Miscellaneous Concrete Projects 2015	SW15PW02	1		25,000				25,000
Miscellaneous Concrete Projects 2016	SW16PW02	1			25,000			25,000
Miscellaneous Concrete Projects 2017	SW17PWXX	1				25,000		25,000
Miscellaneous Concrete Projects 2018	SW18PWxx	1					25,000	25,000
Redwood Rd/Solano Ave Intersection Improvements	TS01PW01	7		175,000				175,000
Miscellaneous Traffic Signals 2014	TS14PW02	1	25,000					25,000
Miscellaneous Traffic Signals 2015	TS15PW02	1		25,000				25,000
Miscellaneous Traffic Signals 2016	TS16PW01	1			25,000			25,000
Miscellaneous Traffic Signals 2017	TS17PWXX	1				25,000		25,000
Miscellaneous Traffic Signals 2018	TS18PWXX	1					25,000	25,000
State Gas Tax Total			836,400	475,000	300,000	300,000	300,000	2,211,400
Storm Water Service Fee								
Drainage Improvements- Street Program Work 2014	SD14PW01	1	50,000					50,000
Montecito Blvd Drainage Improvements	SD14PWXA	1	191,000					191,000
Drainage Improvements- Street Program Work 2015	SD15PW01	1		50,000				50,000
Drainage Improvements- Street Program Work 2016	SD16PW01	1			50,000			50,000
Drainage Improvements- Street Program Work 2017	SD17PWXX	1				50,000		50,000

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Drainage Improvements- Street Program Work 2018	SD18PWXX	1					50,000	50,000
Storm Water Service Fee Total			241,000	50,000	50,000	50,000	50,000	441,000
Street Improvement Fee								
Linda Vista Avenue Bridge over Napa Creek	BR14PWXY	7	60,000	710,000	115,000	1,115,000		2,000,000
First & Second Street Roundabouts along Calif Blvd	ST14PWRN	1			1,077,000			1,077,000
Silverado-Third-Coombsville-East Intersection	ST14PWXC	1	250,000					250,000
Street Improvement Fee Total			310,000	710,000	1,192,000	1,115,000		3,327,000
Street Improvement Fee - Underground								
Jefferson St Rule 20A Underground Project	UU12PW01	7			400,000			400,000
McKinstry Street Rule 20B Undergrounding	UU12PW02	7	500,000					500,000
Street Improvement Fee - Underground Total			500,000		400,000			900,000
Water Enterprise Fund								
Asset Management Software	WA11PW01	3		20,000	20,000	14,000		54,000
Asset Management Hardware	WA12PW01	1		10,000	10,000			20,000
Water Main Replacement 2013-14	WD14PW01	1	2,410,836					2,410,836
Pressure Regulators 2013-14	WD14PW02	1	50,000					50,000
Appurtenance Improvements 2013-14	WD14PW03	1	250,000					250,000
Development/CalTrans CIP Upgrades	WD14PW04	1	220,000					220,000
Automated Meter Reading Program	WD14PW05	1	100,000					100,000
Minor Water Main Projects 2014-15	WD15PW01	1		100,000				100,000
Appurtenance Improvements 2014-15	WD15PW02	1		250,000				250,000
Automated Meter Reading Program	WD15PW03	1		200,000				200,000
Pressure Regulators 2014-15	WD15PW04	1		75,000				75,000
Cathodic Protection 2015-16	WD16PW01	1			360,000			360,000
Pressure Regulators 2015-16	WD16PW02	1			75,000			75,000
Minor Water Main Projects 2015-16	WD16PW03	1			550,000			550,000
Major Water Main Projects 2015-16	WD16PW04	1			2,280,000			2,280,000
Appurtenance Improvements 2015-16	WD16PW05	1			150,000			150,000
Hydrant & Valve Maintenance	WD16PW06	1			1,000,000			1,000,000
Cathodic Protection 2016-17	WD17PW01	1				622,000		622,000
Pressure Regulators 2016-17	WD17PW02	1				90,000		90,000
Minor Water Main Projects 2016-17	WD17PW03	1				350,000		350,000
Major Water Main Projects 2016-17	WD17PW04	1				2,550,000		2,550,000
Appurtenance Improvements 2016-17	WD17PW05	1				150,000		150,000
Hydrant & Valve Maintenance 2016-17	WD17PW06	1				1,000,000		1,000,000
Cathodic Protection 2017-18	WD18PW01	1					385,000	385,000
Pressure Regulators 2017-18	WD18PW02	1					85,000	85,000
Minor Water Main Projects 2017-18	WD18PW03	1					350,000	350,000
Major Water Main Projects 2017-18	WD18PW04	1					2,650,000	2,650,000
Appurtenance Improvements 2017-18	WD18PW05	1					150,000	150,000
Hydrant & Valve Maintenance 2017-18	WD18PW06	1					1,000,000	1,000,000
Barwick Jamieson Improvements	WQ14PW01	4	300,000					300,000
Hennessey Treatment Improvements 2014-15	WQ15PW01	4		100,000				100,000
Barwick Jamieson Sludge	WQ15PW02	1		550,000				550,000
SCADA Improvement Phase 3	WQ16PW01	1			590,000			590,000
Hennessey Filters 1-4 Renovation	WQ16PW02	1			945,000			945,000
Hennessey Raw Water Flow Meter	WQ16PW03	1			98,300			98,300

ATTACHMENT 1

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Hennessey PolyBlend Unit	WQ16PW04	1			117,800			117,800
Hennessey Watershed Improvements	WS10PW01	4		40,000				40,000
Hennessey Algae Pilot Test	WS14PW01	1	79,564					79,564
Milliken Dam Sensors	WS17PW01	1				87,100		87,100
Falcon Ridge Tank Replacement	WT14PW01	5	200,000					200,000
Holly Court Improvements	WT14PW02	1	25,000	175,000				200,000
Dwyer Road Pump Station	WT15PW01	1		1,262,070				1,262,070
Alta Heights II Pressure Tank	WT15PW02	1		225,000				225,000
Hennessey Clearwell Improvements	WT16PW01	1			520,000			520,000
Water Enterprise Fund Total			3,635,400	3,007,070	6,716,100	4,863,100	4,620,000	22,841,670
GRAND TOTAL			13,756,254	9,175,670	16,603,869	9,023,900	9,602,400	58,162,093

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **BR13RA01**
 Project Name **Main St. Exchange Ped Bridge**



Type Infrastructure Department Redevelopment Agency
 Useful Life 75 years Contact Jennifer La Liberte
 Category Bridge Priority Community Priority

Description

Total Project Cost: \$300,000

Pending the proposed transfer of ownership from private property owners to the City of Napa, remove the existing pedestrian bridge and replace with a new bridge.

Justification

Flood Protection Project improvements to Napa Creek provide an opportunity to replace the bridge so grades and elevations align, it meets ADA and structural issues can be eliminated. The abutments are on City or Agency owned property. This is a key pedestrian linkage along Napa Creek to the river front promenade to the south and the future bypass trail to the north.

Budget Impact/Other

City Public Works will coordinate with Redevelopment Agency on design and construction. City Facilities Maintenance and/or Public Works will be responsible for ongoing maintenance.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	218,000					218,000
Salaries & Benefits	9,000					9,000
Professional/Consulting Serv	59,000					59,000
Land Acquisition/Project Permi	14,000					14,000
Total	300,000					300,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund	300,000					300,000
Total	300,000					300,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project #	BR14PWxx
Project Name	Byway East Barrier Rail Replacement

Type	Building/Improvements	Department	Public Works
Useful Life	35 years	Contact	Mike Socorro
Category	Bridge	Priority	Health & Safety

Description

Total Project Cost: \$50,000

Replace damaged guardrail on east side of Byway East culvert crossing the Salvador Drainage Channel with a new concrete barrier rail.

Justification

Existing guardrail was damaged several years ago and requires replacement with a Caltrans-approved barrier rail. Budget is based on construction of similar rail replacement on Wine Country Avenue over the Salvador Drainage Channel circa 2003.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	35,000					35,000
Salaries & Benefits	15,000					15,000
Total	50,000					50,000

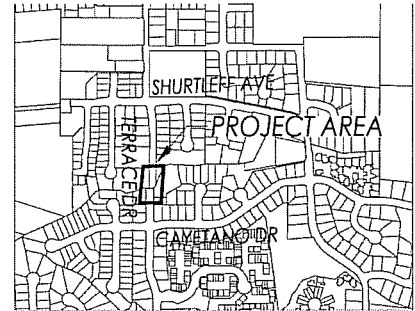
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax	50,000					50,000
Total	50,000					50,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **BR14PWXV**
 Project Name **Linda Vista Avenue Bridge over Napa Creek**



Type Infrastructure Department Public Works
 Useful Life 75 years Contact Eric Vandeburgt
 Category Bridge Priority Community Priority

Description	Total Project Cost: \$2,000,000
Construct new bridge over Napa Creek to connect Linda Vista Avenue from Robinson Lane to Lone Oak Avenue.	
Justification	
This project will provide street connectivity to the area and improve traffic circulation, and is necessary to provide responsive emergency access from the proposed Fire Station 5 to the area west of Highway 29 and south of Trancas Street.	
Budget Impact/Other	
Routine maintenance of the bridge should be expected.	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				1,100,000		1,100,000
Salaries & Benefits	60,000	10,000	15,000	15,000		100,000
Professional/Consulting Servic		620,000				620,000
Land Acquisition/Project Permi		80,000	100,000			180,000
Total	60,000	710,000	115,000	1,115,000		2,000,000

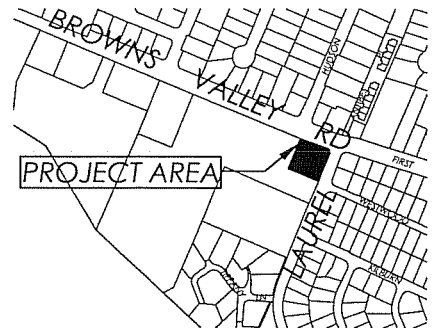
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Street Improvement Fee	60,000	710,000	115,000	1,115,000		2,000,000
Total	60,000	710,000	115,000	1,115,000		2,000,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC09FD01**
 Project Name **Fire Station No. 5**



Type Building/Improvements Department Fire
 Useful Life 35 years Contact Shirley Perkins
 Category Facilities Priority Council Direction

Description Total Project Cost: **\$6,309,000**

Construction and staffing of Fire Station No. 5 at the corner of Browns Valley Road and Laurel Avenue.

Justification

On December 12, 2006 the Council authorized the City gate's Master Plan and Standards of Coverage which identified the need for a Fire Station in the Browns Valley area where responses may take as long as 8 minutes (well above the City's goal of a 4-minute travel time). On April 15, 2008 the Council adopted a Fire and Paramedic Development Fee for Fire Station No. 5 to fund that portion of the station and apparatus/equipment that services future development needs. On August 5, 2008 the Council authorized the acquisition of the property located at 3001 Browns Valley Road for the future site of Fire Station No. 5. The Council authorized \$1,200,000 and the costs was \$828,000. The development plan which projects the station being built and staffed in 2015 is based on the City's ability to finance the construction and addition of nine new personnel to staff the station. A copy of the plan is also attached. The funding source identifies a General Fund contribution which will be considered a loan and paid back through future funds collected from the Fire and Paramedic Development Fees

Budget Impact/Other

Once the station is open and operational, there will be an ongoing cost for maintenance for the station, equipment and apparatus, and nine additional positions to staff the new station.

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
825,000	Construction	1,450,000	1,550,000				3,000,000
	Salaries & Benefits	50,000	90,000	510,000	340,000		990,000
	Professional/Consulting Servic	550,000					550,000
	Land Acquisition/Project Permi			119,000			119,000
	Fleet/Equipment			825,000			825,000
	Total	2,050,000	1,640,000	1,454,000	340,000		5,484,000

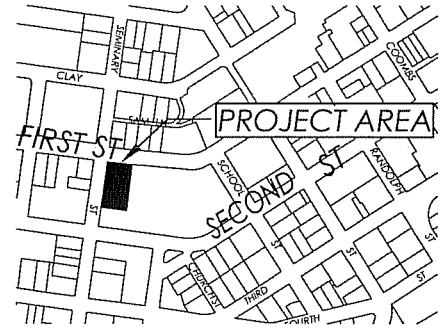
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
825,000	Fire & Paramedic Developmen	550,000	140,000	100,000			790,000
	General Fund	1,500,000	1,500,000	1,354,000	340,000		4,694,000
	Total	2,050,000	1,640,000	1,454,000	340,000		5,484,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC10PR01**
 Project Name **Roof Replacement PD Bldg**



Type Building/Improvements Department Parks & Rec Services
 Useful Life 40 Years Contact David Perazzo
 Category Facilities Priority Health & Safety

Description

Total Project Cost: \$175,000

The project will replace the current roof on the Police Fire Administration Building due to leaks and deteriorating conditions. Project will not change the design but will include removal of the old roofing materials down to the original deck on both the slope and flat portion sections. Installation will include all new materials including the underlayment, flashing, tile, shingles and other roofing surfaces.

Justification

Existing roof has out lived its useful life. Roof has been repaired a number of times since 2003 and existing material no longer keeps water from entering the facility. Leaks are causing additional damage to building infrastructure that would not happen if roof was replaced.

Budget Impact/Other

Project reduces the frequency of maintenance service calls, will protect structural elements of the facility from water damage and provides a safe and healthy work environment for critical staff utilizing these facilities.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			150,000			150,000
Salaries & Benefits			5,000			5,000
Professional/Consulting Servic			20,000			20,000
Total			175,000			175,000

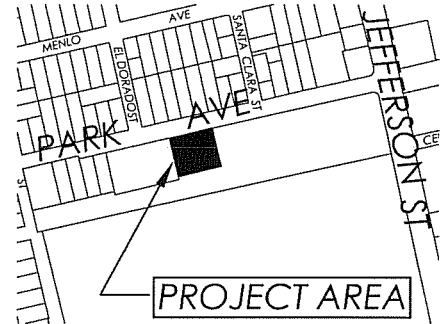
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CIP - GF - Building Reserve			175,000			175,000
Total			175,000			175,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC12FD01**
 Project Name **Classroom Facility - Fire Station No. 2**



Type Infrastructure Department Fire
 Useful Life 30 years Contact Shirley Perkins
 Category Facilities Priority Health & Safety

Description

Total Project Cost: \$682,000

Classroom facility at Fire Station 2. This facility could also be used for City-wide training when not being utilized by the Fire Department. The facility could also be used as an alternate EOC and backup 9-1-1 center with some additional funding. This requires demolishing a large metal sheet building behind Fire Station No. 2. The proposed new facility would be 1,100 square feet.

Justification

The Fire Department has gone without a formal training classroom for over 15 years. We have found alternate locations to conduct training, but there are a variety of problems associated with these locations. A training classroom at fire station 2 meets all of our department needs and may also address the City's need to provide for another meeting location. Our Fire Department training tower is already located at Station 2, making for a perfect transition from the educational setting to the hands on environment. It is centrally located in the City which is important and allows us to better cover all zones within the City limits. Currently we spend a lot of time calling multiple agencies to try and reserve a classroom. Often, classrooms are unavailable which causes us to reschedule our training or force ourselves into a less than desirable location. Parking is a big concern at some of our current locations, forcing us to park far away thus delaying responses from the training site.

Budget Impact/Other

Additional costs to operate the facility, if approved, include an estimated \$5,000 per year for utilities.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			396,000			396,000
Salaries & Benefits			79,000			79,000
Professional/Consulting Serv			174,000			174,000
Fleet/Equipment			33,000			33,000
Total			682,000			682,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund			682,000			682,000
Total			682,000			682,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **FC13PR04**
 Project Name **Senior Center Kitchen Floor Replacement**

Type Building/Improvements Department Parks & Rec Services
 Useful Life 30 years Contact David Perazzo
 Category Facilities Priority Mission Critical

Description	Total Project Cost: \$30,000
This project will replace 400 cubic feet of flooring in the main prep and serving kitchen at the Senior Center. The kitchen is used for private rentals, public events and senior service provider groups as a serving and prep area for everything from pancake breakfasts to weddings and holiday events. The current vinyl tile flooring is at the end of its useful life and in need of replacement. The flooring is worn and is lifting up at the seams. Sections have worn through showing the underlayment. Water has seeped under some tiles and lifted the edges requiring re-gluing on a regular basis. Because water has seeped under the tile there is minor damage to the underlayment and odor issues as a result. The continuous issues have raised concerns over tripping hazards and ability to provide access for all users. The project will replace the existing tile flooring with a laminate type of flooring manufactured for commercial applications. Cost will also need to cover the replacement of damaged underlayment. Additional cost have been factored into the project for removal of main stove as it may need to be disassembled in order to replace the floor underneath.	

Justification
Improvement needed in order to continue to allow the kitchen to be used for the preparation and serving of food for private rentals, public events and senior service provider groups. Without the project the kitchen may need to be closed as the floor continues to degrade.

Budget Impact/Other
Project will be funded through the General Fund

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	30,000					30,000
Total	30,000					30,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund	30,000					30,000
Total	30,000					30,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **FC13PRxx**
 Project Name **Corporation Yard Service Upgrade**

Type Building/Improvements Department Parks & Rec Services
 Useful Life 30 years Contact David Perazzo
 Category Facilities Priority Mission Critical

Description Total Project Cost: \$150,000

Project will upgrade the existing 400 amp service panel for the Corporation Yard. Service panel is no longer adequate to provide power to the various buildings and functions throughout the Corp Yard.

Justification

Current 400 amp service is undersized for the electrical needs of the entire facility. Equipment added in the last 5 years for service and maintenance is pushing the limits of the existing service.

Budget Impact/Other

Funding will come from the Buildings and Facilities Reserve fund as it is a required modification for an existing facility.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	100,000					100,000
Salaries & Benefits	50,000					50,000
Total	150,000					150,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CIP - GF - Building Reserve	150,000					150,000
Total	150,000					150,000

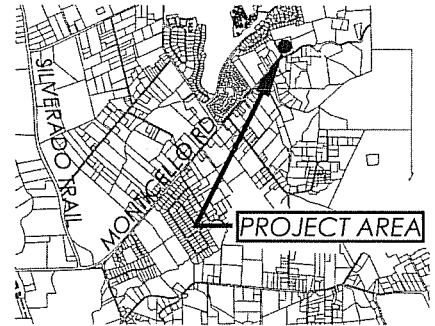
Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC14PD01**
 Project Name **Police Range Improvements**

Type Building/Improvements Department Police
 Useful Life 35 years Contact
 Category Facilities Priority Health & Safety

**Description****Total Project Cost: \$1,750,000**

Replacement of existing WWII era Quonset hut currently being used as a classroom. Replacement of the existing wooden "live-fire" structure with a ballistically sound structure for advanced tactical and safety training. Install sound reducing/acoustically engineered structure to reduce noise levels at the range to address neighbor concerns regarding noise.

