



# CITY of NAPA

## REGULAR MEETING AGENDA FOR THE CITY COUNCIL OF THE CITY OF NAPA

May 21, 2013

3:30 PM Afternoon Session  
6:30 PM Evening Session

City Hall Council Chambers  
955 School Street

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### INFORMATION FOR CITY MEETINGS:

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**Information Available:** Documents related to the City Council or the Board for the Housing Authority are available at [www.cityofnapa.org](http://www.cityofnapa.org); or email [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org); or contact the Office of the City Clerk: 955 School Street, Napa, CA 94559/ telephone: (707) 257-9503. Any documents related to an agenda item provided to a majority of the City Council (Board) after distribution of the agenda packet are available for public inspection at the Office of the City Clerk or in a binder so labeled in the Council Chambers on the meeting date.

**Public Comment:** Speaker cards are available; it is requested but not required, to submit a card to the City Clerk before the meeting begins. Speakers will be limited to five minutes and will comply with the City's rules of order. If your comments pertain to a specific item on the agenda, reserve your comments until the item is before the City Council (Board). Time limits will be enforced by the Mayor to facilitate the fair and efficient conduct of the meeting.

**Consent Calendar:** Items are considered routine and may be approved by a single vote. Only the Mayor (Chair) or a majority of the City Council (Board) may authorize public input.

**Consent Hearings:** These routine items may be approved by a single vote; however, any member of the public or City Council (Board) may remove an item for consideration during the public hearing portion of the agenda.

**Administrative Reports:** Only the Mayor (Chair) or a majority of the governing body may authorize public input for these items.

**Public Hearings/Appeals:** Applicants (or appellants) are allowed 10 minutes to present testimony at the beginning of the public hearing, and if needed, 5 minutes to present rebuttal at the end of the public hearing. All other speakers will be limited to 5 minutes.

**Meeting Dates:** The City Council meets regularly on the first and third Tuesday of each month; however additional meetings may be scheduled as needed.

**Governing Law:** City Council (Board) conducts all meetings in accordance with the "Ralph M. Brown Act" (California Government Code Sections 54950, et seq.) and pursuant to the City's Rules of Order for City Council meetings (Policy Resolution 19).

**CITY COUNCIL MEETING: AFTERNOON SESSION 3:30 P.M.**

**COUNCILMEMBERS: Juliana Inman, Alfredo Pedroza, Scott Sedgley,  
Vice Mayor Peter Mott, Mayor Jill Techel**

**1. CALL TO ORDER:**

**1.A. Roll Call**

**2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

[Click here to view informational material received before the meeting.](#)

[Click here to view informational material received during and after the meeting.](#)

**3. PUBLIC COMMENT:**

**4. CONSENT CALENDAR:**

**4.A. Approve the Regular Meeting Minutes**

Approve City Council Minutes Regular Meeting of May 7, 2013.

**4.B. Second Reading and Final Adoption Ordinance Designating  
Seventh Street as a One-Way Street**

Second Reading and final adoption of an Ordinance amending Section 10.24.010 of the Napa Municipal Code to designate Seventh Street as a one-way street

**4.C. Second Reading and Final Adoption Ordinance for Cottage Food  
Operations Zoning Amendment**

Second Reading and Final Adoption of an Ordinance to add a new subsection and make appropriate amendments to the Napa Municipal Code to define and create standards for cottage food operations.

**4.D. 2013 Annual Report and Budget for the Napa Parking &  
Business Improvement Area 1, Zone 2; Schedule Public Hearing  
to Levy Taxes**

Adopt a resolution approving the 2013 Annual Report, Budget and Advisory Board for the Napa Parking & Business Improvement Area 1, Benefit Zone 2, and authorize the City Clerk to schedule a public hearing on June 4, 2013 to levy taxes in accordance with NMC Section 3.28.

**4.E. 2013 Annual Report and Budget for the Oxbow Business  
Improvement Area; Schedule Public Hearing to Levy  
Assessments**

Adopt a Resolution approving the 2013 Annual Report, Budget and Advisory Board for the Oxbow Business Improvement Area and authorizing the City Clerk to schedule a public hearing on June 4, 2013 to levy assessments in the Oxbow Business Improvement Area in accordance with NMC Section 3.29.

**4.F. 2013/14 Annual Report & Budget for Parking & Business  
Improvement Area 1, Benefit Zone 1 (2005); Schedule Public  
Hearing to Levy Assessments**

Adopt a resolution approving the FY 2013/14 Annual Report, Budget and



Advisory Board for the Napa Parking & Business Improvement Area 1, Benefit Zone 1 (2005), and authorize the City Clerk to schedule a public hearing on June 4, 2013 to levy assessments in the PBI 1 (2005) in accordance with Napa Municipal Code Chapter 3.30.

**4.G. Annual Audited Financial Statements and Auditor's Memorandum on Internal Control for the Fiscal Year ended June 30, 2012**

Accept and file the City of Napa Audited Financial Statements and Memorandum on Internal Control for the fiscal year ended June 30, 2012.

**4.H. Approve Accelerated Purchase of Scheduled Replacement Police Patrol Cars**

Adopt a resolution approving a purchase order with Courtesy Chevrolet for five 2013 Chevrolet Caprice 9C1 PPV patrol cars and authorizing a budget appropriation.

**4.I. Budget Appropriation for Evaluation Study of City Hall Consolidation Alternatives**

Adopt a resolution authorizing a budget appropriation in the amount of \$120,000 from the CIP Building Reserve Account to the General Fund non-recurring account (49320) for an evaluation study of City Hall consolidation alternatives.

**5. ADMINISTRATIVE REPORTS:**

**5.A. 911 Memorial Garden Project Update**

Update on the progress of the 911 Memorial Garden Project.

**5.B. Fiscal Year 2012-2013 Third Quarter Report**

Adopt a Resolution Approving and Adopting Amendments to the Budget for the 2012-13 Fiscal Year.

**5.C. BottleRock Festival Update**

To update Council members with a preliminary review of the BottleRock Festival

**5.D. Budget Workshop - City of Napa FY 2013-14 and 2014-15 Proposed Budget**

Present the Fiscal Years 2013-14 and 2013-14 Proposed Budget for the City of Napa and receive input in preparation for the June 4, 2013 Public Hearing.