Justification

The Napa Police Department range located on Monticello Road acquired a WWII era Quonset hut which has been used as the facility classroom for over 20 years. At the time of acquisition from the NVUSD, the useful life of the Quonset hut was expected to be approximately 10 years. The Quonset hut has exceeded its useful life expectancy and the structure has fallen into disrepair including water leaks, damaged flooring, rotting lumber, plumbing issues, and the presence of black mold (which is a health and safety issue for our employees and others who use our facility). We are proposing purchasing a modular classroom to replace the existing structure. We believe that this will be more cost effective than building a new structure. These units come pre-wired and plumbed with heating and air conditioning and would provide a larger classroom for training purposes. Analysis of the modular units have shown that they would fit into the footprint of the existing structure. The Police Department currently provides shooting, tactical and safety training to all of its peace officer employees. Effective training for these tasks requires live simulation in structures similar to what they would encounter during the course of their duties. This training requirement is also supported by existing law and helps reduce future liability. The Napa Police Department SWAT team has a higher training requirement in these same fields. To meet these requirements, the team is sent to out of County facilities at a cost of approximately \$6,000 per year for training. The range staff had previously built a wooden structure to accommodate these training needs however, due to materials used (not ballistically sound), that structure became hazardous to employees and live-fire activities had to cease within the structure. Currently, the only live-fire facility training is done at offsite locations which greatly restricts the number of police personnel who can participate in advanced training. Due to the shortage of similar type facilities, it is believed that a structure of this type could generate revenues of approximately \$15,000 per year from outside users. Additional soft cost savings in the form of transportation, time to facility, and time away from regular duties will be realized.

The recommended addition of the sound reducing/acoustically engineered structure would reduce the noise levels at the range to address neighborhood concerns regarding noise. The noise reduction would also reduce impacts to employee hearing over the course of their employment.

Budget Impact/Other

Due to the shortage of similar type facilities, it is believed that a structure of this type could generate revenues of approximately \$15,000 per year. The SWAT Team attends advanced training out of County each year. Costs associated with the training include food and lodging, facility costs, transportation, and an outside safety instructor. These costs are approximately \$6,000 per event.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				1,650,000		1,650,000
Professional/Consulting Servic			100,000			100,000
Total			100,000	1,650,000		1,750,000

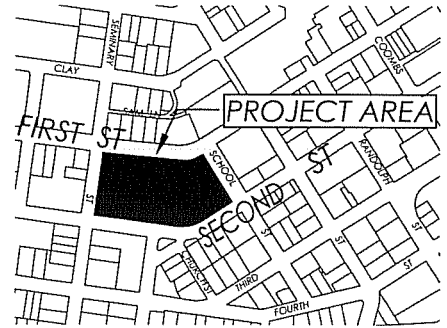
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
From Other Agencies			12,000	6,000		18,000
General Fund			88,000	1,644,000		1,732,000
Total			100,000	1,650,000		1,750,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC14PR04**
 Project Name **PD Administration Building Improvements -Trellis**



Type Building/Improvements Department Parks & Rec Services
 Useful Life 15 Years Contact David Perazzo
 Category Facilities Priority Health & Safety

Description Total Project Cost: \$52,900

Facility Improvements to PD Building. Replace existing wooden trellis that is deteriorating due to age and insect infestation. Replace wood with composite material that will maintain the current architecture and aesthetics.

Justification

Existing wood structure has been treated for termites. Wood has been filled but integrity of original structure has been reduced. Continued exposure to the elements and insects will further deteriorate the trellis work. Replacing wood with a composite material will alleviate future problems. Composite material will be colored to match existing.

Budget Impact/Other

Reduces maintenance requirements and reduces inspections for existing structure. Utilizing colored composite material will also eliminate the need for painting.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		46,800				46,800
Salaries & Benefits		2,000				2,000
Professional/Consulting Servic		4,100				4,100
Total		52,900				52,900

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CIP - GF - Building Reserve		52,900				52,900
Total		52,900				52,900

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC14PR06**
 Project Name **City Hall Interior Improvements**

Type Building/Improvements Department Parks & Rec Services
 Useful Life 15 Years Contact David Perazzo
 Category Facilities Priority Community Priority

Description Total Project Cost: \$75,000

Modifications will provide new customer service window and transition area on the south side of the lobby in City Hall . Project will require relocation and reuse of some existing office spaces and functions in the South wing. This may include relocation of copy services, mail room and small office space. Improvements will result in new customer service counter into the lobby and better use of existing space.

Justification

Modifications were made to the North wing of City Hall this past year to provide a improved customer service experience. These improvements also incorporated updated ADA requirements. The proposed changes to the south wing will include similar modifications that will greatly benefit the public. Some services currently housed in the current south wing may be moved to the north wing to allow for more meeting space for City Council and improve efficiencies for staff.

Budget Impact/Other

Funded will be provided by the general fund as a one time cost.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	75,000					75,000
Total	75,000					75,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CIP - GF - Building Reserve	75,000					75,000
Total	75,000					75,000

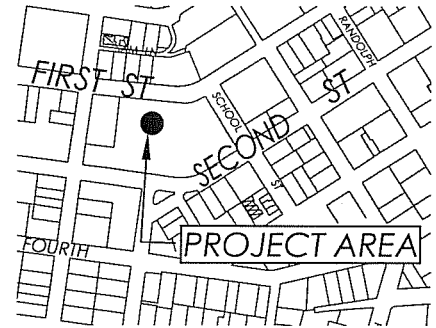
Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC15PD01**
 Project Name **Remodel Investigations Office Space**

Type Building/Improvements Department Police
 Useful Life 35 years Contact
 Category Facilities Priority Health & Safety



Description

Total Project Cost: \$75,000

Remodel interior of Investigations Bureau office in Police Department to provide privacy and security for employees.

Justification

The current configuration of the Police Department's Investigations office is similar to an open "bull pen" layout with acoustic and security issues. Investigators find it difficult to carry on telephone conversations and the layout provides little privacy for investigative interviews and confidential conversations between investigators and supervisors. The proposed reconfiguration would allow investigators adequate space and privacy to complete reports and conduct follow-up with minimal interference. In addition, the reconfiguration provides an improved level of security. The Investigations Bureau routinely receives non-law enforcement visitors. While the Investigations Bureau staff take precautions to shelter sensitive and confidential material, the dynamic nature of the job often creates an environment where photographs, reports and evidence are in plain view. The proposed tall wall cubicle with door configuration would alleviate the above issues.

An e-mail with quoted prices and drawings are provided as attachments. The quoted amount has been increased to allow for inflation.

Budget Impact/Other

Other than initial outlay, there should be no ongoing costs related to this project. There will be a one-time need for IT and Electrical to assist with the "move-out" and "move-in" of the offices before and after installation.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Professional/Consulting Servic	75,000					75,000
Total	75,000					75,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CIP - GF - Building Reserve	75,000					75,000
Total	75,000					75,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC15PDDC**
 Project Name **Dispatch Expansion from 9 to 14 Positions**

Type Building/Improvements Department Police
 Useful Life 10 Years Contact Scott Nielsen
 Category Facilities Priority Community Priority

Description Total Project Cost: \$350,000

Expand the Dispatch Center from 9 to 14 positions.
 These additional 5 workstations would offer the ability to add additional revenue generating service delivery as well as additional work space for the Dispatch Center to utilize during large scale events, increasing service delivery quality.

Justification

Yearly dispatch center management is approached about adding / consolidating additional dispatch services customers. A major limiting factor is that inability to add additional dispatch workstations that would be required to take on the additional services.

This expansion is anticipated to meet the workspace needs of the dispatch center for the next 15 years.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		350,000				350,000
Total		350,000				350,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CIP - GF - Building Reserve		350,000				350,000
Total		350,000				350,000

Capital Improvement Program

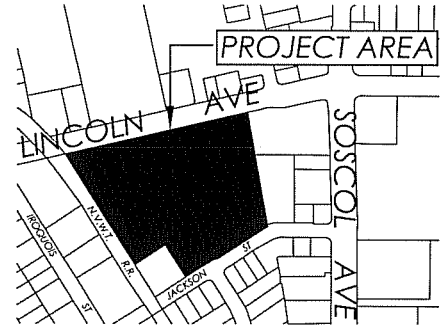
'13/'14 thru '17/'18

City of Napa, California

Project # **FC16PW01**Project Name **Expand Sign Shop**

Type Building/Improvements
 Useful Life 40 Years
 Category Facilities

Department Public Works
 Contact Jeff Folks
 Priority Community Priority



Description

Total Project Cost: **\$55,500**

Expand the sign shop by constructing an attached metal building to the current structure.

Justification

The sign shop has continued to increase in the amount and diversity of work it performs. This has become a great asset to the City but has also caused a severe shortage of working room in the existing building. This expansion is needed to allow the continued safe and efficient functioning of the sign shop. This expansion will improve efficiencies and safety in the operations of the sign shop and allow us to take on more work from within City departments and other sources.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			48,000			48,000
Salaries & Benefits			5,300			5,300
Professional/Consulting Servic			1,100			1,100
Land Acquisition/Project Pemi			1,100			1,100
Total			55,500			55,500

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund			55,500			55,500
Total			55,500			55,500

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MD11PW01**
 Project Name **MDF MRF Building Exterior Painting**

Type Building/Improvements Department Public Works
 Useful Life 7 Years Contact Kevin Miller, x7291
 Category Facilities Priority Health & Safety

Description Total Project Cost: \$109,900

Exterior Painting for outside of Clean MRF (Materials Recovery Facility) Building at MDF was originally estimated at \$42K in 2009 8-year plan and has since been revised to \$47,500 in updated 6-year capital maintenance plan. Lowest priority MDF CIP - not structural, but part of preventative maintenance. \$62,400 budgeted for 2017-18.

Justification

Already budgeted in FY11 under JL# MS11PW01; not critical need at time & no work performed; to be reassessed at that of MRF roof replacement; continue to carry-forward.

Justification is timely maintenance of a City-owned facility. Exterior painting for clean MRF building at MDF is a prudent maintenance item. The exterior of the clean MRF building was painted in summer 2003 prior to the City purchase of MDF (Dec 2003). FY11 is normal 7 year maintenance schedule to protect building.

This is a routine maintenance item to preserve City-owned facility value. Project was originally estimated at \$42K in 8-year plan and has since been revised to \$47,500 in updated 6-year capital maintenance plan.

Budget Impact/Other

estimated cost is \$47,500 to be funded with undesignated MDF operating reserve.

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
47,500	Construction					62,400	62,400
Total	Total					62,400	62,400

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
47,500	Materials Diversion Enterprise					62,400	62,400
Total	Total					62,400	62,400

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD14PWX1**
 Project Name **MDF MRF Bathroom Repair**

Type Building/Improvements Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description Total Project Cost: \$29,000

Repairs to the restrooms inside the MRF building at the MDF.

Justification

The restrooms have not been addressed since 1994 and are in need or significant repairs.

Budget Impact/Other

The estimated cost for the restroom repairs is \$29,000 in FY 14 to be paid from MDF undesignated operating reserve.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	29,000					29,000
Total	29,000					29,000

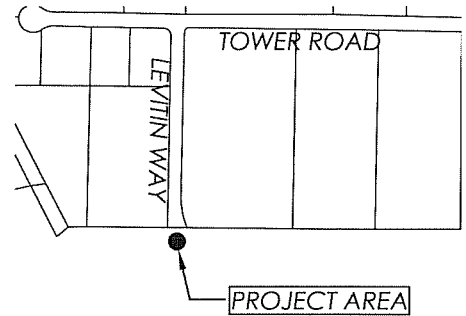
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise	29,000					29,000
Total	29,000					29,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MD14PWX2**
 Project Name **MDF Periodic Repair of Exterior Concrete Pads**



Type Infrastructure Department Public Works
 Useful Life 5 Years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description	Total Project Cost: \$150,000
Certain high-wear areas at the MDF need spot concrete repair work. Original concrete (circa 1994) exhibit severe cracking.	
Justification	
Repair work needed to maintain proper operations and delay further erosion.	
Budget Impact/Other	
Repairs are estimated to be \$30,000 each fiscal year and covered by the MDF undesignated operating reserve.	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD14PWX3**
 Project Name **MDF MRF Building Roof Replacement**

Type Building/Improvements Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description	Total Project Cost: \$382,700
Major MRF/Shop Roof Replacement, critical need confirmed by roofing professional.	
Justification	
Major MRF/Shop Roof Replacement, critical need confirmed by roofing professional.	
Budget Impact/Other	
Estimated roof replacement cost is \$382,700 in FY 14 to be covered by MDF CIP reserves.	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	382,700					382,700
Total	382,700					382,700

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise	382,700					382,700
Total	382,700					382,700

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD15PWX1**
 Project Name **MDF Admin Building Exterior Painting**

Type Building/Improvements Department Public Works
 Useful Life 7 Years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description Total Project Cost: \$19,400

Painting of the outside of MDF Admin Building

Justification

Building was last painted in 2007 and based on a conservative schedule for useful life will need painting again in FY 2015. Building will be assessed for actual need at that time.

Budget Impact/Other

Estimated cost will be \$19,400.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		19,400				19,400
Total		19,400				19,400

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		19,400				19,400
Total		19,400				19,400

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD15PWX2**
 Project Name **MDF Admin Building HVAC**

Type Building/Improvements Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description Total Project Cost: \$29,000

Replacement of HVAC system in MDF Administration Building

Justification

Some repairs have been made on existing admin HVAC but will need to assess replacement need again in FY15. Carry-forward if replacement not required.

Budget Impact/Other

Estimated cost of \$29,000 in FY 2015 to be paid from MDF undesignated operating reserve.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		29,000				29,000
Total		29,000				29,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		29,000				29,000
Total		29,000				29,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MD15PWX3**
 Project Name **MDF Periodic Repair of Interior Concrete**

Type Infrastructure Department Public Works
 Useful Life 5 Years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description	Total Project Cost: \$36,300
Assessment and repair to high-wear areas of concrete inside MRF building at MDF.	
Justification	
Certain high-wear areas on the concrete surface inside the MRF fail and need repair.	
Budget Impact/Other	
Estimated cost is \$36,300 from the MDF undesignated operating reserve in FY 15.	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		36,300				36,300
Total		36,300				36,300

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		36,300				36,300
Total		36,300				36,300

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD15PWX4**
 Project Name **MDF Fencing Partial Replacement**

Type Building/Improvements Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description Total Project Cost: \$39,900

Partial replacement of MDF perimeter fencing.

Justification

Current fencing was installed in 1994 and has a conservative estimated useful life of 20 years. Partial replacement would begin in FY 15 based on a priority assessment to be done at that time.

Budget Impact/Other

Estimated costs for partial fence replacement is \$39,900 to be funded with MDF undesignated operating reserve.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		39,900				39,900
Total		39,900				39,900

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		39,900				39,900
Total		39,900				39,900

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD15PWX5**
 Project Name **MDF Scalehouse Improvements**

Type Building/Improvements Department Public Works
 Useful Life 5 Years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description	Total Project Cost: \$14,100
Scalehouse built in 2006; Awnings in 2008; Ergonomic improvements 2010; additional improvements/repairs anticipated for FY 15.	

Justification
Scalehouse built in 2006; Awnings in 2008; Ergonomic improvements 2010; additional improvements/repairs anticipated for FY15.

Budget Impact/Other
Estimated cost for scalehouse improvements is 14,100 for FY 15 to be covered by MDF undesignated operating reserve.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		14,100				14,100
Total		14,100				14,100

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		14,100				14,100
Total		14,100				14,100

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD15PWX6**
 Project Name **MDF Parking Lots**

Type Land/Improvements Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description Total Project Cost: \$139,000
 Anticipated concrete pad replacement need; will be further assessed.

Justification
 MDF parking lots were constructed in 1994 with and have a conservative estimated useful life of 20 years.

Budget Impact/Other
 Estimated cost is \$139,000 in FY 15 to be covered by MDF CIP reserves.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		139,000				139,000
Total		139,000				139,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		139,000				139,000
Total		139,000				139,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MD15PWX7**
 Project Name **MDF SE Corner Cover Structure**

Type Building/Improvements Department Public Works
 Useful Life 15 Years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description

Total Project Cost: \$453,000

As part of annual MDF CIP assessment meeting in Jan 2013, this was identified a significant stormwater mitigation measure not addressed in NRRP or CH2M Hill Study. This would be provide a roof for covered storage of finished goods (baled recycable materials) in SE portion of MDF.

Justification

As part of annual MDF CIP assessment meeting in Jan 2013, this was identified a significant stormwater mitigation measure not addressed in NRRP or CH2M Hill Study. This would be provide a roof for covered storage of finished goods (baled recycable materials) in SE portion of MDF.

Budget Impact/Other

Estimated cost for cover structure is \$453,000 in FY 15 to be covered by MDF CIP reserves.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		453,000				453,000
Total		453,000				453,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise		453,000				453,000
Total		453,000				453,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MD16PWX1**
 Project Name **MDF MRF Building Exterior Doors**

Type Building/Improvements Department Public Works
 Useful Life 10 Years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description

Total Project Cost: \$22,600

Replacement of exterior metal doors in the MRF building at the MDF.

Justification

Doors have a conservative estimated useful life of 10 years and were last addressed in 2005.

Budget Impact/Other

Costs will be funded with MDF undesignated operating reserve.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			22,600			22,600
Total			22,600			22,600

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise			22,600			22,600
Total			22,600			22,600

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD16PWX2**
 Project Name **MDF MRF Roll Doors**

Type Building/Improvements Department Public Works
 Useful Life 10 Years Contact Kevin Miller, x7291
 Category MDF Priority Health & Safety

Description Total Project Cost: \$56,500

Replacement of roll-doors in the MRF building at the MDF.

Justification

The roll-doors have a conservative useful life of 10 years and were last addressed in 2005.

Budget Impact/Other

The estimated cost for the replacement of the roll-doors is \$56,500 in FY 16.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			56,500			56,500
Total			56,500			56,500

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise			56,500			56,500
Total			56,500			56,500

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD16PWX3**
 Project Name **MDF Vehicle Weigh Scale (Ground)**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description	Total Project Cost: \$102,900
Replacement of in-ground weigh scale at MDF.	
Justification	
Current in-ground scale was installed in 1996 and has a conservative expected useful life of 20 years.	
Budget Impact/Other	
Estimated cost of in-ground scale replacement is \$102,900 in FY 16 to be covered by the MDF undesignated operating reserve.	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Fleet/Equipment			102,900			102,900
Total			102,900			102,900

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise			102,900			102,900
Total			102,900			102,900

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MD16PWX4**
 Project Name **MDF Existing Concrete Pad Partial Replacement**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description	Total Project Cost: \$1,819,000
Reflects estimated cost of 20% exterior pad replacement every five years. To be reassessed with facility-wide assessment planned for FY14.	
Justification	
Reflects estimated cost of 20% exterior pad replacement every five years. To be reassessed with facility-wide assessment planned for FY14.	
Budget Impact/Other	
Estimated cost is \$1,819,000 in FY 16 to be covered by MDF CIP reserves.	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			1,819,000			1,819,000
Total			1,819,000			1,819,000

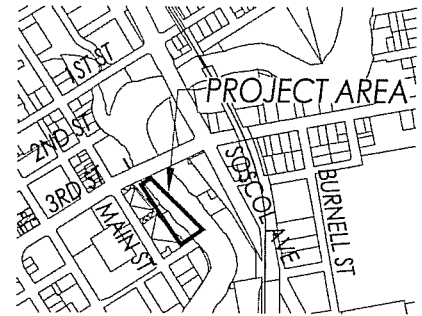
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise			1,819,000			1,819,000
Total			1,819,000			1,819,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MS10PW02**
 Project Name **MDF - Electrical Transformer Upgrade**



Type Infrastructure Department Public Works
 Useful Life 20 years Contact Kevin Miller, x7291
 Category MDF Priority Mission Critical

Description Total Project Cost: **\$1,875,000**

Upgraded PG&E Electrical Transformer (or 2nd transformer) at City MDF

Additional electrical transformer for enhanced electrical capacity and power needs. This is anticipated as a necessary step for future compost aeration and safety lighting.

Originally budgeted in FY10 (MS10PW02) at \$72K; supplemented by \$51K in FY10. Project not yet complete and will need to be carried forward and reassessed as part of NRRP.

Justification

Project not yet complete and will need to be carried forward and reassessed as part of NRRP.

The City is interested in a long term capability to respond to likely permit restrictions related to odor and air emissions from composting area that would require powered aeration to active windrows.

The MDF is overcapacity on its current single PG&E electrical transformer and the power needs of the MDF will only increase over time and volumes continue to grow and a new covered compost system becomes a significant new power user.

Originally budgeted in FY10 (MS10PW02) at \$72K; supplemented by \$51K in FY10. Project not yet complete and will need to be carried forward and reassessed as part of NRRP.

Previously budgeted at \$72K as part of the 8-year capital maintenance plan in April of 2009, the expected cost and budgeted was supplemental by \$51K in updated 6-year MDF capital maintenance plan (new adjusted project cost = \$72K + \$51K = \$123,000).

Budget Impact/Other

100% Leveraged MDF Funds

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
123,000	Construction			97,100			97,100
Total	Total			97,100			97,100

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
123,000	Materials Diversion Enterprise			97,100			97,100
Total	Total			97,100			97,100

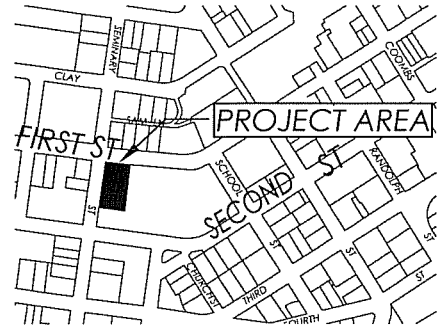
Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MS12FD02**
 Project Name **FS 1 Roof Retrofit**

Type Building/Improvements Department Fire
 Useful Life 35 years Contact Ernie Cabral
 Category Miscellaneous Priority Mission Critical



Description

Total Project Cost: \$874,000

Performs a seismic retrofit of FS 1 roof structure, which will include replacement of the roof membranes over the office and dormitory areas, as well as a partial abatement of asbestos and lead-containing materials and electrical upgrades.

Justification

Roof structure does not conform to current building code seismic requirements and is therefore a health and safety hazard. In order to perform the retrofit, other items such as the leaking roof over the office and dormitory areas and electrical conduits are in physical conflict with the work and will be remedied at the same time. It is also anticipated that temporary relocation of station personnel will be required.

Budget Impact/Other

Reduces the risk of roof failure and associated costs.

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
174,000	Construction	520,000					520,000
	Salaries & Benefits	80,000					80,000
	Fleet/Equipment	100,000					100,000
	Total	700,000					700,000

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
174,000	CIP - GF - Building Reserve	700,000					700,000
	Total	700,000					700,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MS12RA01**
 Project Name **Pearl Street Parking (Lot 'G')**



Type Land/Improvements Department Redevelopment Agency
 Useful Life 20 years Contact Jennifer La Liberte
 Category Miscellaneous Priority Community Priority

Description

Total Project Cost: \$275,000

Design and construction of a parking lot at the current transit center location (Lot 'G') at the southeasterly corner of Pearl Street and Main Street. This property will be available when the transit center bus transfer facility is relocated to Burnell Street.

Justification

With the relocation of the transit center, the project site can be utilized for additional parking and as otherwise envisioned in the greater downtown redevelopment plan. The City/Agency are contractually obligated to construct parking on this property per a license agreement with the owners of the adjacent property currently occupied by Kohl's Department Store and ancillary tenants.

Budget Impact/Other

City Public Works will coordinate with Redevelopment Agency on design and construction. City Facilities Maintenance and/or Public Works will be responsible for ongoing maintenance.

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
0	Construction	245,000					245,000
	Professional/Consulting Servic	30,000					30,000
Total	Total	275,000					275,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund	275,000					275,000
Total	275,000					275,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # MS13PD02

Project Name CAD/RMS Upgrade

Type Equipment/Machinery

Department Police

Useful Life 3-4 years

Contact Shirley Perkins

Category Miscellaneous

Priority Mission Critical

Description

Total Project Cost: \$281,754

Scheduled upgrade of the Intergraph CAD/RMS/Mobile system for Public Safety.

Justification

The City is currently using the Intergraph CAD/RMS/Mobile systems for public safety dispatching and public safety records management. Periodic updates are required to increase efficiencies, implement software enhancement and correct bugs in the system. Per our Intergraph Maintenance Contract we are required to stay within two versions. If we don't upgrade within 2 years it is anticipated that we could be outside that window. This would cause us to lose our ability to contract for maintenance services likely resulting in an increase in maintenance and support costs.

The County contributes to this project through the Dispatch Services Contract. The value of the contribution in FY 2013-14 is \$112,702.

Budget Impact/Other

The cost savings should be soft costs at an undetermined amount. Failure to abide by the contract could cause the City to renegotiate our maintenance costs with the possibility of falling out of support resulting in a cost of time and materials which could be substantial.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Professional/Consulting Service	261,754					261,754
Other	20,000					20,000
Total	281,754					281,754

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
County of Napa	112,702					112,702
General Fund	169,052					169,052
Total	281,754					281,754

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **MS14FD02**
 Project Name **Fire RMS Mobile Project**

Type Unassigned Department Fire
 Useful Life 10 Years Contact Shirley Perkins
 Category Miscellaneous Priority Health & Safety

Description

Total Project Cost: \$146,169

Purchase of the Fire RMS (Records Management System) mobile inspection program and mobile E-PCR program (Patient Care Reporting) software, hardware and implementation services.

Justification

The mobile inspection allows for the efficient operation of personnel performing field inspections in addition to eliminating the duplication of effort completing the written inspection form and entering that information into the Fire RMS inspection program. Overall, it increase the quality and productivity of fire inspection staff, and improve quality of premise information to emergency responders. The E-PCR system allows the paramedic to complete their patient care report on the scene or at the hospital without the duplication of effort completing the written PCR form and then entering the information into the Fire RMS system. The E-PCR system also provides a level of quality assurance we don't currently have with the Fire RMS system.

Budget Impact/Other

Reduces the amount of duplication of effort completing written reports and re-entering that information into the records management system, eliminates the probability of entry mistakes, produces a clean, timely, accurate inspection form or PCR form for the Queen of the Valley hospital. Overall both applications will improve the quality and productivity of fire personnel.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Other			126,169	20,000		146,169
Total			126,169	20,000		146,169

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund			126,169	20,000		146,169
Total			126,169	20,000		146,169

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MS14RA01**
 Project Name **DT VEHICULAR DIRECTIONAL SIGNS (PLACEHOLDER**



Type Infrastructure Department Redevelopment Agency
 Useful Life 10 Years Contact Jennifer La Liberte
 Category Miscellaneous Priority Community Priority

Description

Total Project Cost: \$275,000

The downtown vehicular way finding sign program will need to be updated when two-way streets are implemented and phased as the streets are phased. The Successor Agency may have the ability to expend bond funds to design these signs, pending a Finding of Completion from the State of California in mid-April. The City sign shop has the ability to fabricate and install the signs, and bond funds could be placed in an account for this purpose. (Note: attached photo is an outdated sign. Text has changed.)

This will be part of a "Bond Fund Expenditure Plan" decision package.

Justification

When the two-way streets are phased in there will be a need to update the vehicular directional signs. ED staff believes this program can be simplified through the redesign.

Budget Impact/Other

The program could be funded with former redevelopment agency bond funds, so no impact to the City General fund except for ongoing maintenance (which is currently a general fund impact).

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Professional/Consulting Service	30,000					30,000
Total	30,000					30,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Private Purpose Trust (RDA B	30,000					30,000
Total	30,000					30,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **MSRA1403**
 Project Name **Downtown Streetscape Imprvmt Plan (PLACEHOLDER)**

Type Infrastructure Department Redevelopment Agency
 Useful Life Contact Jennifer La Liberte
 Category Miscellaneous Priority Community Priority

Description Total Project Cost: \$75,000
 As part of the Downtown Specific Plan implementation, staff would work with an urban design team to develop schematic plans and construction details for sidewalks, bulb-outs, crosswalks, tree planting, lighting, plaza and creek enhancements along the First Street corridor and other potential areas of need in downtown. This would be funded through former redevelopment agency bonds. It will be part of the larger "Bond Fund Expenditure Plan" decision package.

Justification
 With crumbling bricks and trip hazards along First Street; crosswalks not properly aligned with curb ramps; and the approved Downtown Specific Plan which calls for upgrades to First Street, downtown plazas and along Napa Creek, the former RDA bond funds could pay for the planning needed to move forward, as well as a substantial portion of construction.

Budget Impact/Other
 The streetscape plans would be paid for with bond funds. There could be approximately \$750,000 available for construction of priority components of the final plan.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Professional/Consulting Servic	75,000					75,000
Total	75,000					75,000

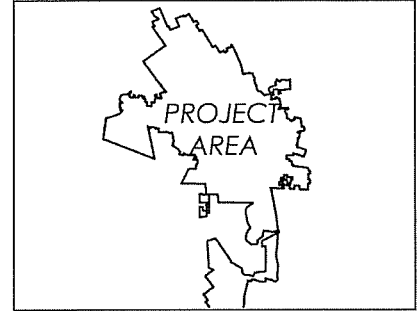
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Private Purpose Trust (RDA B	75,000					75,000
Total	75,000					75,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WA11PW01**
 Project Name **Asset Management Software**



Type Equipment/Machinery Department Public Works
 Useful Life 15 Years Contact Joy Eldredge
 Category Miscellaneous Priority Legal Requirement

Description

Total Project Cost: \$204,000

Purchase a comprehensive asset management software program to facilitate implementation of a new work order and asset management program. Once purchased and implemented, the software will help staff gather vital information pertaining to existing assets, facilitate informed decision-making and capture cradle-to-grave costs for accounting compliance.

Justification

The software will help staff gather vital information pertaining to existing assets, facilitate informed decision-making and capture cradle-to-grave costs for accounting compliance (GASB).

Budget Impact/Other

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
150,000	Construction		20,000	20,000	14,000		54,000
Total	Total		20,000	20,000	14,000		54,000

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
150,000	Water Enterprise Fund		20,000	20,000	14,000		54,000
Total	Total		20,000	20,000	14,000		54,000

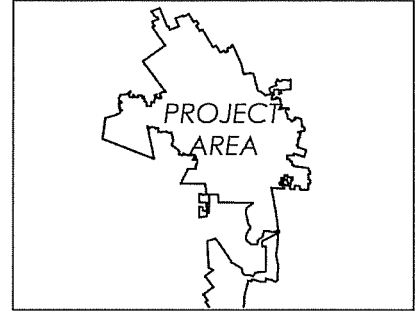
Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WA12PW01**
 Project Name **Asset Management Hardware**

Type Equipment/Machinery Department Public Works
 Useful Life 15 Years Contact Joy Eldredge
 Category Miscellaneous Priority Mission Critical



Description	Total Project Cost: \$94,700
Purchase specific pieces of equipment related to the implementation of a new work order and asset management program, including data collectors, Toughbook computers, and vehicle laptops. Purchased pieces of equipment will be vital to the information gathering stage of the asset management program, ultimately facilitating work orders and management of the physical assets through GIS applications.	

Justification
The equipment will help staff gather vital information pertaining to existing assets, facilitate informed decision-making and capture cradle-to-grave costs for accounting compliance (GASB).

Budget Impact/Other

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
74,700	Construction		10,000	10,000			20,000
Total	Total		10,000	10,000			20,000

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
74,700	Water Enterprise Fund		10,000	10,000			20,000
Total	Total		10,000	10,000			20,000

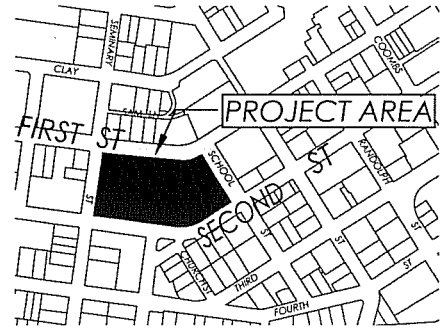
Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **FC14PR05**
 Project Name **Senior Center Master Plan**

Type Building/Improvements Department Parks & Rec Services
 Useful Life 10 Years Contact David Perazzo
 Category Park Priority Mission Critical



Description	Total Project Cost: \$52,900
This project will fund a mater plan study for an aging facility in need of improvements and possible expansion to meet current service needs. Project will provide funding to hire a consultant to complete a facilities Master Plan that will include public input and a global look at entire facility and current and future uses.	
Justification	
Senior Center facility has remained unimproved for many years. Uses and needs of the community that the facility serves have changed and demand for use has increased. Individual projects have made improvements to items needing replacement but modifications to overall layout have not changed. Master plan will examine needs, take into consideration public use and develop recommendations for future improvements that can be performed by both in house staff and through future capital projects.	
Budget Impact/Other	
Future decision packages or CIP projects	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Professional/Consulting Serv	30,000					30,000
Total	30,000					30,000

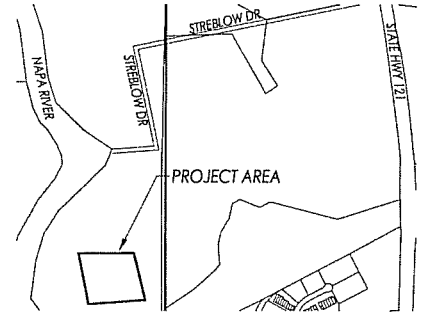
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Quadrant Funds	30,000					30,000
Total	30,000					30,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **PK14PR01**
 Project Name **New Restroom Facility - Kennedy Ball Fields**



Type Building/Improvements Department Parks & Rec Services
 Useful Life 40 Years Contact David Perazzo
 Category Park Priority Leverage Funding

Description Total Project Cost: \$373,000

This project will provide necessary restroom facilities for the growing number of users at and around the JFK Ball fields. Users include players and spectators involved in recreation programs, the BMX Track, Remote Control Airplane fliers and Park and trail users. Additionally, storage space will be consolidated into the structure for necessary field prep equipment, storage and a concession area to operate during programs.

Justification

As the uses continue to increase in the southern section of the JFK park the use of portable toilet facilities are becoming inadequate as well as very expensive. During most City run events (tournaments) the department is forced to order additional portable toilets and pay for additional facility servicing because the use is overwhelming the available facilities. The increase of informal users of the park, walkers, bikers, etc. have put a further strain on the facilities located on site.

Budget Impact/Other

Impacts to the maintenance and operations of the new restrooms will include parks, facilities and the electrical divisions. The restrooms will require cleaning 7 days a week during peak season with minimal use during Dec, Jan, Feb. Custodial duties will be impacted requiring .15 of a new FTE to maintain the restrooms.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			318,000			318,000
Salaries & Benefits			48,000			48,000
Professional/Consulting Servic			7,000			7,000
Total			373,000			373,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
From Other Agencies			303,000			303,000
Quadrant Funds			70,000			70,000
Total			373,000			373,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **PK14PR02**
 Project Name **Recreation Community Center**

Type Building/Improvements Department Parks & Rec Services
 Useful Life 40 Years Contact David Perazzo
 Category Park Priority Leverage Funding

Description Total Project Cost: \$4,435,000

Construct a new Recreation Community Center on land currently owned by the City of Napa. New center will provide meeting , classroom and program space for the community. The Park and Recreation Master Plan discusses several options in terms of location.

Justification

Current city facilities are not adequate to provide the necessary space needed for present and the future expansion of programs. Community input and a needs assessment will prioritize park and recreation projects for the future. Community will expect that the process will result in a "plan" to implement.

Budget Impact/Other

Operation impacts will require additional staff allocations for maintenance and operations. This will be determined based on project.

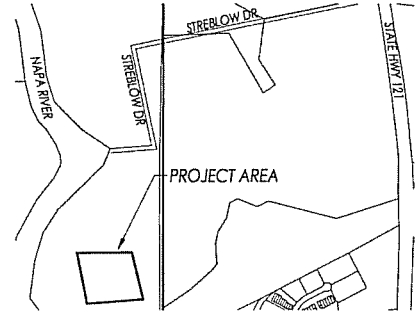
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					3,840,000	3,840,000
Salaries & Benefits				240,000		240,000
Professional/Consulting Servic				340,000		340,000
Land Acquisition/Project Permi				15,000		15,000
Total				595,000	3,840,000	4,435,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund					979,800	979,800
Park Grant				595,000	1,860,200	2,455,200
Quadrant Funds					1,000,000	1,000,000
Total				595,000	3,840,000	4,435,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **PK15PR02**Project Name **Sutherland Park Play Area Replacement**

Type Building/Improvements Department Parks & Rec Services
 Useful Life 15 Years Contact David Perazzo
 Category Park Priority Community Priority

Description

Total Project Cost: \$4,435,000

Replace last remaining playground to bring into compliance with ADA and State Safety Regulations. Will be a community built project with Kiwanis Club of Napa.

Justification

Replacement of last remaining park play structure installed in 1980's. Project will provide for new structure and or equipment that will be in compliance with current state standards and ADA.