**6. CONSENT HEARINGS:**

**6.A. Napa Valley Corporate Park Landscape and Lighting Assessment District, Fiscal Year 2013-2014**

Conduct public hearing and adopt a resolution approving Engineer's Report and ordering annual levy of assessment for the Napa Valley Corporate Park Landscape and Lighting District, Fiscal Year 2013-2014.

**6.B. Citywide Landscape Maintenance Assessment District, FY 2013-2014**

Conduct public hearing and adopt a resolution approving Engineer's Report and ordering annual levy of assessment for the Citywide Landscape Maintenance District, FY 2013-2014.

**7. PUBLIC HEARINGS/APPEALS:**

**8. COMMENTS BY COUNCIL OR CITY MANAGER:**

**9. CLOSED SESSION:**

**9.A. CONFERENCE WITH LABOR NEGOTIATIONS (Government Code Section 54957.6):** City designated representatives: Mike Parness, Nancy Weiss, Michael Barrett, and Desiree Brun, and Charles Sakai of Renne, Sloan, Holtzman, and Sakai LLP. Employee organizations: Napa City Firefighters' Association.

**9.B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Initiation of litigation in two cases, pursuant to Government Code Section 54956.9(d)(3).

**9.C. Conference with Real Property Negotiators (Government Code Section 54956.8)** Property 920 and 930 Third Street, APN 006-133-022, commonly known as the Borreo Building. City Negotiators: Mike Parness, Jennifer LaLiberte, Jeff Freitas, Michael Barrett, Negotiating Parties: City of Napa, Land Trust of Napa County, and Michael Holcomb. Under Negotiation: price and terms of payment.

**5:00 P.M. to 6:30 P.M. CITY COUNCIL RECESS**

**CITY COUNCIL MEETING: EVENING SESSION 6:30 P.M.**

**COUNCILMEMBERS: Juliana Inman, Alfredo Pedroza, Scott Sedgley,  
Vice Mayor Peter Mott, Mayor Jill Techel**

**10. CALL TO ORDER:**

**10.A. Roll Call**

**11. PLEDGE OF ALLEGIANCE:**

**12. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

[Click here to view informational material received before the meeting.](#)

[Click here to view informational material received during and after the meeting.](#)

**13. REPORT ACTION TAKEN IN CLOSED SESSION:**

**14. PUBLIC COMMENT:**

**15. COMMISSION INTERVIEWS AND APPOINTMENTS:**

**15.A. Interviews and Appointments to the Parks and Recreation  
Advisory Commission**

Interview applicants to fill two unexpired terms on the Parks and Recreation  
Advisory Commission.

**16. COMMENTS BY COUNCIL OR CITY MANAGER:**

**17. ADJOURNMENT:**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING (S) WAS  
POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT  
CITY HALL, 955 SCHOOL STREET, ON FRIDAY, MAY 17, 2013 BY 2:00 P.M.

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Lisa Blackmon, Deputy City Clerk

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**MAYOR'S MESSAGE:**

The City Council pledges to listen carefully to all sides of an issue, examine the rights of each individual, and consider the needs of our community before making a decision. Accordingly, the Council expects members of the audience to conduct themselves with courtesy and respect during the meeting. Thank you for your cooperation and for your public participation.

**GENERAL INFORMATION:**

Please turn off cell phones and pagers before entering the Council Chambers.
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The City Council meets regularly on the first and third Tuesday of each month. The Council may also schedule additional special meetings for the purpose of completing unfinished business and/or study session. Regular meetings are held in the Council Chambers, City Hall, 955 School Street.

**NOTE:** Additional written information is available for items on this agenda, and may be obtained or reviewed by visiting the City website at [www.cityofnapa.org](http://www.cityofnapa.org); e-mailing [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org); or contacting the office of the City Clerk at 955 School Street, Napa, CA. 94559 by mail or in person or by telephone at (707) 257-9503.

**CITY POLICY TO FACILITATE ACCESS TO PUBLIC MEETINGS:**

Each City entity offers public programs, services, and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. Each City entity complies with all applicable requirements of the Americans with Disabilities Act and

California law, and does not discriminate against any person with a disability. Wheelchair access to the Council Chambers and speaker's microphone is available to all persons.

If any person has a disability and requires information or materials in an appropriate alternative format (or any other reasonable accommodation), or if you need any special assistance to participate in this meeting, please contact the City Clerk Department at 257-9503. For TTY/ Speech-to-Speech users, dial 7-1-1 for the California Relay Service, offering free text-to-speech, speech-to-speech, and Spanish-language services 24 hours a day, 7 days a week. You may also contact the City Clerk at [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org) for more information.

In making any request for assistance, advance notice to the City forty-eight hours prior to the meeting will enable the City to make reasonable arrangements.

Se les pide por favor que avise con 48 horas de anticipación cuando haga un pedido para asistencia. Esto les da suficiente tiempo antes de la junta para permitir que la ciudad tome medidas razonables.

#### **CHALLENGING DECISIONS OF CITY ENTITIES:**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by any City Entity (including the City of Napa or the Housing Authority of the City of Napa) is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by any City Entity must be filed no later than the 90<sup>th</sup> day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred.

If a person wishes to challenge the nature of the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Napa, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.A.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Dorothy Roberts, City Clerk

Prepared by: Carlyce Banayat, Imaging Clerk

Subject: Approve the Regular Meeting Minutes

**ISSUE STATEMENT:**

Approve City Council Minutes Regular Meeting of May 7, 2013.

**DISCUSSION:**

Approve City Council Minutes Regular Meeting of May 7, 2013.

**FINANCIAL IMPACTS:**

None.

**CEQA:**

The City Clerk has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

1. Attachment 1 - Regular City Council Meeting Minutes for May 7, 2013.

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Approve minutes for the Regular City Council Meeting of May 7, 2013.



## DRAFT

### REGULAR MEETING MINUTES FOR THE CITY COUNCIL OF THE CITY OF NAPA

May 07, 2013

3:30 PM Afternoon Session  
6:30 PM Evening Session

City Hall Council Chambers  
955 School Street

**Note: Agenda Items #1 through #7 are shown on the Housing Authority of the City of Napa Regular Meeting Minutes of May 7, 2013**

8. **CALL TO ORDER:** 3:59 p.m.