Budget Impact/Other

Funding will be provided by Park Quadrant fees and the ADA fund.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		60,000				60,000
Professional/Consulting Servic		5,000				5,000
Total		65,000				65,000

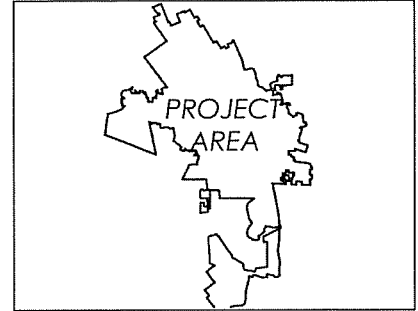
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund		5,000				5,000
Quadrant Funds		60,000				60,000
Total		65,000				65,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SW14PW02**
 Project Name **Miscellaneous Concrete Projects 2014**



Type Infrastructure Department Public Works
 Useful Life 20 years Contact Mark Andrilla
 Category Sidewalk Priority Mission Critical

Description

Total Project Cost: \$25,000

Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.

Justification

Allows for the rapid deployment of contracts to repair curb, gutter, and sidewalk in the event of significant trip and fall claims, traffic accidents, or other emergencies.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	25,000					25,000
Total	25,000					25,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax	25,000					25,000
Total	25,000					25,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SW14PWCY**
 Project Name **ABC Streets Sidewalk Improvements**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Phil Brun
 Category Sidewalk Priority Council Direction

Description

Total Project Cost: \$700,000

The City's Street Resurfacing and Sidewalk Improvement programs are scheduled for the ABC Streets neighborhood in FY2013/14. Initial assessments of the sidewalk and tree related improvements required to complete this area have determined that funding in the Sidewalk Improvement Program is available to complete only 60% of the required work. This CIP project is required to complete approximately 500 cubic yards of concrete and associated tree improvements to ensure that the entire neighborhood is completed.

Justification

City Council and the community have placed a high priority on sidewalk improvements. The Sidewalk Improvement Program was developed to address these priorities. The ABC Streets neighborhood has significant sidewalk failures, missing ADA ramps, and trees that have reached their useful lifespan and all work should be completed while City crews are in the neighborhood.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	700,000					700,000
Total	700,000					700,000

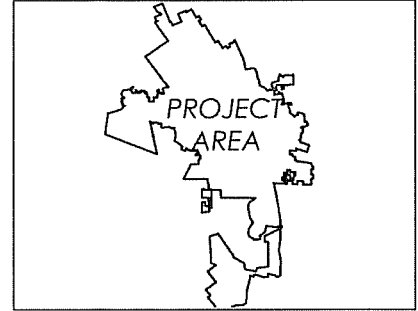
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund	700,000					700,000
Total	700,000					700,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **SW15PW02**
 Project Name **Miscellaneous Concrete Projects 2015**



Type Infrastructure Department Public Works
 Useful Life 20 years Contact Mark Andrilla
 Category Sidewalk Priority Mission Critical

Description	Total Project Cost: \$25,000
Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.	

Justification
Allows for the rapid deployment of contracts to repair curb, gutter, and sidewalk in the event of significant trip and fall claims, traffic accidents, or other emergencies.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		25,000				25,000
Total		25,000				25,000

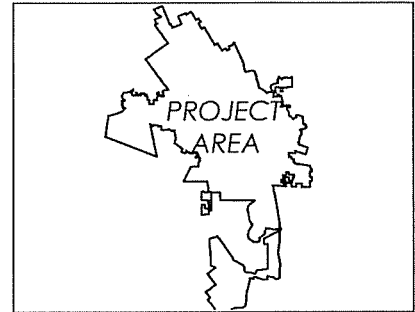
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax		25,000				25,000
Total		25,000				25,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SW16PW02**
 Project Name **Miscellaneous Concrete Projects 2016**



Type Infrastructure Department Public Works
 Useful Life 20 years Contact Mark Andrilla
 Category Sidewalk Priority Mission Critical

Description

Total Project Cost: \$25,000

Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.

Justification

Allows for the rapid deployment of contracts to repair curb, gutter, and sidewalk in the event of significant trip and fall claims, traffic accidents, or other emergencies.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			25,000			25,000
Total			25,000			25,000

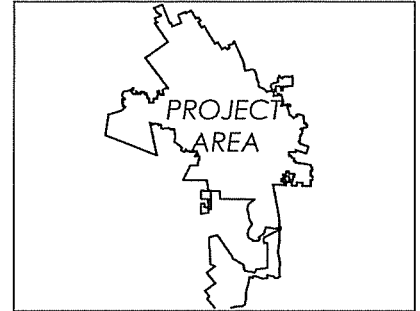
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax			25,000			25,000
Total			25,000			25,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SW17PWXX**
 Project Name **Miscellaneous Concrete Projects 2017**



Type Infrastructure Department Public Works
 Useful Life 20 years Contact Mark Andrilla
 Category Sidewalk Priority Mission Critical

Description Total Project Cost: \$25,000

Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.

Justification

Allows for the rapid deployment of contracts to repair curb, gutter, and sidewalk in the event of significant trip and fall claims, traffic accidents, or other emergencies.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				25,000		25,000
Total				25,000		25,000

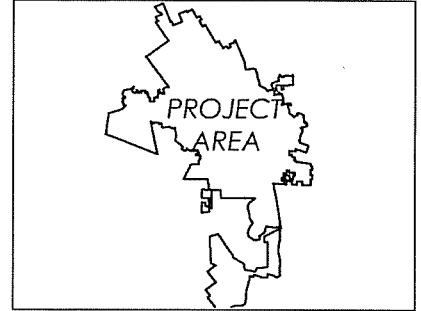
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax				25,000		25,000
Total				25,000		25,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **SW18PWxx**
 Project Name **Miscellaneous Concrete Projects 2018**



Type Infrastructure Department Public Works
 Useful Life 20 years Contact Mark Andrilla
 Category Sidewalk Priority Mission Critical

Description Total Project Cost: \$25,000

Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.

Justification

Allows for the rapid deployment of contracts to repair curb, gutter, and sidewalk in the event of significant trip and fall claims, traffic accidents, or other emergencies.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					25,000	25,000
Total					25,000	25,000

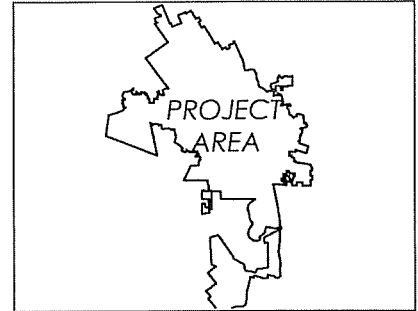
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax					25,000	25,000
Total					25,000	25,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SD14PW01**
 Project Name **Drainage Improvements- Street Program Work 2014**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Mark Andrilla
 Category Storm Drain Priority Mission Critical

Description

Total Project Cost: \$50,000

Remove substandard storm drain inlet and pipes, and install new inlets, pipes and associated concrete work ahead of the Street Division's rehabilitation program.

Justification

This work is required to repair drainage problems before City-performed street rehabilitation work occurs in a given year.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	40,000					40,000
Salaries & Benefits	10,000					10,000
Total	50,000					50,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee	50,000					50,000
Total	50,000					50,000

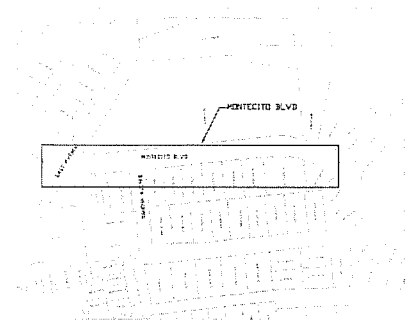
Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **SD14PWXA**
 Project Name **Montecito Blvd Drainage Improvements**

Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Scott Dungan
 Category Storm Drain Priority Mission Critical



Description

Total Project Cost: \$191,000

Install drainage improvements along Montecito Boulevard between East Avenue and Chapel Hill Drive.

Justification

Improve drainage along the lower portion of Montecito Boulevard at its terminus with East Avenue by capturing runoff due to the high water table in the vicinity.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	155,000					155,000
Salaries & Benefits	36,000					36,000
Total	191,000					191,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee	191,000					191,000
Total	191,000					191,000

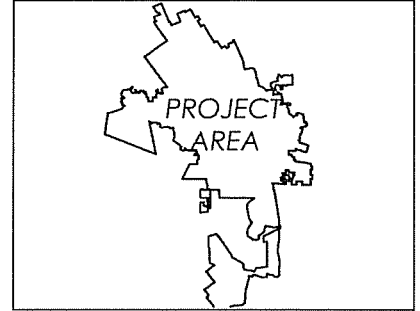
Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # SD15PW01

Project Name Drainage Improvements- Street Program Work 2015



Type Infrastructure
 Useful Life 50 yrs
 Category Storm Drain

Department Public Works
 Contact Mark Andrilla
 Priority Mission Critical

Description

Total Project Cost: \$50,000

Remove substandard storm drain inlet and pipes, and install new inlets, pipes and associated concrete work ahead of the Street Division's rehabilitation program.

Justification

This work is required to repair drainage problems before City-performed street rehabilitation work occurs in a given year.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		40,000				40,000
Salaries & Benefits		10,000				10,000
Total		50,000				50,000

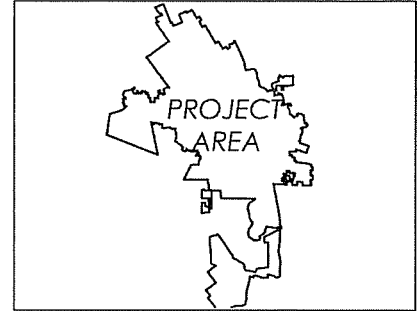
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee		50,000				50,000
Total		50,000				50,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SD16PW01**
 Project Name **Drainage Improvements- Street Program Work 2016**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Mark Andrilla
 Category Storm Drain Priority Mission Critical

Description	Total Project Cost: \$50,000
Remove substandard storm drain inlet and pipes, and install new inlets, pipes and associated concrete work ahead of the Street Division's rehabilitation program.	

Justification
This work is required to repair drainage problems before City-performed street rehabilitation work occurs in a given year.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			40,000			40,000
Salaries & Benefits			10,000			10,000
Total			50,000			50,000

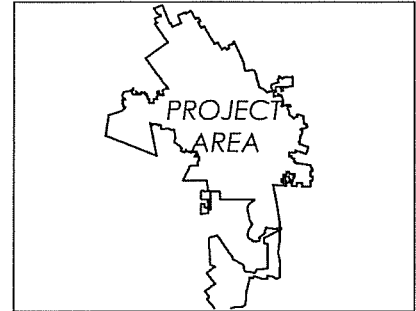
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee			50,000			50,000
Total			50,000			50,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **SD17PWXX**
 Project Name **Drainage Improvements- Street Program Work 2017**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Mark Andrilla
 Category Storm Drain Priority Mission Critical

Description	Total Project Cost: \$50,000
Remove substandard storm drain inlet and pipes, and install new inlets, pipes and associated concrete work ahead of the Street Division's rehabilitation program.	
Justification	
This work is required to repair drainage problems before City-performed street rehabilitation work occurs in a given year.	
Budget Impact/Other	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				40,000		40,000
Salaries & Benefits				10,000		10,000
Total				50,000		50,000

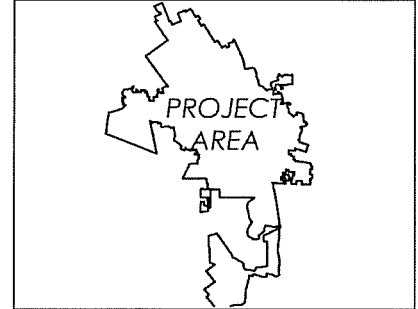
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee				50,000		50,000
Total				50,000		50,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **SD18PWXX**
 Project Name **Drainage Improvements- Street Program Work 2018**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Mark Andrilla
 Category Storm Drain Priority Mission Critical

Description Total Project Cost: \$50,000

Remove substandard storm drain inlet and pipes, and install new inlets, pipes and associated concrete work ahead of the Street Division's rehabilitation program.

Justification

This work is required to repair drainage problems before City-performed street rehabilitation work occurs in a given year.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					40,000	40,000
Salaries & Benefits					10,000	10,000
Total					50,000	50,000

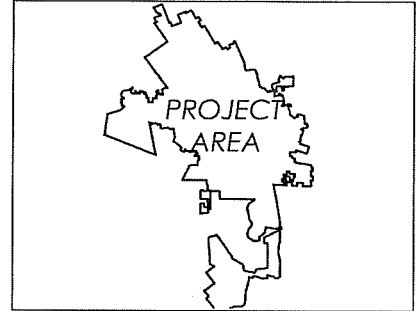
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee					50,000	50,000
Total					50,000	50,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST10PW05**
 Project Name **Pavement Management System**



Type Infrastructure Department Public Works
 Useful Life 40 Years Contact Mike Socorro
 Category Street Priority Council Direction

Description	Total Project Cost: \$415,000
Provides funding for the continual development of the City's Pavement Management System.	

Justification
To continue receiving federal funds for street projects, the Metropolitan Transportation Commission mandates the use and update of a pavement management system.

Budget Impact/Other

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
165,000	Professional/Consulting Servic	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

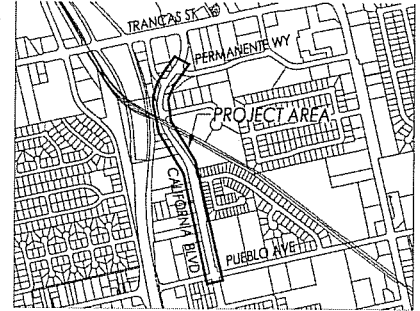
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
165,000	State Gas Tax	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST12PW02**
 Project Name **Calif Blvd Widening-Pueblo to Permanente**



Type Infrastructure Department Public Works
 Useful Life 40 Years Contact Eric Vandeburgt
 Category Street Priority Leverage Funding

Description Total Project Cost: \$1,019,000

Widen California Blvd from Pueblo Avenue to Permanente Way to provide Class 2 bike lanes and a center turn lane.

Justification

This project completes a segment of the City's bike system as defined in the General Plan and improves traffic circulation along California Boulevard.

Budget Impact/Other

Project cost will be paid using Gas tax and MTC Regional Bicycle Program funding (see attached MTC funding spreadsheet).

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
407,600	Construction	611,400					611,400
Total	Total	611,400					611,400

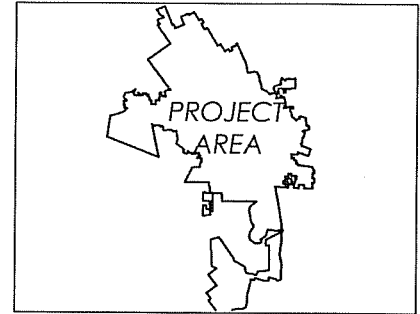
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
407,600	CMAQ	300,000					300,000
	General Fund	25,000					25,000
	State Gas Tax	286,400					286,400
Total	Total	611,400					611,400

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST14PW01**
 Project Name **2014 Rejuvenation and Crack Seal**



Type Infrastructure Department Public Works
 Useful Life Contact Mike Socorro
 Category Street Priority Mission Critical

Description

Total Project Cost: \$200,000

Rejuvenate and crack seal various streets within the City limits.

Justification

Rejuvenation and crack sealing are preventative maintenance treatments that extend the life of asphalt concrete streets.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	170,000					170,000
Salaries & Benefits	30,000					30,000
Total	200,000					200,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax	200,000					200,000
Total	200,000					200,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST14PWRN**
 Project Name **First & Second Street Roundabouts along Calif Blvd**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Eric Whan
 Category Street Priority Mission Critical

Description Total Project Cost: **\$5,369,000**

Install Roundabouts on California Boulevard between First Street and Second Street

Justification

Roundabouts at these locations will provide for congestion relief for traffic accessing the downtown area.

Budget Impact/Other

The City of napa is applying for \$1,740,261 in Federal STP/CMAQ funding for this project. Because of the the size of the local match, MTC has requested that the Federal funding be allocated in the construction phase with local funds paying for the cost of design, environmental, right-of-way acquisition, and a portion of construction. The local match is proposed to be funded with General Fund, Gas Tax, and Street Improvement Fees. Staff will continue to look for other funding opportunities through grants, increases in Street Improvement Fee revenue, and other outside sources to offset the General Fund contribution to the project.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			3,334,000			3,334,000
Salaries & Benefits	50,000		75,000			125,000
Professional/Consulting Servic	410,000					410,000
Land Acquisition/Project Permi		1,500,000				1,500,000
Total	460,000	1,500,000	3,409,000			5,369,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
CMAQ			1,740,000			1,740,000
General Fund	260,000	1,500,000	592,000			2,352,000
State Gas Tax	200,000					200,000
Street Improvement Fee			1,077,000			1,077,000
Total	460,000	1,500,000	3,409,000			5,369,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **ST14PWXB**
 Project Name **LED Streetlight Conversion Project**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Phil Brun
 Category Street Priority Community Sustainability

Description Total Project Cost: \$1,900,000

Replace 4,700 high pressure sodium streetlights with light emitting diode (LED) fixtures.

Justification

LED streetlights will reduce energy costs, reduce green house gas emissions, reduce maintenance costs, and provide upgraded lighting characteristics to residential and commercial neighborhoods.

Budget Impact/Other

Annual energy savings is expected to be \$173,000. Annual loan payments are estimated to be \$171,000 based on 1% interest rate over 12 years.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	1,900,000					1,900,000
Total	1,900,000					1,900,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Loan from California Energy C	1,900,000					1,900,000
Total	1,900,000					1,900,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST14PWXC**
 Project Name **Silverado-Third-Coombsville-East Intersection**

Type Infrastructure Department Public Works
 Useful Life 15 Years Contact Julie Lucido
 Category Street Priority Mission Critical

Description	Total Project Cost: \$250,000
The project involves modifying the intersection to improve the level of service and may include widening, travel lane reconfiguration, and signal modification. This intersection is part of state route 121 and will require Caltrans design approval and permitting. Project tasks will include engineering, environmental review, construction, property acquisition, and significant public outreach. The initial appropriation of \$250,000 will be used to prepare a Project Scope Summary Report (PSSR) for approval by Caltrans.	
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.	
Budget Impact/Other	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Salaries & Benefits	25,000					25,000
Professional/Consulting Servic	225,000					225,000
Total	250,000					250,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Street Improvement Fee	250,000					250,000
Total	250,000					250,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project #	ST14PWXX
Project Name	Trower Ave Widening-Young Ave to Linda Vista Ave

Type	Building/Improvements	Department	Public Works
Useful Life	20 years	Contact	Mike Socorro
Category	Street	Priority	Legal Requirement

Description	Total Project Cost: \$600,000
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.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		335,000				335,000
Salaries & Benefits	100,000					100,000
Land Acquisition/Project Permi	165,000					165,000
Total	265,000	335,000				600,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Linda Vista Improvement Fee	265,000	335,000				600,000
Total	265,000	335,000				600,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **ST14PWCY**
 Project Name **Orchard Ave Widening- Autumn Run to 250' West**

Type Land/Improvements Department Public Works
 Useful Life 20 years Contact Mike Socorro
 Category Street Priority Legal Requirement

Description Total Project Cost: \$170,000

Widening of the south side of Orchard Avenue east of Autumn Run Way.

Justification

Project is one of the remaining improvements listed in the Orchard Avenue Improvement Fee Plan

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	130,000					130,000
Salaries & Benefits	40,000					40,000
Total	170,000					170,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Orchard Avenue Fee - Street	170,000					170,000
Total	170,000					170,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **ST14PWXZ**
 Project Name **Sierra Avenue Extension to Villa Lane**

Type Land/Improvements Department Public Works
 Useful Life 20 years Contact Ernie Cabral
 Category Street Priority Legal Requirement

Description	Total Project Cost: \$750,000
Extends Sierra Avenue (roadway, curb, gutter, and sidewalk) east from Willis Drive to the northerly terminus of Villa Lane.	

Justification
The extension of Sierra Avenue to Villa Lane is a transportation element as shown in the Roadway System Plan of the Big Ranch Specific Plan. The project shall also include the appropriate level of stop control at the Sierra/Villa intersection, in accordance with the provisions of the Specific Plan.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			470,000			470,000
Salaries & Benefits	50,000	30,000				80,000
Land Acquisition/Project Permi		200,000				200,000
Total	50,000	230,000	470,000			750,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Big Ranch Specific Plan Fee	50,000	230,000	470,000			750,000
Total	50,000	230,000	470,000			750,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project #	ST14RA02
Project Name	Coombs Street (Downtown) One-Way NB (PLACEHOLDER)

Type	Infrastructure	Department	Redevelopment Agency
Useful Life	20 years	Contact	Jennifer La Liberte
Category	Street	Priority	Community Priority

Description	Total Project Cost: \$50,000
The Downtown Specific Plan calls for Coombs Street to be opened to vehicular traffic in a one-way northbound configuration. In anticipation of a hotel development as part of The Shops at Napa Center's redevelopment, staff anticipates a need to design and construct this segment of Coombs Street, possibly in partnership with a hotel developer but possibly as a City initiated CIP. This would be funded with former redevelopment agency bonds and will be part of a "Bond Fund Expenditure Plan" decision package.	

Justification
To implement a portion of the City Council-adopted Downtown Specific Plan and facilitate a high-end boutique hotel development in conjunction with The Shops at Napa Center, as a new revenue generator.

Budget Impact/Other
The RDA bond funds could be budgeted for this project instead of other City funding. The ongoing impact to operations should be minimal since the improvements should be low-maintenance and similar to what is in place today.

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Professional/Consulting Servic	50,000					50,000
Total	50,000					50,000

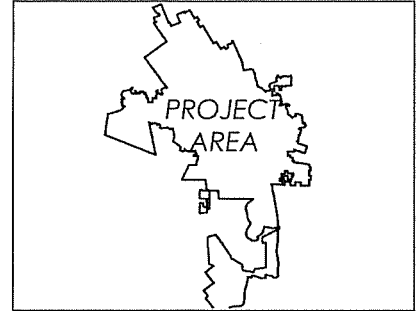
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Private Purpose Trust (RDA B	50,000					50,000
Total	50,000					50,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST15PW01**
 Project Name **2015 Rejuvenation and Crack Seal**



Type Infrastructure Department Public Works
 Useful Life Contact Mike Socorro
 Category Street Priority Mission Critical

Description Total Project Cost: \$200,000

Rejuvenate and crack seal various streets within the City limits.

Justification

Rejuvenation and crack sealing are preventative maintenance treatments that extend the life of asphalt concrete streets.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		170,000				170,000
Salaries & Benefits		30,000				30,000
Total		200,000				200,000

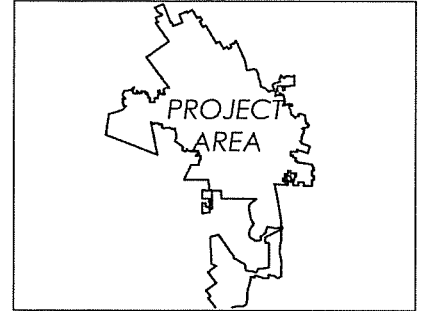
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax		200,000				200,000
Total		200,000				200,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **ST16PW01**
 Project Name **2016 Rejuvenation and Crack Seal**



Type Infrastructure Department Public Works
 Useful Life Contact Mike Socorro
 Category Street Priority Mission Critical

Description Total Project Cost: \$200,000

Rejuvenate and crack seal various streets within the City limits.

Justification

Rejuvenation and crack sealing are preventative maintenance treatments that extend the life of asphalt concrete streets.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			170,000			170,000
Salaries & Benefits			30,000			30,000
Total			200,000			200,000

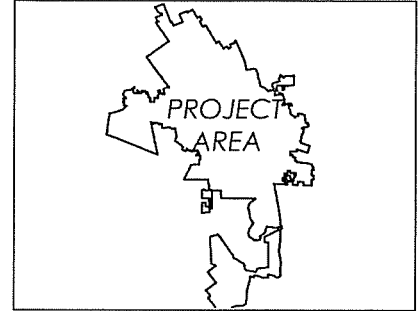
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax			200,000			200,000
Total			200,000			200,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **ST17PWXX**
 Project Name **2017 Rejuvenation and Crack Seal**



Type Infrastructure Department Public Works
 Useful Life Contact Mike Socorro
 Category Street Priority Mission Critical

Description Total Project Cost: \$200,000

Rejuvenate and crack seal various streets within the City limits.

Justification

Rejuvenation and crack sealing are preventative maintenance treatments that extend the life of asphalt concrete streets.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				170,000		170,000
Salaries & Benefits				30,000		30,000
Total				200,000		200,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax				200,000		200,000
Total				200,000		200,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **ST18PWXX**
 Project Name **Linda Vista Ave Widening-E Side-Redwood to Trower**

Type Land/Improvements Department Public Works
 Useful Life 20 years Contact Mark Andrilla
 Category Street Priority Legal Requirement

Description	Total Project Cost: \$700,000
Widening of the east side of Linda Vista Avenue between Redwood Road and Trower Avenue.	

Justification
Project is one of the remaining improvements listed in the Linda Vista Improvement Fee Plan.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					450,000	450,000
Salaries & Benefits					100,000	100,000
Land Acquisition/Project Permi					150,000	150,000
Total					700,000	700,000

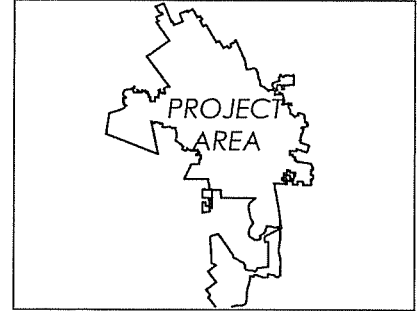
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Linda Vista Improvement Fee					700,000	700,000
Total					700,000	700,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **ST18PWXz**
 Project Name **2018 Rejuvenation and Crack Seal**



Type Infrastructure Department Public Works
 Useful Life Contact Mike Socorro
 Category Street Priority Mission Critical

Description

Total Project Cost: \$200,000

Rejuvenate and crack seal various streets within the City limits.

Justification

Rejuvenation and crack sealing are preventative maintenance treatments that extend the life of asphalt concrete streets.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					170,000	170,000
Salaries & Benefits					30,000	30,000
Total					200,000	200,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax					200,000	200,000
Total					200,000	200,000

Capital Improvement Program

'13/'14 thru '17/'18

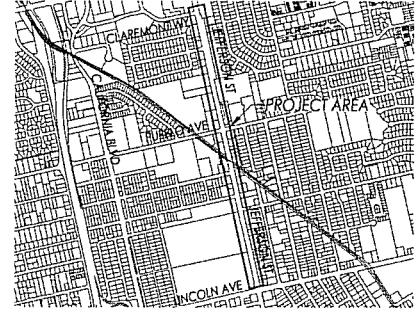
City of Napa, California

Project # UU12PW01

Project Name Jefferson St Rule 20A Underground Project

Type Infrastructure
 Useful Life 50 yrs
 Category Underground Utility

Department Public Works
 Contact Ernie Cabral
 Priority Community Priority



Description

Total Project Cost: \$500,000

This is the project coordination phase in preparation for the undergrounding of overhead utilities along Jefferson Street from Lincoln Ave to Claremont Way. The construction phase is expected to take place in FY 2015/2016.

Justification

The undergrounding of overhead utilities along Jefferson Street will mitigate the related visual impacts.

Budget Impact/Other

This phase of the project will be paid for using Street Improvement Fee Undergrounding Component monies.

In future phases, State Rule 20A money will be used to pay for the design and construction costs associated with undergrounding of utility company overhead utilities and City street light facilities undergrounding will be paid for using Street Improvement Fee Underground Component monies.

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
100,000	Construction			400,000			400,000
Total	Total			400,000			400,000

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
100,000	Street Improvement Fee - Und			400,000			400,000
Total	Total			400,000			400,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # UU12PW02

Project Name McKinstry Street Rule 20B Undergrounding

Type	Land/Improvements	Department	Public Works
Useful Life	50 yrs	Contact	Ernie Cabral
Category	Underground Utility	Priority	Community Priority

Description

Total Project Cost: \$510,000

All overhead utility lines on McKinstry Street have been placed underground except for an approximately 670 foot segment located on the east side between the Verasa Hotel and Oxbow Market. The purpose of this project is to underground that remaining segment of overhead utility lines.

Justification

These utility lines were initially intended to remain in place and span over the planned Army Corps of Engineers (Corps) Napa River Food Protection Project Oxbow Bypass. It is the desire of the City to underground utilities when possible. Therefore, during the City's review of the draft construction plans for the Oxbow Bypass, the undergrounding of these utilities was discussed. The Corps and Napa County Flood Control and Water Conservation District (FCD) agreed to include this work as part of the Bypass project. PG&E has agreed to prepare plans for the work. The formation of the underground district and the cost to underground these facilities will be the responsibility of the City. All above ground utilities along McKinstry Street will have been placed underground when this project is completed, resulting in the improvement of the overall aesthetics of the area.

Budget Impact/Other

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
10,000	Construction	455,000					455,000
	Salaries & Benefits	45,000					45,000
Total							
	Total	500,000					500,000

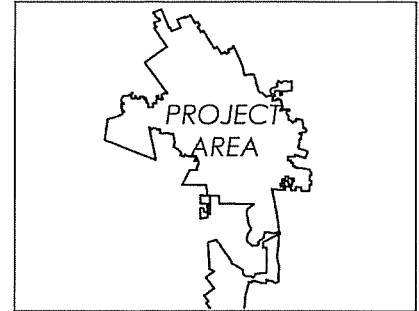
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
10,000	Street Improvement Fee - Und	500,000					500,000
Total							
	Total	500,000					500,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WD14PW01**
 Project Name **Water Main Replacement 2013-14**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description Total Project Cost: **\$2,410,836**

Replacement and upgrade of existing failing and/or undersized water mains throughout the distribution system.

Justification

As infrastructure ages, it needs to be maintained and eventually replaced. The City's water system contains infrastructure over 100 years old, infrastructure in highly corrosive soils, and infrastructure not designed to meet current fire flow requirements. With over 200 miles of water mains within the system, and a normal life expectancy of 70 to 100 years for water mains, each year at least 2 miles of water mains should be replaced (and upgraded as needed) to minimize future needs for extensive replacement projects, and to minimize repetitive emergency maintenance of aging water mains.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	2,370,836					2,370,836
Professional/Consulting Serv	40,000					40,000
Total	2,410,836					2,410,836

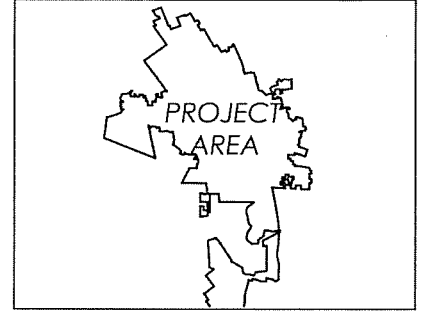
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	2,410,836					2,410,836
Total	2,410,836					2,410,836

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD14PW02**
 Project Name **Pressure Regulators 2013-14**



Type Equipment/Machinery Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$50,000

Have PG&E installed at each station. Install sump pump and receptacle. Assess hydraulic turbine with battery back-up to power Pressure gage and SCADA transmitter with generator-powered mobile sump. Project assumes 2 per year.

Justification

PG&E power was removed at all our regulator sites years ago. As a result we have no way to keep the underground vaults dry. In the future this project would enable us to put the pressure regulator sites on our city wide SCADA system. Highest priority is Sierra at Harkness, then at the Corp Yard to turnover the 14" on Lincoln.

The pressure regulators in the system are all individually read on a monthly basis. If they break and don't open, or get stuck open, staff rely on field data (tank levels and low pressure calls) to indicate a problem. This problem can take many staff hours to resolve. Adding them to the SCADA system would identify if they are not working properly, will provide a better and safer alternative for adjustments between the seasonal demands, and will provide instant system pressure data to identify system problems.

In addition, the pressure regulators are grouped together in several locations where the activation of one will negate the need of a second regulator, while there are some areas of the system that require the redundancy needs of a pressure regulator. Therefore, some of the work includes relocation of existing pressure regulators to more optimal locations to spread out their usefulness across the pressure zones.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	50,000					50,000
Total	50,000					50,000

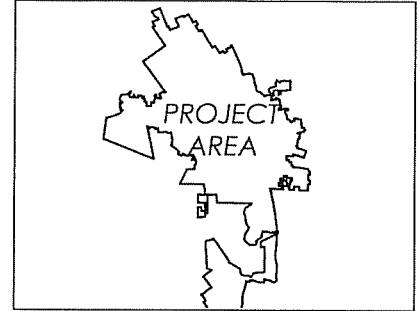
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	50,000					50,000
Total	50,000					50,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WD14PW03**
 Project Name **Appurtenance Improvements 2013-14**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$250,000

Replace undersized fire hydrants, install new hydrants, and install new valves for the purposes of improving water flow in the system. \$100k for anodes.

Justification

The water quality of the system is partially dependent on the ability to properly flush and isolate parts of the water system. Due to the sporadic development of the City, hydrants were often installed undersized for the purpose, in locations without drainage, not installed where they are needed, and installed without street valves. In addition, system line valves were often buried, lost, or not installed where needed. To promote better flushing abilities of the system, and reduced shutdown areas, hydrants and valves need to be installed each year beyond standard maintenance, repair, and replacement needs in the system.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	250,000					250,000
Total	250,000					250,000

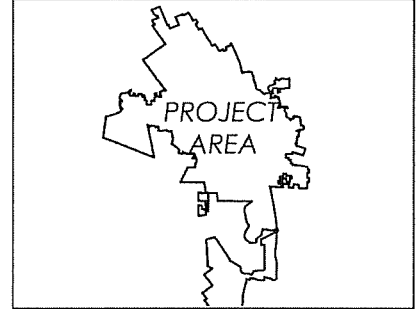
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	250,000					250,000
Total	250,000					250,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WD14PW04**
 Project Name **Development/CalTrans CIP Upgrades**



Type Unassigned Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$220,000

Placeholder for anticipated extension/upgrade of improvements initiated by CalTrans and local development.

Justification

Local development proposed for the property at 3095 Laurel St. has been required to extend the existing 12" water main from Laurel Ln. to the project parcel southern property line. To complete the loop in the Zone 3 system in the area (and provide a means of redundancy), this funding would pay for the installation cost of extended the new 12" water main installation from the southern end of the project's responsibility to the 12" main at Griggs Ln. Not making this improvement would allow a 1,400-lf dead-end to remain in the system with about 60 homes relying directly on the 36" transmission main for service.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	220,000					220,000
Total	220,000					220,000

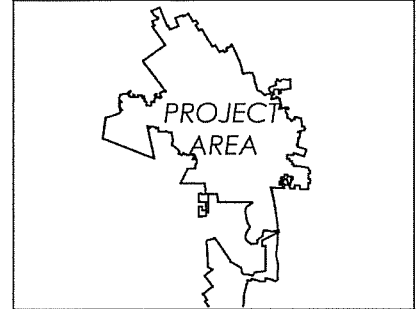
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	220,000					220,000
Total	220,000					220,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD14PW05**
 Project Name **Automated Meter Reading Program**



Type Equipment/Machinery Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$100,000

Install electronic radio transmitter (ERT) devices on meters, new handheld reading devices, and mobile collector.

Justification

Automated reading of water meters improves customer service while reducing bimonthly meter reading costs. Expansion of AMR Program into more areas and replacement of data collection devices will continue to increase efficiencies of routine duties and free up labor for other projects such as installation of cathodic protection, valve exercising, and routine maintenance that has not been performed consistently on existing infrastructure.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	100,000					100,000
Total	100,000					100,000

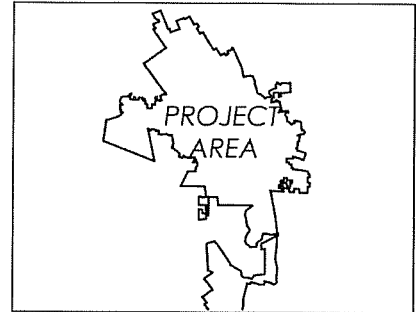
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	100,000					100,000
Total	100,000					100,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD15PW01**
 Project Name **Minor Water Main Projects 2014-15**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$100,000

Minor water main upgrades, replacements, new installations, and abandonments to be completed by City staff. Potential areas include First St @ Laurel, Merced St @ California, Regal Dr @ Forest Dr, Lincoln Ave @ California, Lincoln Ave @ Jefferson, Browns Valley @ Karen Dr, and Spruce St @ Randolph.

Justification

The water system consists of aged, undersized, and in some cases redundant water mains that need to be replaced, upgraded or abandoned. Many portions of this work can be completed by Water Division staff due to the limited size of work. With a budget provided for City staff to complete some of these projects, more infrastructure issues can be resolved each year at a fraction of the cost of creating plans and contracting the work out to other sources.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		100,000				100,000
Total		100,000				100,000

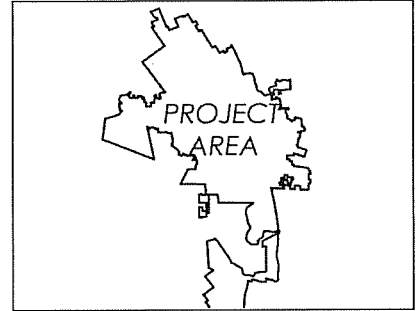
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		100,000				100,000
Total		100,000				100,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD15PW02**
 Project Name **Appurtenance Improvements 2014-15**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$250,000

Replace undersized fire hydrants, install new hydrants, and install new valves for the purposes of improving water flow in the system. \$100k for anodes.