8.A. **Roll Call**

**PRESENT:** Councilmembers Inman, Pedroza, Sedgley, Mott,  
Techel

**ABSENT:** None

9. **AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

The City Clerk announced the following supplemental reports:

Item 11: Written communication from Jarvis Peay.

Item 11: PowerPoint Presentation from Charles Shinnamon on behalf of the Friends of the Napa River.

**Item 13A: Award of 2013 Water Main Freeway Crossings Project:**

- Staff presentation from Megan Thomas, Associate Civil Engineer.

**Item 13B: Napa ARTwalk Status Report and Presentation of Proclamation to People's Choice Winner for 2011-13 Exhibition:**

- Staff presentation from Jennifer LaLiberte, Economic Development Manager.

10. **SPECIAL PRESENTATIONS:**

10.A. **CHP 10851 (Theft and Unlawful Taking or Driving of a Vehicle)  
Award Presentation**

Chief Melton came forward to introduce Napa Police Corporal Pete Piersig who was awarded the California Highway Patrol (CHP) 10851 (Theft and Unlawful Taking or Driving of a Vehicle) Award for his efforts to locate stolen vehicles and for successfully locating and recovering eleven unoccupied stolen vehicles in 2012. Corporal Piersig came forward and spoke briefly.



**10.B. Proclamation "Mental Health Awareness Month"**

Mayor Techel and members of Council read a Proclamation designating May 2013 "Mental Health Awareness Month" in the City of Napa; the proclamation was received by James Ferguson with *People Empowering People*.

**11. PUBLIC COMMENT:**

Charles Shinnaman, on behalf of the Friends of the Napa River spoke about the importance of assuring public access to the public trail between Lincoln Avenue and Trancas Street. Council directed staff to report back on the item at a later meeting date.

**12. CONSENT CALENDAR:**

**ACTION:** Moved, seconded and carried (Sedgley/Pedroza) to approve the Consent Calendar as presented.

AYES: Sedgley, Pedroza, Inman, Mott, Techel

NOES: None

**12.A. Approve the Regular Meeting Minutes, the Special Joint Meeting Minutes, and Special Meeting Minutes**

**ACTION:** Approved City Council Minutes Regular Meeting of April 16, 2013, City Council and Parks and Recreation Advisory Commission Special Joint Meeting Minutes of April 10, 2013, and Special Meeting Minutes of April 30, 2013.

**12.B. Appoint a member of the Senior Advisory Commission as a "senior area agency representative"**

**ACTION:** Appointed current commission member Betty Rhodes as a designated "senior area agency representative" to the Napa Senior Advisory Commission.

**12.C. Health Reimbursement Arrangement Trust – Replacement of Administrator and Termination of Trustee Agreement**

**ACTION:** Adopted **Resolution R2013-24** approving replacement of Wage Works (formerly Fringe Benefits Management Company) with International City Management Association Retirement Corporation as administrator and replacement of Wilmington Trust Company with City of Napa as trustee for the Health Reimbursement Arrangement Plan and Trust.

**12.D. Award of Construction Contract for Parking Garage Painting Project – Clay Street and Pearl Street Garages**

**ACTION:** Adopted **Resolution R2013-25** authorizing the Public Works Director to award and execute the construction contract to A.J. Fistes Corporation for the Clay Street and Pearl Street Parking Garage Painting Project.

**12.E. Oak Leaf Ranch II - Final Map**

**ACTION:** Adopted **Resolution R2013-26** approving the Final Map of Oak Leaf Ranch II Subdivision located at 1126 Terrace Drive, and authorized the Mayor to sign the Final Map.

**12.F. Amendment to Communications Site Lease Agreement**

**ACTION:** Authorized the City Manager to execute Amendment No. 1 to Agreement No. 8318 with New Cingular Wireless PCS, LLC, to modify the lease of a portion of the City of Napa Corporation Yard located at 770 Jackson Street, Napa, California, for use as a telecommunications facility.

**12.G. Approve Revisions to the City Executive Staff Compensation Resolution**

**ACTION:** Adopted **Resolution R2013-27** approving “clean up” revisions to the City Executive Staff compensation resolution to address benefit cost sharing methodology; to include retirement benefit plans for the Police and Fire Chiefs; to include 1959 Survivor Benefit index levels for the Police Chief; and revise fiscal emergency language consistent with the MOU language for all City bargaining groups.

**13. ADMINISTRATIVE REPORTS:**

**13.A. Award of 2013 Water Main Freeway Crossings Project**

Michael Hether, Associate Civil Engineer, provided an overview of the project.

**ACTION:** Moved, seconded and carried (Inman/Mott) to adopt **Resolution R2013-28** authorizing the Public Works Director to award the construction contract for the 2013 Water Main Freeway Crossings project to Mountain Cascade, Inc. for \$2,728,900 and execute the contract and contract change orders to a total amount not to exceed \$3,300,000, and authorizing budget transfers within the Water Fund for the project.

AYES: Inman, Mott, Pedroza, Sedgley, Techel

NOES: None

**13.B. Napa ARTwalk Status Report and Presentation of Proclamation to People’s Choice Winner for 2011-13 Exhibition**

Council received a status report on Napa ARTwalk from Jennifer LaLiberte, Economic Development Manager.

**13.C. BottleRock Update**

Captain Potter provided an update to City Council on the upcoming BottleRock event scheduled to be held at the Napa Valley Exposition property between May 8-12, 2013.

**14. COMMENTS BY COUNCIL OR CITY MANAGER: None.**

15. **CLOSED SESSION:**

City Attorney announced the following Closed Session items.

**15.A. Conference with Real Property Negotiators (Government Code Section 54956.8)** Property 920 and 930 Third Street, APN 006-133-022, commonly known as the Borreo Building. City Negotiators: Mike Parness, Jennifer LaLiberte, Jeff Freitas, Michael Barrett, Negotiating Parties: City of Napa, Land Trust of Napa County, and Michael Holcomb. Under Negotiation: price and terms of payment.

**15.B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Initiation of litigation in one case, pursuant to Government Code Section 54956.9(d)(4).