Justification

The water quality of the system is partially dependent on the ability to properly flush and isolate parts of the water system. Due to the sporadic development of the City, hydrants were often installed undersized for the purpose, in locations without drainage, not installed where they are needed, and installed without street valves. In addition, system line valves were often buried, lost, or not installed where needed. To promote better flushing abilities of the system, and reduced shutdown areas, hydrants and valves need to be installed each year beyond standard maintenance, repair, and replacement needs in the system.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		250,000				250,000
Total		250,000				250,000

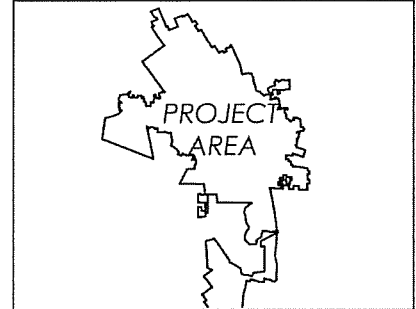
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		250,000				250,000
Total		250,000				250,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WD15PW03**
 Project Name **Automated Meter Reading Program**



Type Equipment/Machinery Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$200,000

Install electronic radio transmitter (ERT) devices on meters, new handheld reading devices, and mobile collector.

Justification

Automated reading of water meters improves customer service while reducing bimonthly meter reading costs. Expansion of AMR Program into more areas and replacement of data collection devices will continue to increase efficiencies of routine duties and free up labor for other projects such as installation of cathodic protection, valve exercising, and routine maintenance that has not been performed consistently on existing infrastructure.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		200,000				200,000
Total		200,000				200,000

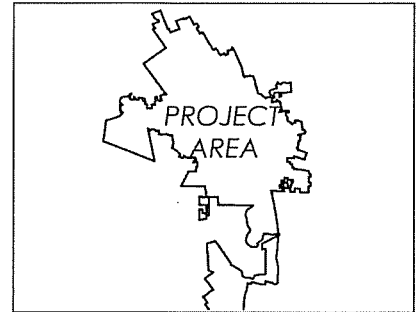
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		200,000				200,000
Total		200,000				200,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD15PW04**
 Project Name **Pressure Regulators 2014-15**



Type Equipment/Machinery Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$75,000

Have PG&E installed at each station. Install sump pump and recepticle. Assess hydraulic turbine with battery back-up to power Pressure gage and SCADA transmitter with generator-powered mobile sump. Project assumes 2 per year.

Justification

PG&E power was removed at all our regulator sites years ago. As a result we have no way to keep the underground vaults dry. In the future this project would enable us to put the pressure regulator sites on our city wide SCADA system.

The pressure regulators in the system are all individually read on a monthly basis. If they break and don't open, or get stuck open, staff rely on field data (tank levels and low pressure calls) to indicate a problem. This problem can take many staff hours to resolve. Adding them to the SCADA system would identify if they are not working properly, will provide a better and safer alternative for adjustments between the seasonal demands, and will provide instant system pressure data to identify system problems.

In addition, the pressure regulators are grouped together in several locations where the activation of one will negate the need of a second regulator, while there are some areas of the system that require the redundancy needs of a pressure regulator. Therefore, some of the work includes relocation of existing pressure regulators to more optimal locations to spread out their usefulness across the pressure zones.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		75,000				75,000
Total		75,000				75,000

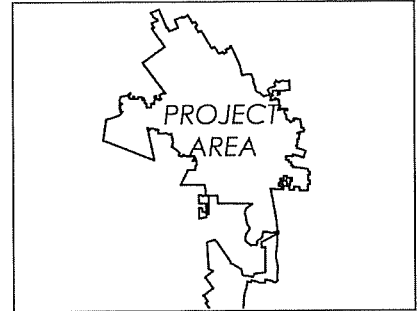
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		75,000				75,000
Total		75,000				75,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD16PW01**
 Project Name **Cathodic Protection 2015-16**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$360,000

Electrically isolate services at water meters, install test stations at pre-determined locations, and protect the water mains in various regions throughout the City, and continuation of the CP system design to protect the 36" Conn Line from Wine Country Ave to West Pueblo.

Justification

One of the largest contributors to failed pipelines is corrosion. With the existing technologies available, it is possible to extend the life of the existing buried pipelines without significant construction or reconstruction costs. Due to some of the failing rates of the pipelines, the least expensive method of addressing the problem is to install cathodic protection at the water services, install test stations to monitor their effectiveness, and install anodes at pre-determined locations where water services cannot solve the problem sufficiently. Due to some areas that are more complicated, additional soils studies and corrosion consultant input will be required on an as-needed basis.

Besides protection of distribution mains within the City, FY16 would include the completion of the 36" Conn Line assessment from Wine Country to West Pueblo, and commence the assessment of the 36" from West Pueblo to Silverado Trail.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			200,000			200,000
Professional/Consulting Service			160,000			160,000
Total			360,000			360,000

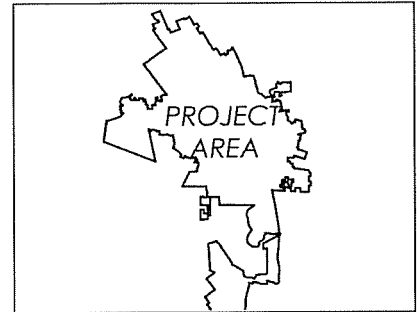
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			360,000			360,000
Total			360,000			360,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD16PW02**
 Project Name **Pressure Regulators 2015-16**



Type Equipment/Machinery Department Public Works
 Useful Life 15 Years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$75,000

Install power upgrades to existing pressure regulators and connect to SCADA system.

Justification

The pressure regulators in the system are all individually read on a monthly basis. If they break and don't open, or get stuck open, staff rely on field data (tank levels and low pressure calls) to indicate a problem. This problem can take many staff hours to resolve. Adding them to the SCADA system would identify if they are not working properly, will provide a better and safer alternative for adjustments between the seasonal demands, and will provide instant system pressure data to identify system problems.

In addition, the pressure regulators are grouped together in several locations where the activation of one will negate the need of a second regulator, while there are some areas of the system that require the redundancy needs of a pressure regulator. Therefore, some of the work includes relocation of existing pressure regulators to more optimal locations to spread out their usefulness across the pressure zones (such as Sierra @ Harkness to Jefferson @ Sierra, and Freeway @ Imola to Lincoln @ Corp Yard).

This budget incorporates the new regulator site at Jefferson & Cedar, with power and SCADA improvements, and the abandonment of the Walnut & Clay site.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			65,000			65,000
Other			10,000			10,000
Total			75,000			75,000

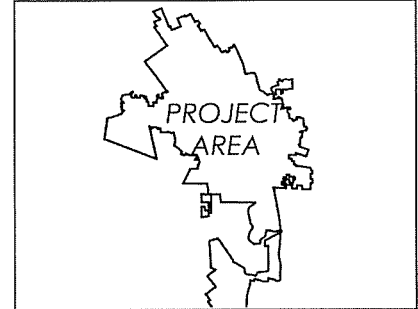
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			75,000			75,000
Total			75,000			75,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD16PW03**
 Project Name **Minor Water Main Projects 2015-16**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$550,000

Minor water main upgrades, replacements, new installations, and abandonments to be completed by City staff. Areas include Westview @ Sunview, South Jefferson @ Cabot, Clay St @ Walnut, Clay St @ Jefferson, First St @ California, First St @ Freeway, and Imola Ave West @ Hunt.

Justification

The water system consists of aged, undersized, and in some cases redundant water mains that need to be replaced, upgraded or abandoned. Many portions of this work can be completed by Water Division staff due to the limited size of work. With a budget provided for City staff to complete some of these projects, more infrastructure issues can be resolved each year at a fraction of the cost of creating plans and contracting the work out to other sources.

A placeholder has also been included for the 12" water main interconnection from Sousa to Saratoga should the zone 3 improvements required for Gasser Property North be completed.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			550,000			550,000
Total			550,000			550,000

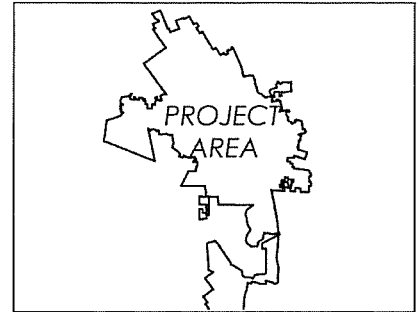
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			550,000			550,000
Total			550,000			550,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD16PW04**
 Project Name **Major Water Main Projects 2015-16**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description Total Project Cost: \$2,280,000

Major water main upgrades and new installations of significant length and difficulty requiring an outside contractor to complete. Areas include Third @ California, Third @ Jefferson, Minahen @ Locust, Locust @ South Seymour, and South Seymour @ Old Sonoma.

Justification

The Third Street improvements is a 4"/6" water main undersized for the needs and circulation of water in the area. With downtown increasing in commercial capacity, fire flow needs have increased requiring larger fronting water mains for new development. In addition, the primary corridor needs for water flow requires better flow between California and Jefferson. Although this work could be pushed off for 2 years, due to planned paving in the area, these improvements need to be completed this fiscal year.

The improvements around Seymour are in connection with minor water main improvements to be conducted by City crews. This area has difficulty meeting minimum fire flow requirements and has a history of poor water circulation. These improvements provide better circulation to areas south of Imola, better redundancy of high water flow needs outside of a signalized intersection, and improve the fire flow capacity to the region.

Costs associated with water main work have increased greatly within the recent past, such that cost estimates have doubled from that of three years ago. It is anticipated that a larger project will obtain better competitive bids.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			2,270,000			2,270,000
Professional/Consulting Servic			10,000			10,000
Total			2,280,000			2,280,000

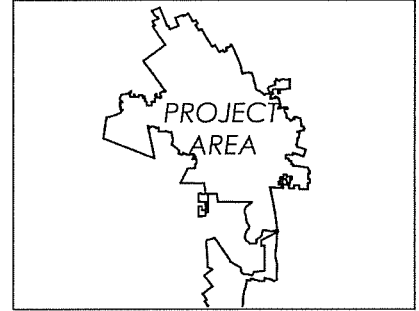
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			2,280,000			2,280,000
Total			2,280,000			2,280,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD16PW05**
 Project Name **Appurtenance Improvements 2015-16**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$150,000

Replace undersized fire hydrants, install new hydrants, and install new valves for the purposes of improving water flow in the system.

Justification

The water quality of the system is partially dependent on the ability to properly flush and isolate parts of the water system. Due to the sporadic development of the City, hydrants were often installed undersized for the purpose, in locations without drainage, not installed where they are needed, and installed without street valves. In addition, system line valves were often buried, lost, or not installed where needed. To promote better flushing abilities of the system, and reduced shutdown areas, hydrants and valves need to be installed each year beyond standard maintenance, repair, and replacement needs in the system.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			150,000			150,000
Total			150,000			150,000

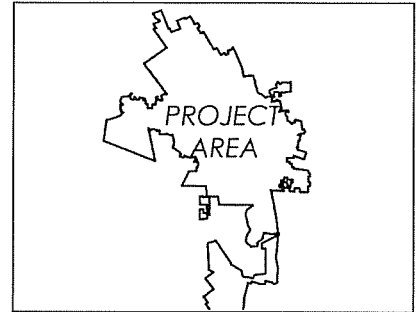
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			150,000			150,000
Total			150,000			150,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD16PW06**
 Project Name **Hydrant & Valve Maintenance**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

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

Maintenance of hydrants, valves, and air-vacs based on AWWA highest life expectancies.

Justification

The majority of facility replacements that exist today are based on known failed conditions of the facilities. Valves are repaired, but are considered "okay" even if they don't shut tight, which encourages larger shutdowns, emergency (after-hours) expenses, and questionable restrictions within pipelines. Hydrants are only known to be problematic when they are operated which is currently limited to emergencies and hydrant flushing, making them questionably operational when they are needed. Air-vacs are only known to not work when air escapes into other facilities causing damage to other facilities, flow restrictions in pipelines, and damage to private infrastructure.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			840,000			840,000
Salaries & Benefits			160,000			160,000
Total			1,000,000			1,000,000

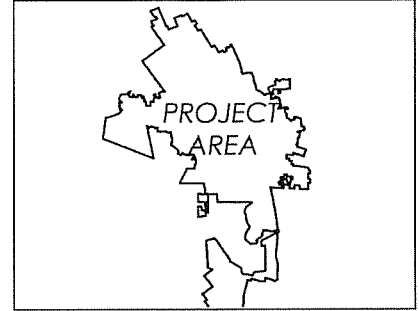
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			1,000,000			1,000,000
Total			1,000,000			1,000,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD17PW01**
 Project Name **Cathodic Protection 2016-17**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$622,000

Electrically isolate services at water meters, install test stations at pre-determined locations, and protect the water mains in various regions throughout the City, and construction of the CP system to protect the 36" Conn Line from Wine Country Ave to Silverado Trail.

Justification

One of the largest contributors to failed pipelines is corrosion. With the existing technologies available, it is possible to extend the life of the existing buried pipelines without significant construction or reconstruction costs. Due to some of the failing rates of the pipelines, the least expensive method of addressing the problem is to install cathodic protection at the water services, install test stations to monitor their effectiveness, and install anodes at pre-determined locations where water services cannot solve the problem sufficiently. Due to some areas that are more complicated, additional soils studies and corrosion consultant input will be required on an as-needed basis.

Besides protection of distribution mains within the City, FY17 would include the installation of the CP systems to protect the 36" Conn Line from Wine Country Avenue to Silverado Trail and commencement of the assessment of the 42" transmission main from Jamieson to Hwy 29.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				550,000		550,000
Professional/Consulting Service				72,000		72,000
Total				622,000		622,000

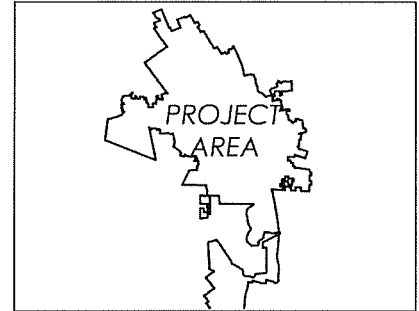
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				622,000		622,000
Total				622,000		622,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD17PW02**
 Project Name **Pressure Regulators 2016-17**



Type Equipment/Machinery Department Public Works
 Useful Life 15 Years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$90,000

Install power upgrades to existing pressure regulators and connect to SCADA system.

Justification

The pressure regulators in the system are all individually read on a monthly basis. If they break and don't open, or get stuck open, staff rely on field data (tank levels and low pressure calls) to indicate a problem. This problem can take many staff hours to resolve. Adding them to the SCADA system would identify if they are not working properly, will provide a better and safer alternative for adjustments between the seasonal demands, and will provide instant system pressure data to identify system problems.

In addition, the pressure regulators are grouped together in several locations where the activation of one will negate the need of a second regulator, while there are some areas of the system that require the redundancy needs of a pressure regulator. Therefore, some of the work includes relocation of existing pressure regulators to more optimal locations to spread out their usefulness across the pressure zones (such as Sierra @ Harkness to Jefferson @ Sierra, and Freeway @ Imola to Lincoln @ Corp Yard).

This budget incorporates the new regulator site at Old Soscol & Trancas with power and SCADA improvements, the abandonment of the Edgewater & Shoreline site and the Main & Pueblo site.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				80,000		80,000
Other				10,000		10,000
Total				90,000		90,000

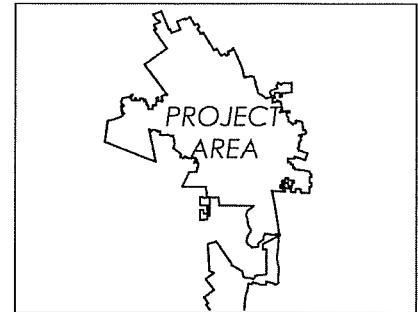
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				90,000		90,000
Total				90,000		90,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD17PW03**
 Project Name **Minor Water Main Projects 2016-17**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$350,000

Minor water main upgrades, replacements, new installations, and abandonments to be completed by City staff. Areas include Coronado @ Holmes, South Terrace Ave @ Belvedere, Hopkins Ln, Shurtleff Ave @ London, Wilkins @ Shelter, Main St @ Pueblo, and Pueblo @ Beard.

Justification

The water system consists of aged, undersized, and in some cases redundant water mains that need to be replaced, upgraded or abandoned. Many portions of this work can be completed by Water Division staff due to the limited size of work. With a budget provided for City staff to complete some of these projects, more infrastructure issues can be resolved each year at a fraction of the cost of creating plans and contracting the work out to other sources.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				350,000		350,000
Total				350,000		350,000

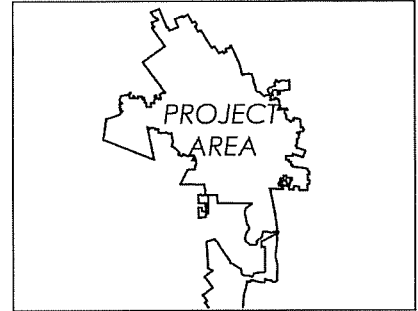
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				350,000		350,000
Total				350,000		350,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD17PW04**
 Project Name **Major Water Main Projects 2016-17**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$2,550,000

Major water main upgrades and new installations of significant length and difficulty requiring an outside contractor to complete. Areas include Imola @ Harding, South Terrace @ Shetler, Shurtleff @ Shetler, and Shurtleff @ Sylvia.

Justification

The Imola Avenue area water mains are undersized for the needs and circulation of water in the area, including the turnover capabilities of Imola Tank. This work should have been completed in previous years; however, due to the repaving of the area, the "no cut" moratorium required any improvements in the area to be delayed.

Improvements include upgrading water mains within Imola, Shetler, and Shurtleff, and the completion of the South Terrace to Terrace creek crossing (where money was given to the Water Division by a Developer for the costs to complete the water main improvements with the bridge crossing). Due to the delay of the creek bridge and the needs of the system, the water main is being installed at this time (with or without the bridge) due to existing circulation issues in the area. The project budget assumes HDD is required to get across the creek. This project also coincides with several City crew improvements within the same vicinity.

Costs associated with water main work have increased greatly within the recent past, such that costs estimates have doubled from that of three years ago. It is anticipated that a larger project will obtain better competitive bids.