**5:00 P.M. to 6:30 P.M. CITY COUNCIL RECESS**

**CITY COUNCIL MEETING: EVENING SESSION 6:30 P.M.**

16. **CALL TO ORDER:**

**16.A. Roll Call**

**PRESENT:** Councilmembers Inman, Pedroza, Sedgley, Mott, Techel

**ABSENT:** None

17. **PLEDGE OF ALLEGIANCE:**

18. **AGENDA REVIEW AND SUPPLEMENTAL REPORTS:**

City Clerk Roberts announced the following supplemental reports:

**25. PUBLIC HEARINGS/APPEALS:**

**Item 25A: Cottage Food Operations Zoning Amendment:**

- PowerPoint presentation prepared by city staff.

**Item 23A: Report on the City-County negotiations regarding Napa Pipe:**

- PowerPoint presentation prepared by city staff.

19. **COMMISSION INTERVIEWS AND APPOINTMENTS:**

**19.A. Interview and Appointment to the Planning Commission**

Mayor Techel and Council members interviewed Mr. Michael Kelly for the vacant seat on the Planning Commission.

**ACTION:** Moved, seconded and carried (Inman/Pedroza) to appoint Mr. Michael Kelly to the Planning Commission as the second "design professional" for the unexpired term plus an additional two year term effective May 7, 2013 through December 31, 2015.

**AYES:** Inman, Pedroza, Mott, Sedgley, Techel

**NOES:** None

**20. REPORT ACTION TAKEN IN CLOSED SESSION:**

City Attorney Barrett reported there was no reportable action from Closed Session.

**21. SPECIAL PRESENTATIONS:**

**21.A. Proclamation "Bike to Work Day" and "National Bike Month"**

Mayor Techel and members of City Council read Proclamation designating May 9, 2013, "Bike to Work Day" in the City of Napa and acknowledging May 2013 as "National Bike Month". Joel King, Chair of the Bicycle Advisory Commission accepted the Proclamation.

**22. PUBLIC COMMENT:**

Dorothy Glaros spoke about the Saratoga Extension and the effects the project has had on her property.

**23. ADMINISTRATIVE REPORTS:**

**23.A. Report on the City-County negotiations regarding Napa Pipe.**

Mayor Techel acknowledged Napa County supervisors Dodd and Caldwell who were present to hear the report.

Community Development Director Tooker provided a report on the discussions with the County of Napa regarding the Napa Pipe project.

Mayor Techel called for public comment, the following individuals came forward:

Harold Kelly (comments regarding city's involvement - see letter provided by Mr. Kelly).

Tom Andrews (suggested that the Council not "overthink" the Environmental Impact Report).

Speaker (name inaudible; happy to see progress between the City and County);

Unidentified speaker, (Napa Pipe will provide affordable housing)

Lucy White, (supports the Napa Pipe project);

Nancy Welty (supports the project and the proposed Costco).

Not identified, (spoke in support of the Napa Pipe project).

Mary Camerada (spoke in support of the Napa Pipe project).

Sandy Ellis, speaking for the Napa County Farm Bureau, spoke in support of the Napa Pipe project and stressed the Farm Bureau's interest in safeguarding the agricultural preserve.

Dalton Vale (spoke in support of Napa Pipe project)

Jerry Birch, (spoke in support of Napa Pipe project)

There being no more speakers, Mayor Techel closed the public comment period.

The Mayor and Councilmembers then commented on the issue.

Councilmember Pedroza commented on the positive progress so far.

Councilmember Inman provided information about some of the issues that have been discussed over the past several months.

Councilmember Sedgley stated this property was not included in the Rural Urban Limit line (RUL) many years ago because it was previously Kaiser Steel; however, it is appropriate to include this property in the RUL now to be developed in an urban setting.

Councilmember Mott voiced his appreciation of the beauty of the valley and stressed the importance in keeping the agricultural preserve. He stated there is still much work to do.

Mayor Techel stated that once the discussion on affordable housing and Regional Housing Needs Assessment (RHNA) process began between the City and the County, the process moved more smoothly and the city and county were able to focus on shared agreements.

**24. CONSENT HEARINGS:**

**24.A. Ordinance Designating Seventh Street as a One-Way Street**

Mayor Techel called for public comment; no one came forward.  
Mayor Techel called for a vote.

**ACTION:** Moved, seconded and carried (Mott/Pedroza) to approve the first reading and introduction of an Ordinance amending Section 10.24.010 of the Napa Municipal Code to designate Seventh Street as a one-way street.

AYES: Mott, Pedroza, Inman, Sedgley, Techel  
NOES: None

**25. PUBLIC HEARINGS/APPEALS:**

**25.A. Cottage Food Operations Zoning Amendment**

Karlo Felix, Assistant Planner provided an overview of the ordinance.  
There were no comments from the public.

**ACTION:** Moved, seconded and carried (Sedgley/Inman) to adopt a **Resolution R2013-29** to approve a Negative Declaration for the Cottage Food Industries Zoning Amendment and approve the first reading and introduction of an ordinance to add a new subsection and make appropriate amendments to the Napa Municipal Code to define and create standards for cottage food operations.

AYES: Sedgley, Inman, Mott, Pedroza, Techel  
NOES: None

**25.B. Community Development Block Grant (CDBG) Program Annual Plan and Budget**

Councilmember Pedroza recused due to a conflict and explained he is a board member on Community Action Napa Valley and his wife is employed by Napa Emergency Women's Shelter, both entities receive CDBG funding. Councilmember Pedroza left the room.

Joseph Wiencek, Housing Rehabilitation Program Supervisor provided an overview of the item.

Mayor Techel opened the public testimony portion of the meeting.

Drene Johnson, Executive Director of CANV came forward and spoke positively about the program and funding levels.

**ACTION:** Moved, seconded and carried (Mott/Sedgley) moved to close the public testimony. Motion carried.

AYES: Mott, Sedgley, Inman, Techel

NOES: None

ABSENT: Pedroza

**ACTION:** Moved, seconded and carried (Inman/Mott) to approve the **Resolution R2013-30** adopting the Community Development Block Grant (CDBG) Program 2013-2014 Annual Plan and Program Budget; approving program certifications; and authorizing the City Manager to execute all documents required for the submittal of the Annual Plan to HUD.