Budget Impact/Other

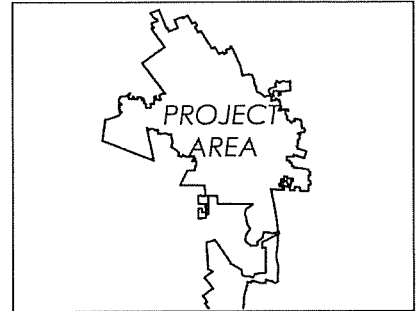
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				2,520,000		2,520,000
Professional/Consulting Service				30,000		30,000
Total				2,550,000		2,550,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				2,550,000		2,550,000
Total				2,550,000		2,550,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD17PW05**Project Name **Appurtenance Improvements 2016-17**

Type Infrastructure
 Useful Life 50 yrs
 Category Water Distribution

Department Public Works
 Contact Joy Eldredge
 Priority Mission Critical

Description

Total Project Cost: \$150,000

Replace undersized fire hydrants, install new hydrants, and install new valves for the purposes of improving water flow in the system.

Justification

The water quality of the system is partially dependent on the ability to properly flush and isolate parts of the water system. Due to the sporadic development of the City, hydrants were often installed undersized for the purpose, in locations without drainage, not installed where they are needed, and installed without street valves. In addition, system line valves were often buried, lost, or not installed where needed. To promote better flushing abilities of the system, and reduced shutdown areas, hydrants and valves need to be installed each year beyond standard maintenance, repair, and replacement needs in the system.

Budget Impact/Other

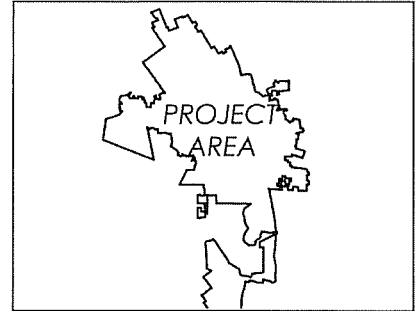
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				150,000		150,000
Total				150,000		150,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				150,000		150,000
Total				150,000		150,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD17PW06**Project Name **Hydrant & Valve Maintenance 2016-17**

Type Infrastructure
 Useful Life 50 yrs
 Category Water Distribution

Department Public Works
 Contact Joy Eldredge
 Priority Mission Critical

Description

Total Project Cost: \$1,000,000

Maintenance of hydrants, valves, and air-vacs based on AWWA highest life expectancies.

Justification

The majority of facility replacements that exist today are based on known failed conditions of the facilities. Valves are repaired, but are considered "okay" even if they don't shut tight, which encourages larger shutdowns, emergency (after-hours) expenses, and questionable restrictions within pipelines. Hydrants are only known to be problematic when they are operated which is currently limited to emergencies and hydrant flushing, making them questionably operational when they are needed. Air-vacs are only known to not work when air escapes into other facilities causing damage to other facilities, flow restrictions in pipelines, and damage to private infrastructure.

Budget Impact/Other

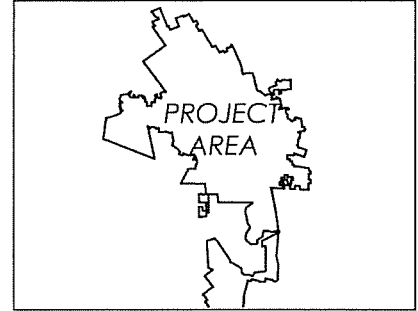
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				840,000		840,000
Salaries & Benefits				160,000		160,000
Total				1,000,000		1,000,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				1,000,000		1,000,000
Total				1,000,000		1,000,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD18PW01**Project Name **Cathodic Protection 2017-18**

Type Infrastructure
 Useful Life 50 yrs
 Category Water Distribution

Department Public Works
 Contact Joy Eldredge
 Priority Mission Critical

Description

Total Project Cost: \$385,000

Electrically isolate services at water meters, install test stations at pre-determined locations, and protect the water mains in various regions throughout the City, and continuation of the CP system design to protect the 42" main from Jamieson to Hwy 29.

Justification

One of the largest contributors to failed pipelines is corrosion. With the existing technologies available, it is possible to extend the life of the existing buried pipelines without significant construction or reconstruction costs. Due to some of the failing rates of the pipelines, the least expensive method of addressing the problem is to install cathodic protection at the water services, install test stations to monitor their effectiveness, and install anodes at pre-determined locations where water services cannot solve the problem sufficiently. Due to some areas that are more complicated, additional soils studies and corrosion consultant input will be required on an as-needed basis.

Besides protection of distribution mains within the City, FY18 would continue the assessment of the 42" transmission main and design of the CP system needed to protect it.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					200,000	200,000
Professional/Consulting Servic					160,000	160,000
Land Acquisition/Project Permi					25,000	25,000
Total					385,000	385,000

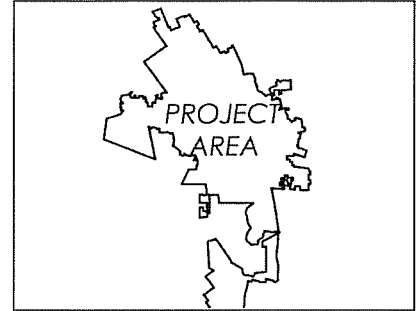
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					385,000	385,000
Total					385,000	385,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD18PW02**
 Project Name **Pressure Regulators 2017-18**



Type Equipment/Machinery Department Public Works
 Useful Life 15 Years Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description Total Project Cost: \$85,000

Install power upgrades to existing pressure regulators and connect to SCADA system.

Justification

The pressure regulators in the system are all individually read on a monthly basis. If they break and don't open, or get stuck open, staff rely on field data (tank levels and low pressure calls) to indicate a problem. This problem can take many staff hours to resolve. Adding them to the SCADA system would identify if they are not working properly, will provide a better and safer alternative for adjustments between the seasonal demands, and will provide instant system pressure data to identify system problems.

In addition, the pressure regulators are grouped together in several locations where the activation of one will negate the need of a second regulator, while there are some areas of the system that require the redundancy needs of a pressure regulator. Therefore, some of the work includes relocation of existing pressure regulators to more optimal locations to spread out their usefulness across the pressure zones (such as Sierra @ Harkness to Jefferson @ Sierra, and Freeway @ Imola to Lincoln @ Corp Yard).

This budget incorporates the new regulator site at Carol Dr & Redwood Rd, with power and SCADA improvements, and the abandonment of the Pueblo & Hwy 29 site.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					75,000	75,000
Fleet/Equipment					10,000	10,000
Total					85,000	85,000

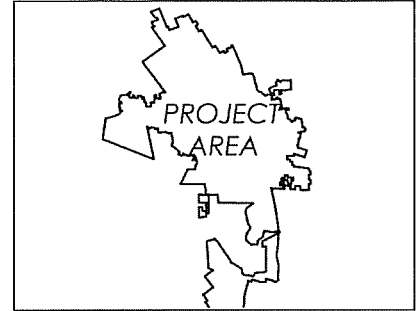
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					85,000	85,000
Total					85,000	85,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD18PW03**
 Project Name **Minor Water Main Projects 2017-18**



Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$350,000

Minor water main upgrades, replacements, new installations, and abandonments to be completed by City staff. Areas include Coronado @ Holmes, South Terrace Ave @ Belvedere, Hopkins Ln, Shurtleff Ave @ London, Wilkins @ Shelter, Main St @ Pueblo, and Pueblo @ Beard.

Justification

The water system consists of aged, undersized, and in some cases redundant water mains that need to be replaced, upgraded or abandoned. Many portions of this work can be completed by Water Division staff due to the limited size of work. With a budget provided for City staff to complete some of these projects, more infrastructure issues can be resolved each year at a fraction of the cost of creating plans and contracting the work out to other sources.

Budget Impact/Other

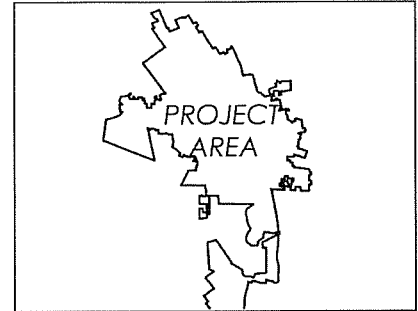
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					350,000	350,000
Total					350,000	350,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					350,000	350,000
Total					350,000	350,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD18PW04**Project Name **Major Water Main Projects 2017-18**

Type Infrastructure
 Useful Life 100 yrs
 Category Water Distribution

Department Public Works
 Contact Joy Eldredge
 Priority Mission Critical

Description

Total Project Cost: \$2,650,000

Major water main upgrades and new installations of significant length and difficulty requiring an outside contractor to complete. Areas include Jefferson @ Pine, Spruce @ Jefferson, and South Jefferson @ Spruce.

Justification

The central Zone 1 area water mains are undersized for the needs and circulation of water in the area. Jefferson Street is already sized as a 12" for most the length with the exception of a several block pinch point down to 8", and a 6" pinch point within South Jefferson. Spruce Street has 3" and 4" water mains, undersized for the needs of the area. Improvements include upgrading water mains within Jefferson and Spruce.

Costs associated with water main work have increased greatly within the recent past, such that costs estimates have doubled from that of three years ago. It is anticipated that a larger project will obtain better competitive bids.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					2,640,000	2,640,000
Professional/Consulting Servic					10,000	10,000
Total					2,650,000	2,650,000

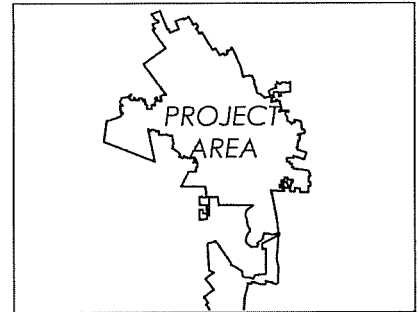
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					2,650,000	2,650,000
Total					2,650,000	2,650,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD18PW05**
 Project Name **Appurtenance Improvements 2017-18**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$150,000

Replace undersized fire hydrants, install new hydrants, and install new valves for the purposes of improving water flow in the system.

Justification

The water quality of the system is partially dependent on the ability to properly flush and isolate parts of the water system. Due to the sporadic development of the City, hydrants were often installed undersized for the purpose, in locations without drainage, not installed where they are needed, and installed without street valves. In addition, system line valves were often buried, lost, or not installed where needed. To promote better flushing abilities of the system, and reduced shutdown areas, hydrants and valves need to be installed each year beyond standard maintenance, repair, and replacement needs in the system.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					150,000	150,000
Total					150,000	150,000

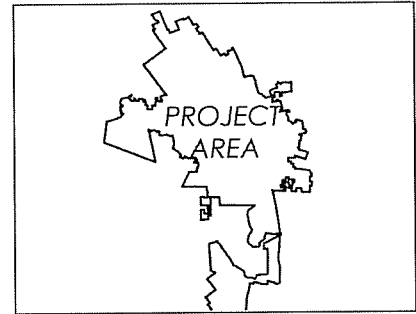
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					150,000	150,000
Total					150,000	150,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WD18PW06**
 Project Name **Hydrant & Valve Maintenance 2017-18**



Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Distribution Priority Mission Critical

Description

Total Project Cost: \$1,000,000

Maintenance of hydrants, valves, and air-vacs based on AWWA highest life expectancies.

Justification

The majority of facility replacements that exist today are based on known failed conditions of the facilities. Valves are repaired, but are considered "okay" even if they don't shut tight, which encourages larger shutdowns, emergency (after-hours) expenses, and questionable restrictions within pipelines. Hydrants are only known to be problematic when they are operated which is currently limited to emergencies and hydrant flushing, making them questionably operational when they are needed. Air-vacs are only known to not work when air escapes into other facilities causing damage to other facilities, flow restrictions in pipelines, and damage to private infrastructure.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					840,000	840,000
Salaries & Benefits					160,000	160,000
Total					1,000,000	1,000,000

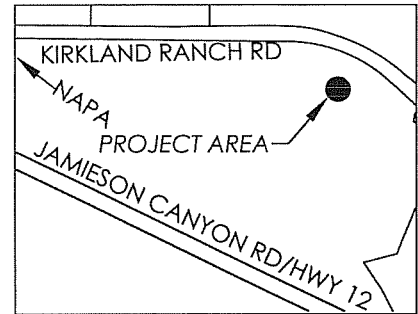
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					1,000,000	1,000,000
Total					1,000,000	1,000,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WQ14PW01**
 Project Name **Barwick Jamieson Improvements**



Type Building/Improvements Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Health & Safety

Description

Total Project Cost: \$300,000

Conduct general treatment plant improvements that include reclaim and sedimentation basin improvements, ozone closed loop cooling system for the generator, air compressor to clear ozone from welding SS ozone piping.

Justification

The Barwick Jamieson Canyon Water Treatment Plant requires additional improvements to successfully fulfill treatment operations. As an alternative means to disinfect source water, the Jamieson Canyon treatment plant was reconstructed with the ability to conduct ozone treatment which is more effective in treating and disinfecting source water, ultimately leading to higher quality tap water for consumers while ensuring compliance. A closed loop cooling system will prevent scale build-up on the sensitive ozone generators, a compressed air entry point will assist in clearing the welded ss ozone lines and valve and actuator will facilitate cleaning of the reclaim basin and compliance with the filter backwash recycle rule (FBRR).

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	300,000					300,000
Total	300,000					300,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	300,000					300,000
Total	300,000					300,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WQ15PW01**
 Project Name **Hennessey Treatment Improvements 2014-15**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Health & Safety

Description	Total Project Cost: \$100,000
Conduct general treatment plant improvements that include installation of a dechlor system for the reclaim basin, and filter drain valve repairs.	

Justification
The Lake Hennessey Water Treatment Plant is over thirty years old and needs minor repairs. Along with addressing operational requirements to effectively and efficiently conduct treatment operations, the City is mandated to comply with certain pollutant discharge elimination and DPB requirements.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		100,000				100,000
Total		100,000				100,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		100,000				100,000
Total		100,000				100,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WQ15PW02**
 Project Name **Barwick Jamieson Sludge**

Type Land/Improvements Department Public Works
 Useful Life 30 years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Mission Critical

Description

Total Project Cost: \$550,000

Conduct general treatment plant improvements to facilitate sludge processing including site improvements from the washwater clarifiers to a staging area for mechanical dewatering equipment.

Justification

The Barwick Jamieson Canyon Water Treatment Plant requires additional improvements to successfully fulfill treatment operations . The increased production volume and higher removal of organic matter results in a higher volume of byproducts or sludge that needs to be de-watered and disposed. Historical means were inefficient triple (or more) handling of the sludge by pumping it to ponds on site, turning, wind-rowing, mechanical turning to dry the material so it is dry enough to haul off-site and pay for disposal at the recycling facility. Hauling restrictions at the MDF require hauling during weekends only (at OT rates.) Operating costs for sludge handling alone have risen to \$300,000 per year. Site improvements from the washwater clarifiers to a staging area for mechanical dewatering equipment will reduce overall costs of this necessary operation.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		550,000				550,000
Total		550,000				550,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		550,000				550,000
Total		550,000				550,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WQ16PW01**
 Project Name **SCADA Improvement Phase 3**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Mission Critical

Description	Total Project Cost: \$590,000
Rebuild our entire IT/SCADA communications infrastructure to allow for future expansion/upgrades, provide redundancy & reliability within our control systems, and to give us a standard form of communications that is simple, consistent, and meets/exceeds proper network infrastructure for industrial environments. This will not only allow us to fully integrate our entire control system, we will also have the ability to create a state of the art security system that stays online 24/7/365. This will be a 3 phase project. Phase 3 is software integration at the three treatment plants. Phase 3 costs will actually be spread over FY 2015-16 and 2016-17.	

Justification
Whether it's to control a water plant, review trends, monitor remote sites, or logging data, we need a system that is simple to operate, consistent, reliable, and redundant. Now is the time to prepare ourselves for growth that will take us into the next 20+ years. This will be a 3 phase project. Phase 1 is communications infrastructure. It's like building a house. The first step is to layout the foundation. Without it, we have nothing to build on. Phase 2 is hardware upgrades. The plan is to have a standard platform of hardware that will last 20+ years and provide us with multiple levels of redundancy so that we stay online 24/7/365, 0% data loss! Phase 3 is software integration. This is where we tie it all together. Configuration, graphic design interface, control strategies, alarm standards, security standards, & data logging. We will have a top ranking, state of the art SCADA system that we can be proud of. We have people traveling from all over the globe to visit our beautiful city. Imagine other water systems from all over coming to see our water facilities.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			360,000			360,000
Salaries & Benefits			72,000			72,000
Professional/Consulting Servic			158,000			158,000
Total			590,000			590,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			590,000			590,000
Total			590,000			590,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WQ16PW02**
 Project Name **Hennessey Filters 1-4 Renovation**

Type Infrastructure Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Mission Critical

Description Total Project Cost: \$945,000
 Renovation of deteriorated walls in Filters 1-4 at the Hennessey Treatment Plant. Clean, sack and patch, skim coat and seal top coat deteriorating walls. Add copper sheeting for algae control.

Justification
 Walls in Filters 1-4 have severe pitting that will affect the structure. Water quality from algae growth is an issue.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			576,000			576,000
Salaries & Benefits			116,000			116,000
Professional/Consulting Servic			253,000			253,000
Total			945,000			945,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			945,000			945,000
Total			945,000			945,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WQ16PW03**
 Project Name **Hennessey Raw Water Flow Meter**

Type Equipment/Machinery Department Public Works
 Useful Life 15 Years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Mission Critical

Description

Total Project Cost: \$98,300

Replace aging raw water flow meter at Hennessey with magnetic flow meter for better accuracy and plant control.

Justification

Replacement of this flow meter will lead to better water quality and reduced chemical costs as this meter and its data control the "flow pacing" of the entire plant.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			60,000			60,000
Salaries & Benefits			11,900			11,900
Professional/Consulting Servic			26,400			26,400
Total			98,300			98,300

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			98,300			98,300
Total			98,300			98,300

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WQ16PW04**
 Project Name **Hennessey PolyBlend Unit**

Type Equipment/Machinery Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Water Quality (Treatment) Priority Mission Critical

Description	Total Project Cost: \$117,800
Replace existing PolyBlend unit at Hennessey Treatment Plant with a new, more reliable one.	
Justification	
Replacing aging unreliable unit with new ones will dose chemical more accurately and reduce downtime/labor to repair hours.	
Budget Impact/Other	

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			72,000			72,000
Salaries & Benefits			14,200			14,200
Professional/Consulting Servic			31,600			31,600
Total			117,800			117,800

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			117,800			117,800
Total			117,800			117,800

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WT14PW01**
 Project Name **Falcon Ridge Tank Replacement**

Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Transmission Priority Leverage Funding

Description

Total Project Cost: \$200,000

Replace and upgrade the existing 32,000 gallon tank to a tank capable of storing 60,000 gallons of water to meet minimum fire flow requirements.