AYES: Inman, Mott, Sedgley, Techel

NOES: None

ABSENT: Pedroza

**26. COMMENTS BY COUNCIL OR CITY MANAGER:**

Mayor Techel announced upcoming City of Napa Board and Commission recruitments.

**27. ADJOURNMENT: 8:05 p.m.**

The next regularly scheduled meeting of the City of Napa City Council would be May 21, 2013.

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Dorothy Roberts, City Clerk





CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.B.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Carlyce Banayat, Imaging Clerk

Subject: Second Reading and Final Adoption Ordinance Designating Seventh Street as a One-Way Street

**ISSUE STATEMENT:**

Second Reading and final adoption of an Ordinance amending Section 10.24.010 of the Napa Municipal Code to designate Seventh Street as a one-way street

**DISCUSSION:**

This is the Second Reading and Final Adoption of the ordinance Amending Section 10.24.010 of the Napa Municipal Code to designate Seventh Street as a one-way street.

**FINANCIAL IMPACTS:**

The cost of signing and striping changes are to be borne by NCTPA. There is no anticipated cost to the City.

**CEQA:**

At their regular meeting on May 7, 2013, City Council determined that the Recommended Action described in the Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Sections 15063 and 15162.

**DOCUMENTS ATTACHED:**

1. Attachment 1 - Ordinance.

**NOTIFICATION:**

Applicable legal notice was published in the Napa Valley Register on April 26, 2013.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Approve the second reading and final passage, and adopt an ordinance amending Section 10.24.010 of the Napa Municipal Code to designate Seventh Street as a one-way street.

ORDINANCE O2013 \_\_

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, AMENDING SECTION  
10.24.010 OF THE NAPA MUNICIPAL CODE TO  
DESIGNATE SEVENTH STREET AS A ONE-WAY STREET

WHEREAS, the Napa County Transportation and Planning Agency (NCTPA) has requested that the City modify the traffic circulation along Seventh Street in an effort to better accommodate buses accessing the Soscol Gateway Transit Center; and

WHEREAS, City staff has analyzed NCTPA's request and concluded that the changes would not adversely impact traffic circulation or cause the traffic level of service to exceed a midrange level of service "D" for any signalized intersections at any arterial or collector streets; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meeting of the City Council identified herein, including any supporting reports by staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Napa as follows:

**SECTION 1: Findings.** The City Council hereby makes the following findings in support of the Ordinance:

- A. The Ordinance is consistent in principle with the General Plan. The modifications to circulation and parking configuration generally further the major transportation objective identified in the Transportation Element of the General Plan of providing for an acceptable traffic flow. More specifically, the ordinance is consistent with General Plan Transportation Element T-1.1(f), which authorizes modifications to local street standards when adequate public access and circulation are preserved.
- B. The public health, safety and welfare are served by the Ordinance, as the street modifications will allow for improved access for buses serving the public to access the Soscol Gateway Transit Center.

**SECTION 2: Amendment.** A new subsection "P" is hereby added to Napa Municipal Code section 10.24.010 to read as follows:

"10.24.010(P): Seventh Street from Soscol Avenue to Burnell Street: one-way easterly."

Subsections 10.24.010(A) through 10.20.010(O) are not modified by this Amendment:

**SECTION 3: CEQA.** The City Council hereby finds that the potential environmental effects of this Ordinance were adequately examined by the "*Addendum to the Mitigated Negative Declaration for the Soscol Gateway Transit Center Project*"

## ATTACHMENT 1

adopted by NCTPA on December 12, 2012.

**SECTION 4: Severability.** If any section, sub-section, subdivision, paragraph, clause or phrase in this Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, sub-section, subdivision, paragraph, sentence, clause or phrase of this Ordinance, irrespective of the fact that any one or more sections, sub-sections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

**SECTION 5: Effective Date.** This Ordinance shall become effective thirty (30) days following adoption.

City of Napa, a municipal corporation

MAYOR: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK OF THE CITY OF NAPA

## ATTACHMENT 1

STATE OF CALIFORNIA }  
COUNTY OF NAPA } SS:  
CITY OF NAPA }

I, Dorothy Roberts, City Clerk of the City of Napa, do hereby certify that the foregoing Ordinance had its first reading and was introduced during the regular meeting of the City Council on the 7th day of May, 2013, and had its second reading and was adopted and passed during the regular meeting of the City Council on the 21st day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to Form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney



CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.C.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Rick Tooker, Community Development Director

Prepared by: Carlyce Banayat, Imaging Clerk

Subject: Second Reading and Final Adoption Ordinance for Cottage Food Operations Zoning Amendment

**ISSUE STATEMENT:**

Second Reading and Final Adoption of an Ordinance to add a new subsection and make appropriate amendments to the Napa Municipal Code to define and create standards for cottage food operations.

**DISCUSSION:**

This is the Second Reading and Final Adoption of the ordinance adding a New Subsection 105 to Chapter 17.52 and amending Subsections 17.06.030, 17.08.020, 17.10.020, 17.12.020, 17.14.020, 17.16.020, 17.18.020, 17.20.020, 17.28.030, and 17.58.020 of the Napa Municipal Code relating to Cottage Food Operations. The introduction and First Reading was held at the Regular City Council meeting on May 7, 2013. If approved, the Ordinance will become effective thirty days following adoption.

**FINANCIAL IMPACTS:**

No direct financial impacts to the City have been identified.

**CEQA:**

Staff has determined that the potential environmental effects of the Recommended Action were adequately examined by the Initial Study for Cottage Food Operations Zoning Amendment dated March 14, 2013, and the Negative Declaration adopted in conjunction with the Initial Study on May 7, 2013, pursuant to CEQA Guidelines Section 15063 and 15162 (Resolution R2013-29).

**DOCUMENTS ATTACHED:**

1. Attachment 1 - Ordinance.



**NOTIFICATION:**

Applicable legal notice was published in the Napa Valley Register on April 26, 2013.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Approve the second reading and final passage, and adopt an ordinance adding a new Subsection 105 to Chapter 17.52 and amending Subsections 17.06.030, 17.08.020, 17.10.020, 17.12.020, 17.14.020, 17.16.020, 17.18.020, 17.20.020, 17.28.030, and 17.58.020 of the Napa Municipal Code relating to cottage food operations.

ORDINANCE O2013 \_\_

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, ADDING A NEW  
SUBSECTION 105 TO CHAPTER 17.52 AND AMENDING  
SUBSECTIONS 17.06.030, 17.08.020, 17.10.020, 17.12.020,  
17.14.020, 17.16.020, 17.18.020, 17.20.020, 17.28.030 AND  
17.58.020 OF THE NAPA MUNICIPAL CODE RELATING TO  
COTTAGE FOOD OPERATIONS

WHEREAS, Assembly Bill 1616, which amended State law, including, but not limited to California Government Code Part 1 of Division 1 of Title 5, Sections 109947, 110050, 110460, 11955, 113789, 114021, 114023, 114390, 114405, and 114409 and California Health and Safety Code Part 7 of Division 104, requires municipalities to allow for cottage food operations within residences, effective January 1, 2013; and

WHEREAS, the City wishes to establish standards for cottage food businesses as an accessory use to dwelling units and to ensure compatibility with the residential character of the neighborhoods in which such businesses are located; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meeting of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Napa as follows:

**SECTION 1: Amendment.** Napa Municipal Code Subsection 17.06.030 is hereby amended to add “Cottage food operations” to the appropriate alphabetical location within the section, to read as set forth below:

“Cottage food operations” means an enterprise defined by the California Health and Safety Code Section 11378, holding a permit or registration by the County of Napa, and is generally an accessory business located within a residence where non-potential hazardous food products are prepared or packed for direct (“Class A” as defined in Section 113758), indirect (“Class B” as defined in Section 113758), or direct and indirect sale to consumers (see Section 17.52.105).

**SECTION 2: Amendment.** A new Section 17.52.105, “Cottage Food Operations,” is hereby added to Title 17 of the Napa Municipal Code, to read as set forth below:

**17.52.105 Cottage Food Operations**

- A. Purpose. The purpose of this section is to implement requirements of Assembly Bill 1616 (Chapter 415, effective January 1, 2013), which amended State law, including, but not limited to California Government Code Chapter 6.1 Part 1 of Di-

vision 1 of Title 5, Sections 109947, 110050, 110460, 11955, 113789, 114021, 114023, 114390, 114405, and 114409 and California Health and Safety Code Part 7 of Division 104, to allow for cottage food operations, establish standards for cottage food businesses as an accessory use to dwelling units, and to ensure compatibility with the residential character of the neighborhoods in which such businesses are located.

- B. Definition. "Cottage food operations" means an enterprise as defined by California Health and Safety Code Section 113758, holding a permit or registration issued by the County of Napa, and is generally an accessory business located within a residence where non-potentially hazardous food products are prepared or packaged for direct, indirect, or direct and indirect sale to consumers.
- C. Applicability. A cottage food operation is an accessory use permitted in any legally established dwelling, subject to standards in Subsections D and E, and is a distinct use different than a home occupation. Cottage food operations are not required to comply with the requirements of home occupations as defined in Section 17.52.240.
- D. Standards. Cottage food operations are permitted accessory uses to residences provided that all of the following standards are met:
  - 1. Size. The use is confined to the registered or permitted area, as defined by Section 113758 of the California Health and Safety Code and shall not exceed 200 square feet or 25% of the principal dwelling, attached or detached garage, or any other accessory structure. A garage may be used for storage only when sufficient parking spaces remain available to meet current residential parking standards.
  - 2. Indoors. The use, including any storage, is conducted entirely indoors within the principal dwelling, garages, or accessory structures.
  - 3. Immediate Family or Household Members Only. The use is carried on only by an immediate family member or household member occupying the dwelling, with no other person employed.
  - 4. Traffic. The operation shall not invite customers to the residence and the operation shall not transact business with customers at the residence.
  - 5. Signage. No on-site signage or advertisement identifying the cottage operation is permitted.
  - 6. Vehicle. The use is allowed to keep up to one commercial vehicle on the premises as long as the commercial vehicle is parked inside the garage at all times when at home.
  - 7. Deliveries. Merchandise produced on the premises may be delivered to customers or clients. This subsection does not prohibit the operation from the delivery of merchandise from the residences to customers or the pick-up or delivery by commercial parcel service companies.
  - 8. No On-Site Dining. On-site dining or tasting events for customers are prohibited.
  - 9. County Authorization Required. The applicant shall furnish to the City evidence of the application for or issuance of the necessary permits and/or registration for operation from the County of Napa.

E. Expanded Cottage Food Operations. Exceptions to the standards established in Subsections D.3 and D.4 may be granted with the approval of an administrative permit for an expanded cottage food operation pursuant to Chapter 17.58 and provided that all of the following standards are met:

1. Size. The use is confined to the registered or permitted area, as defined by Section 113758 of the California Health and Safety Code and shall not exceed 200 square feet or 25% of the principal dwelling, attached or detached garage, or any other accessory structure. A garage may be used for storage only when sufficient parking spaces remain available to meet current residential parking standards.
2. Indoors. The use, including any storage, is conducted entirely indoors within the principal dwelling, garages, or accessory structures.
3. Employee. One cottage food employee, as defined in Section 113758 of the California Health and Safety Code, is permitted to be employed by the cottage food operation in addition to any immediate family member or household member occupying the dwelling.
4. Traffic. Direct sales, as defined in Section 113758 of the California Health and Safety Code, or third-party retailers at the expanded cottage food operation are limited to one customer at any given time; are limited to the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday and 8:00 a.m. to 7:00 p.m. on weekends or legal holidays; shall be conducted entirely indoors pursuant to Subsection 17.52.105.E.2; and no dining is permitted pursuant to Subsection 17.52.105.E.8.
5. Signage. One sign affixed near the entrance of the dwelling and no greater than one square foot in size may be permitted.
6. Vehicle. The use is allowed to keep up to one commercial vehicle on the premises as long as the commercial vehicle is parked inside the garage at all times when at home.
7. Deliveries. Merchandise produced on the premises may be delivered to customers or clients. This subsection does not prohibit the operation from the delivery of merchandise from the residences to customers or the pick-up or delivery by commercial parcel service companies.
8. No On-Site Dining. On-site dining or tasting events for customers are prohibited.
9. County Authorization Required. The applicant shall furnish to the City evidence of the application for or issuance of the necessary permits and/or registration for operation from the County of Napa.