Justification

As part of an agreement with the Falcon Ridge HOA, after the completion of the PG&E service transfer and transfer of all of the private water services to the public system, the City agreed to complete the replacement and upgrade of the Falcon Ridge Tank. The HOA has almost 100% completed their side of the agreement, and continue to reimburse the City at \$2,200 every two months until the total amount has been paid off. The completion of the water tank replacement would complete the City's side of the agreement obligations.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	156,000					156,000
Professional/Consulting Servic	44,000					44,000
Total	200,000					200,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	200,000					200,000
Total	200,000					200,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WT14PW02**
 Project Name **Holly Court Improvements**

Type Infrastructure Department Public Works
 Useful Life 50 yrs Contact Joy Eldredge
 Category Water Transmission Priority Mission Critical

Description	Total Project Cost: \$200,000
Improvements of Holly Court Zone 4 system by a new pipe installation within easement or replacement of Holly Court pressure tank.	

Justification
The existing Holly Court Pressure Tank is in need of repair and replacement, which also requires power upgrades which are costly. The existing Old Coach Road tank has difficulties with turnover due to the minimal demands connected to it. The proximity of both systems makes it feasible to interconnect the two. Based on preliminary assessments of the area, elevations of the area would permit all services in the Zone 4 systems to interconnect with the Old Coach Road tank, which would eliminate the need to fix and upgrade the Holly Court tank, improve turnover of the Old Coach Road tank, and allow the Zone 4 hydrants on Syar Drive to flow the 500 gpm minimum flow rate (currently not feasible with the Holly Court pressure tank).
FY14 would be used to assess feasibility of the interconnection, obtain easements, and prepare the neighborhood for the installation of booster pumps at each house. If the assessment proves to be possible, then FY15 would be used to install the new pipeline and the booster pumps. If not, the entire budget would be used to complete the tank and power improvements needed at Holly Court.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		175,000				175,000
Land Acquisition/Project Permi	25,000					25,000
Total	25,000	175,000				200,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	25,000	175,000				200,000
Total	25,000	175,000				200,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WT15PW01**
 Project Name **Dwyer Road Pump Station**

Type Infrastructure Department Public Works
 Useful Life 100 yrs Contact Joy Eldredge
 Category Water Transmission Priority Mission Critical

Description	Total Project Cost: \$1,262,070
Modified purpose of the existing pump station at Dwyer Road to pump water south to north to fill the Hennessey Clearwell.	

Justification
This project is a joint venture between the cities of Napa, Calistoga, and St. Helena. The project is needed by Calistoga and St. Helena to avoid pump station improvements within their own systems, addressing local needs in their own agencies, and assists Napa by increasing the ability of using the Jamieson Treatment Plant for longer periods of time, reducing the mid-year dependency on the Hennessey Treatment Plant (which is particularly helpful during source water quality and availability concerns). This project would also remove the varying pressures witnessed by up-valley customers that usually occur with the switching of water treatment plants.
The project estimates for preliminary work includes the completion of the 100% design of the pump station, surge protection on each system, preparatory improvements on the 36" transmission main (including valve installations, fixing weak points on the pipeline, and upgrades needed at the Hennessey Clearwell). It is also assumed that outside inspection may be necessary for parts (not all) of the construction work.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		1,188,810				1,188,810
Professional/Consulting Servic		73,260				73,260
Total		1,262,070				1,262,070

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		1,262,070				1,262,070
Total		1,262,070				1,262,070

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WT15PW02**
 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

Description Total Project Cost: \$1,262,070

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.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction		225,000				225,000
Total		225,000				225,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		225,000				225,000
Total		225,000				225,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project #	WT16PW01
Project Name	Hennessey Clearwell Improvements

Type	Building/Improvements	Department	Public Works
Useful Life	50 yrs	Contact	Joy Eldredge
Category	Water Transmission	Priority	Mission Critical

Description

Total Project Cost: \$520,000

Clean the tank, make spot and hairline crack repairs, replace all miscellaneous metals and light fixtures, prepare all joints and install new polyurethane joint sealant.

Justification

The 5.0 MG Lake Hennessey clearwell is over thirty years old and aside from inspections, has never undergone any routine or periodic maintenance. In September 2011, an inspection was conducted and the reported outcome revealed intermittent surface and hairline cracks, as well as joint sealant that has far exceeded its useful life. Left unattended, the existing condition will continue to deteriorate and lead to significant system losses. Due to the existing age and condition, it is recommended that the tank undergo a cleaning, all hairline cracks be repaired, and all miscellaneous metals and joints sealant replaced.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			520,000			520,000
Total			520,000			520,000

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			520,000			520,000
Total			520,000			520,000

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project #	WS10PW01
Project Name	Hennessey Watershed Improvements

Type	Land/Improvements	Department	Public Works
Useful Life	20 years	Contact	Joy Eldredge
Category	Watershed (Supply Source)	Priority	Health & Safety

Description	Total Project Cost: \$442,602
Various improvements to the Lake Hennessey property including: 3,200 feet of road repair from the spillway to the treatment plant (\$120,000); "Pullout" drainage ditches, regrade and armor 3-5 miles of fire roads (\$70,000); lighting, automated parking/launch fee pay station, and information kiosk at the Boat Launch (\$45,000); upgraded trash receptacles, signage, and benches at turnouts (\$25,000); security fence upgrades at various locations (\$25,000); screening and separation of 7,500 cubic yards of rip-rap material (\$30,000); upgrade or installation of new culverts with rip-rap (\$65,000); Moore Creek bank reinforcement to protect foot bridge (\$10,000). In FY13, improve the fencing, signage and drainage around the lake. Improve the drainage and containment around the potassium permanganate building. Relocate water lines to the caretaker buildings and away from the solar array.	

Justification
These improvements are needed to improve safety and security, enhance the public experience, simplify staff management, and prevent erosion in the Lake Hennessey Watershed. In FY13, roadwork, fencing and increased signage around the watershed in anticipation of increased foot traffic and visitors due to the County's development of the Moore Creek Property. Relocate water lines from under the solar array and improve lines to the caretaker homes. Pave and install berm, improve drainage to contain the drainage or prevent a spill from KMnO4 building from reaching the creek.

Budget Impact/Other

Prior	Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
402,602	Construction		40,000				40,000
Total	Total		40,000				40,000

Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
402,602	Water Enterprise Fund		40,000				40,000
Total	Total		40,000				40,000

Capital Improvement Program

'13/'14 *thru* '17/'18

City of Napa, California

Project # **WS14PW01**
 Project Name **Hennessey Algae Pilot Test**

Type Equipment/Machinery Department Public Works
 Useful Life 10 Years Contact Joy Eldredge
 Category Watershed (Supply Source) Priority Mission Critical

Description	Total Project Cost: \$79,564
Algae growth results in taste and odor problems in treated drinking water. This Project will test the effectiveness of installing floating solar-powered mixing units to agitate the surface water and inhibit the growth of algae.	

Justification
The Lake Hennessey Reservoir has exhibited significant increases in algal blooms in recent years. Algal growth results in taste and odor problems with treated drinking water. The City switched algacides from Copper Sulfate to PAK-27 in 2005. The rate of growth of algae has required application of algicide 3 or more times per week during the summer months whereas it used to be necessary just one to two times per month. In an effort to contain and reduce the operating costs associated with these increasing labor and chemical purchases, this study will test the use of floating solar powered mixing units to agitate the water and inhibit algae growth.

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction	79,564					79,564
Total	79,564					79,564

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	79,564					79,564
Total	79,564					79,564

Capital Improvement Program

'13/'14 thru '17/'18

City of Napa, California

Project # **WS17PW01**
 Project Name **Milliken Dam Sensors**

Type Equipment/Machinery Department Public Works
 Useful Life 20 years Contact Joy Eldredge
 Category Watershed (Supply Source) Priority Mission Critical

Description

Total Project Cost: \$87,100

Install Hydrolynx equipment at three sites: Milliken Dam, the diversion dam weir and the Milliken Water Tank. Said equipment will ensure receipt of flow meter and battery voltage data via wireless radio link, install telemetry to transmit water level data, and repeat radio packet information from the river site to the City of Napa primary Alert repeater.

Justification

This project will help ensure dam discharge and shaft encoder data is reliably transmitted over the Alert radio link. Specifically, it will establish new telemetry where currently none exist, and provide the City with the means to transmit data to the City of Napa Alert radio. Currently, the City of Napa, in conjunction St. Helena, Napa County, and the Flood Control and Water Conservation District, contribute to the maintenance of a web interface that currently incorporates weather and stream flow conditions. This project will leverage the existing web interface and provide it with additional data that are specific to the Milliken Dam. The gauging site that currently has no existing telemetry is a 20-minute drive from the center of town and is at the end of a one-mile access road that cannot be traversed with by conventional means (i.e. truck or vehicle - the City owns an ATV and trailer).

Budget Impact/Other

Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				79,100		79,100
Salaries & Benefits				8,000		8,000
Total				87,100		87,100

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				87,100		87,100
Total				87,100		87,100

Fiscal Policy

INTRODUCTION

Objective

To review the City's Fiscal Policy in order to determine compliance, and any appropriate changes, additions or deletions.

Background

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

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

GFOA further recommends that the adopted Fiscal Policy be 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. Additionally, as circumstances change, there is sometimes a need to modify existing Fiscal Policy statements.

In an effort to present clear fiscal direction in a concise format, staff developed each policy to allow ease in implementation.

Predictably, full conformance to all fiscal policies cannot be achieved at this time given the economic conditions impacting City operations. Policies that cannot be addressed in the new term are identified in the text to follow and an explanation is provided.

Recommendation

It is recommended the following update to the fiscal policies be reviewed and accepted by Council.

Council Action

Move to accept the report on the fiscal policy.

Fiscal Policy

Fiscal Policy Statement	Status	Comment
General Financial Goals		
To maintain and enhance the sound fiscal condition of the City.	√	
Operating Budget Policies		
The City will adopt a balanced two-year budget by June 30 of every other year.	√	
A bi-annual base operating budget will be developed by verifying or conservatively projecting revenues and expenditures for the current and forthcoming fiscal year.	√	
Current revenues will be sufficient to support current operating expenditures.	√	
Annual operating budgets will provide for adequate design, construction, maintenance and replacement of the City's capital plant and equipment.	√	
The purchase of new or replacement capital equipment with a value of \$25,000 or more and with a minimum useful life of two years will require City Council approval.	√	
The City will project its equipment replacement and maintenance needs for the next six years and will update this projection each year. From this projection a maintenance and replacement schedule will be developed and followed.	√	
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.	√	

Legend:

- √ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget
- + New / Revised Fiscal Policy

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Operating Budget Policies (Cont'd.)		
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.	√	
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.	--	The User Fee study is nearing completion. Consideration by the Council scheduled for Fall 2013.
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.	√	

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Utility Rates and Fee Policies - continued		
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 for peaks in workload, when a project is limited in term and/or scope, or when specialized expertise is necessary and it is more cost-effective to hire a consultant than add a full-time staff position. Conversely, for longer term needs (3-5 years) and when it becomes more cost-effective, the City shall consider adding full-time staff.	√	
Capital Improvement Budget Policies		
The City will make capital improvements in accordance with an adopted capital improvement program.	√	
The City will develop an annual five-year plan for capital improvements, including CIP design, development, implementation, and operating and maintenance costs.	√	
The Water Fund and the Solid Waste / Materials Diversion fund may only use funds generated by their service charges, grants and other outside sources of funds to fund their CIP projects.	√	
The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and City priorities and whose operating and maintenance costs have been included in the budget.	√	
The Council will review the Street Improvement Program every two years during budget time and will transfer as much as possible from the General Fund and Gas Tax Fund to the Capital Project Fund – Street Resurfacing Program Fund.	√	

Legend:

- √ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget
- + New / Revised Fiscal Policy

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Capital Improvement Budget Policies - continued		
The Park Acquisition & Development Fund, as well as other special development impact funds, may only be used to fund facilities included in a Master Plan or a recommendation by the Parks and Recreation Commission and subsequently approved by City Council.	√	
The Water Fund shall propose a budget that includes a minimum investment in infrastructure of \$3 million annually for five years starting in FY 2012-13 to be funded by rate based revenue and connection fees from development.	√	
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 capital improvements that cannot be funded from current revenues.	√	
Where possible, the City will use special assessment, revenue, inter-fund loans or other self-supporting bonds instead of general obligation bonds when feasible.	√	
Reserve 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.	√	

Legend:

- √ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget
- + New / Revised Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve Policies (Cont'd.)		
The General Fund Operating Reserve will be maintained at a level of between 2% — 5% 3% of its operating budget. GFOA recommends a level of 5% to 15% in total reserves, including the Emergency Reserve. The City will transfer Undesignated Unassigned Fund Balance in excess of 5% 3% of the operating budget (Operating Reserve) to one time expenditure accounts like Reserves or Capital Projects as reviewed and approved by the Council. This transfer will be completed each year after the audit of the Financial Statements is complete. Unless otherwise directed, the priority of this transfer will be as follows: * The Capital Facilities Replacement Reserve fund will receive the first transfer in an amount not to exceed 2% of the Operating Budget. * The CIP General Fund Reserve will receive the second transfer for the balance of the Undesignated Fund Balance.	√ +	This policy is being revised to designate the priority of any undesignated fund balance in excess of the 12% Emergency Reserve and the 3% Operating Reserve) The proposed priority funds the Capital Facilities Replacement Reserve first, at an amount not to exceed 2% of the operating budget. Any remaining funds would be transferred to the CIP General Fund Reserve.
The City will maintain General Fund Emergency reserves at a level at least equal to 12% 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 expenditures, 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.	√	
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 Reserve will be established as needed but shall not be less than 1% of General Fund operating expenditures.	--	The Contingency Reserve for FY 2012-13 is currently \$200,000 which is under the \$622,000 policy level (1% of Operating expenditures.) Compliance is projected to be achieved through \$100K annual increases over the next six years.

Legend:

- ✓ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget
- + New / Revised Fiscal Policy

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve Policies (Cont'd.)		
The City will comply with GASB 45 and establish an irrevocable trust to fund future retiree medical costs.	√	
A Compensated Absence Reserve will be established to accumulate funds to be used for payment of accrued benefits for separating employees. This reserve will be maintained at a level at least equal to 100% of the prior years' 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 Capital Facilities Replacement Reserve shall be established for the purpose of providing funds for the expansion of existing city facilities or the creation/renovation/acquisition of new facilities that meet the workforce needs of city services. Amounts transferred to this fund shall be from the General Fund's Undesignated Fund Balance, and will not exceed 2% of the Operating Budget without City Council direction.	√ +	This policy is being revised to designate the priority of any undesignated fund balance in excess of the 12% Emergency Reserve and the 3% Operating Reserve) The proposed priority funds the Capital Facilities Replacement Reserve first, at an amount not to exceed 2% of the operating budget. Any remaining funds would be transferred to the CIP General Fund Reserve. The City Council will confirm the percentage allocation of this transfer at the time of the acceptance of the Audited Financial Statements.

Legend:

- √ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget
- + New / Revised Fiscal Policy

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve Policies (Cont'd.)		
The City will maintain a Fleet Replacement Reserve 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 reserve will be maintained at a level adequate to replace all stock, per the pre-determined replacement schedule.	--	The methodology for the recovery of fleet replacement costs has been revised. The reserve balance will be increased over the next budget cycle through increased fleet recovery rates to obtain the necessary reserve requirements.
The City will establish a Water Capital Improvement Reserve to pay for unforeseen cost escalations to CIP projects and future compliance projects. The reserve will be maintained at a minimum level of 10%-20% of annual capital improvements to the Water System.	√	
The City will establish a Long Term Water Supply Reserve and set aside \$200,000 annually from the operating fund.	√	
The City will establish a Water System Renewal and Replacement Reserve for unforeseen and unbudgeted replacements or repairs. The reserve will be maintained at a minimum level of 10%-20% of annual capital improvements to the Water System.	√	
The City will establish a Water Fund Emergency Reserve to fund operating or capital expenditures required as a result of unbudgeted financial liability. The reserve will be maintained at a level of 5%-10% of annual operating expenditures excluding debt service.	√	
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 establish a Golf Course Operating Reserve to cover costs during a year when revenue is down due to limited play or adverse conditions. The reserve should be funded at a level at least equal to 10% of operating expenditures.	+	Elimination of Fiscal Policy relating to Golf Operations due to the recent change of the Golf Course Management agreement to a Lease Agreement
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.	√ +	Proposal to increase the Rate Stabilization Reserve to a level of up to 10% to ensure maximum ability to avoid wide swings in rates over time.

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Reserve Policies (Cont'd.)		
The City will maintain a Solid Waste/Materials Diversion Operating Reserve to cover unforeseen revenue shortfalls, increases in expenses, and potential environmental compliance expenditures. This fund does not have a separate "emergency reserve", and market volatility, emergency/disaster incidents and other circumstances would present immediate cash flow issues. Therefore, the reserve should be funded at a level of 25% 20% of operating expenditures, which excludes contributions to reserves, the Street Resurfacing Program, capital projects, and debt service.	√	Proposal to reduce the Operating Reserve by 5% (offsetting the increase in the Rate Stabilization Reserve by 5%)
The City will maintain a combined Capital Maintenance and Replacement Reserve in the Solid Waste Fund to provide for major renovation, modernization or for planned capital improvement program repairs and maintenance at and/or rebuilding of 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.	√ +	Proposal to merge the Capital Maintenance and Capital Replacement Reserves in the Solid Waste Fund to allow increased flexibility in scheduling of maintenance or replacement projects. For the FY 2013-14 & FY 2014-15 budget the depreciation amount (annual contribution) will be \$536,000.
The City will maintain a Capital Maintenance Reserve in the Solid Waste Fund to pay for planned capital improvement program repairs and maintenance at the Napa MDF. This reserve is for projects that do not exceed \$250,000 in any given year, as set in policy approved by City Council.	√	Replaced by the previous policy
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. These include the final fulfillment of the City's legal obligations with regard to construction of the passive Hidden Glenn Park (site formerly referred to as Coombsville Dump).	√	
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.	√	

Fiscal Policy

Fiscal Policy Statement	Status	Comment
Accounting, Auditing & Financial Reporting Policies		
The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Government Accounting Standards Board.	√	
Quarterly financial reports will be submitted to the City Council and will be made available to the public.	√	
Full and continuing disclosure will be provided in the general financial statements and bond representations.	√	
Maintain a good credit rating in the financial community.	√	
Maintain a liquidity ratio of at least 1:1.	√	
An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report (CAFR), including an audit opinion.	--	Independent audited Basic Financial Statements are now prepared. A full CAFR is currently being prepared for FY 2011-12.

Legend:

- √ Budget Complies with Fiscal Policy Standard
- Fiscal Policy Standard is not met in Budget
- + New / Revised Fiscal Policy