**SECTION 3: Amendment.** The table set forth in Subsection 17.08.020.C, “Accessory Structures, Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “RS,” “RI,” “RT,” and “RM;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 4: Amendment.** The table set forth in “Table A – Commercial Districts” of Subsection 17.10.020.F, “Accessory Structures and Uses,” is hereby amended to add

“Cottage food operations” in the appropriate alphabetical location within the table with “PS” in each row under the columns labeled as “CL,” “CT,” and “CC;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 5: Amendment.** The table set forth in “Table B – Downtown Specific Plan Area” of Subsection 17.10.020.I, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “DCC, ground level,” “DCC, upper level,” “DMU, ground level,” “DMU, upper level,” “DN, ground level,” “DN, upper level,” “OBC, ground level,” and “OBC, upper level;” and “See standards Ch. 17.52” under the column labeled as “Specific Standards Apply.”

**SECTION 6: Amendment.** The table set forth in Subsection 17.12.020.E, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “RO” and “OC;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 7: Amendment.** The table set forth in Subsection 17.14.020.F, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the column labeled as “IL;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 8: Amendment.** The table set forth in Subsection 17.16.020.E, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “PQ,” “PQ-P,” “POS,” and “AR;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 9: Amendment.** The table set forth in Subsection 17.18.020.F, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “Area A,” “Area B,” “Area C,” and “Area D;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 10: Amendment.** The table set forth in Subsection 17.20.020.F, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “North of 6<sup>th</sup> Street” and “South of 6<sup>th</sup> Street;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 11: Amendment.** The table set forth in Subsection 17.28.030.F, “Accessory Structures and Uses,” is hereby amended to add “Cottage food operations” in the appropriate alphabetical location within the table; with “PS” in each row under the columns labeled as “MP-G1 South River Place District,” “MP-G2 Creekside District,” “MP-

## ATTACHMENT 1

G3 Tulocay Place District,” and “MP-G4 Tulocay Village District;” and “See standards Ch. 17.52” under the column labeled as “Added Use Regulations.”

**SECTION 12: Amendment.** Napa Municipal Code Section 17.58.020 is hereby amended by adding one subsection “J” as set forth below [NOTE: none of the other subsections contained in Section 17.58.020 is amended by this ordinance]::

J. Expanded cottage food operations.

**SECTION 13: Severability.** If any section, sub-section, subdivision, paragraph, clause or phrase in this Ordinance, or any part thereof, is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, sub-section, subdivision, paragraph, sentence, clause or phrase of this Ordinance, irrespective of the fact that any one or more sections, sub-sections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

**SECTION 14: Effective Date.** This Ordinance shall become effective thirty (30) days following adoption.

City of Napa, a municipal corporation

MAYOR: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK OF THE CITY OF NAPA

## ATTACHMENT 1

STATE OF CALIFORNIA }  
COUNTY OF NAPA } SS:  
CITY OF NAPA }

I, Dorothy Roberts, City Clerk of the City of Napa, do hereby certify that the foregoing Ordinance had its first reading and was introduced during the regular meeting of the City Council on the 7<sup>th</sup> day of May, 2013, and had its second reading and was adopted and passed during the regular meeting of the City Council on the 21st day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to Form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney



CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.D.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Rick Tooker, Community Development Director

Prepared by: Robin Klingbeil, Project Coordinator

Subject: 2013 Annual Report and Budget for the Napa Parking & Business Improvement Area 1, Zone 2; Schedule Public Hearing to Levy Taxes

**ISSUE STATEMENT:**

Adopt a resolution approving the 2013 Annual Report, Budget and Advisory Board for the Napa Parking & Business Improvement Area 1, Benefit Zone 2, and authorize the City Clerk to schedule a public hearing on June 4, 2013 to levy taxes in accordance with NMC Section 3.28.

**DISCUSSION:**

The Napa Downtown Association (NDA) has submitted the annual budget, programs and promotional events, and roster of officers for the period January 1 – December 31, 2013, for activities funded by the Napa Parking & Business Improvement Area 1, Benefit Zone 2 (PBIA). In accordance with the contract obligations contained in Agreement 9354, “Napa Downtown Association Agreement, Management of Assessment Districts”, the NDA must prepare and file with the City an annual report which describes improvements and activities that will be performed by the NDA using revenues generated by the PBIA. The Council shall also adopt a resolution of intention to authorize the levying of these taxes through the end of the fiscal year.

In accordance with the PBIA, which was approved by the business owners in 1972, the City receives PBIA tax revenue from merchants in the PBIA boundaries, in an amount of 40% of the business license tax, paid when business licenses are acquired or renewed. The PBIA boundaries include the downtown core generally between Jefferson Street, Soscol Avenue, Yount Street and Division Street (see map on Exhibit C). The PBIA tax revenues are paid by the City to the NDA, under the terms of Agreement 9354, to be used by NDA for promotional and marketing purposes benefitting those business owners subject to the PBIA tax. The NDA has estimated that \$106,075 in PBIA tax revenue will be received in 2013. These funds are combined with other sources of revenue, including sponsorships, booth fees, food vendors, and beverage sales and used for area-wide promotions and marketing activities (listed in #2 below).

Required Components of Annual Report: Although the PBIA tax is not required to comply with any particular reporting requirements, City staff has used the structure

provided by California Streets and Highways Code Section 36533 (which is consistent with similar assessment reports provided by NDA for the Oxbow Business Improvement Area) for the PBIA annual report, to include the following information:

1. Any proposed change in boundary of area or benefit zone, or parcel classification.

Response: No changes to boundaries or classifications are proposed.

2. Improvements and activities to be provided for the Fiscal Year.

Response: Manage and promote Chefs' Market; Main Street Reunion Car Show; Blues, Brews & BBQ; Wine, Crafts & Jazz Festival; Halloween; Tree Lighting and Christmas Parade. Conduct familiarization tours with media, concierges, event planners, etc. Prepare a Downtown Business education program. Research a secret shopper program. Establish an ambassador program, and provide advocacy regarding political issues affecting downtown.

3. Estimate of cost to provide the improvements and activities for the year.

Response: The estimated cost for management and promotion as provided in #2 above is \$598,384. The taxes would fund 18 percent of the overall program.

4. Method and basis of levying taxes in the Napa Parking & Business Improvement Area 1, Zone 2.

Response: The taxes for the PBIA are levied in an amount equal to 40% of the business license tax for businesses in the "Promotions" District. Business license taxes are imposed on each business pursuant to Napa Municipal Code Chapter 5.04.

5. Amount of any surplus or deficit revenues to be carried over from previous fiscal year.

Response: There is no surplus revenue or deficit to be carried over from the previous year.

6. Amount of any contributions to be made from sources other than assessments levied pursuant to this part.

Response: The budget anticipates \$493,500 from event registration fees, commercial vendors, the Wine Tasting Card, booth fees, alcohol beverage sales sponsorships, and administration funds from the PBID.

The 2013 PBIA Advisory Board members and their respective affiliations are:

Sara Brooks (President), Napa Mill  
Tom Finch, Filippi's Pizza Grotto  
Anette Madsen, Anette's Chocolates  
Steve Pierce, The Executive Room  
Steve Rodrigues, Val's Liquors

Celeste Carducci, Uncorked at Oxbow  
Stephanie Kendall, Carpe Diem  
Joe Peatman, Jr., Downtown Joe's  
Cheryl Richburg, NV Traditions  
Craig Smith, NDA

**FINANCIAL IMPACTS:**

This action results in no financial obligation for the City or impact to its General Fund. City staff provides administrative coordination and assistance relating to the collection and processing this revenue and the preparation of payments to the NDA, which are remitted on a monthly basis.

**CEQA:**

The Community Development Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: Resolution with Exhibits A, B, and C.

**NOTIFICATION:**

The Napa Downtown Association was notified of this agenda item prior to the meeting date.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a Resolution approving the 2013 Annual Report, Budget and Advisory Board for the Napa Parking & Business Improvement Area 1, Benefit Zone 2, and authorizing the City Clerk to schedule a public hearing on June 4, 2013 to levy taxes in the Parking & Business Improvement Area 1, Benefit Zone 2, in accordance with NMC Section 3.28.



RESOLUTION R2013 \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE 2013 ANNUAL REPORT, BUDGET AND ADVISORY BOARD FOR THE NAPA PARKING AND BUSINESS IMPROVEMENT AREA 1, BENEFIT ZONE 2, AND AUTHORIZING THE CITY CLERK TO SCHEDULE A PUBLIC HEARING ON JUNE 4, 2013, TO LEVY TAXES IN THE NAPA PARKING AND BUSINESS IMPROVEMENT AREA 1, BENEFIT ZONE 2, IN ACCORDANCE WITH NMC SECTION 3.28

WHEREAS, pursuant to conditions of the State of California Streets and Highways Code section 36000, *et seq.* and Agreement No. 9354 between the City of Napa and the Napa Downtown Association (NDA), Management of Assessment Districts, approved on June 19, 2007, the City of Napa City Council must review an annual report and budget for the Napa Parking and Business Improvement Area (PBIA) and authorize the levying of assessments upon businesses within the PBIA as outlined in NMC Section 3.28 (Napa Parking & Business Improvement Area); and

WHEREAS, the Advisory Board of the Napa Parking and Business Improvement Area caused to be prepared and submitted to the City the 2013 Annual Report, which is on file with the City Clerk, and is attached hereto as Exhibits "A", "B", and "C", and incorporated herein by reference; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
2. The City Council hereby declares its intention to levy and collect taxes upon businesses within the Napa Parking and Business Improvement Area for Fiscal Year 2013.
3. The City Council hereby approves the Annual Report, attached hereto as Exhibits "A", "B", and "C".

## ATTACHMENT 1

4. The City Council hereby approves the appointment of the following individuals to serve on the Napa Parking and Business Improvement Area Advisory Board:

<u>Name</u>	<u>Affiliation</u>
Sara Brooks, President	Napa Mill
Celeste Carducci	Uncorked at Oxbow
Tom Finch	Filippi's Pizza Grotto
Stephanie Kendall	Carpe Diem
Anette Madsen	Anette's Chocolates
Joe Peatman, Jr.	Downtown Joe's
Steve Pierce	The Executive Room
Cheryl Richburg	Napa Valley Traditions
Steve Rodrigues	Val's Liquors Downtown
Craig Smith	Executive Director, NDA

5. The City Council hereby sets the time and date to levy taxes in the Napa Parking and Business Improvement Area at a public hearing on Tuesday, June 4, 2013, at 3:30 p.m. at City Hall Council Chambers, 955 School Street, Napa, CA, at which time written and oral protests may be made.
6. The City Council hereby directs the City Clerk to give notice of the public hearing by publishing said notice once in a newspaper of general circulation in the city not less than seven days before the public hearing.
7. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21st day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

## PROPOSED BUDGET FOR FISCAL YEAR 2013: January 1, 2013 through December 31, 2013

<b>Income</b>	Main Street Registration Fee	19,500.00
	PBID Administration	54,000.00
	Commercial Vendors	48,500.00
	Wine Tasting Card	43,200.00
	Booth Fees	33,000.00
	Alcohol Beverage Sales	193,800.00
	Sponsorships	101,500.00
	Napa Parking & Business Imp	
	Area 1, Zone 2, Tax Revenue	106,075.00
<b>Total Income</b>		<u>599,575.00</u>

<b>Expense</b>	Electricity	1,320.00
	Supplies/ Materials	41,825.00
	Collateral	4,700.00
	Event Entertainment	54,090.00
	Alcoholic Beverage	56,735.00
	Porta-Potties	2,100.00
	Accountant	6,500.00
	Advertising	32,100.00
	Bank Charges	540.00
	Contract Services	148,750.00
	Dues/Subscription	3,600.00
	Employee Payroll	176,356.00
	Franchise Taxes	100.00
	General Membership Meeting	500.00
	Insurance	27,488.00
	Office Equipment/Furniture	1,800.00
	Offices Supplies	3,000.00
	Permits and Licenses	13,750.00
	Postage/Box Rental	1,050.00
	Printing and Reproduction	1,100.00
	Rent	6,000.00
	Storage Unit	2,000.00
	Street Clean-up	1,100.00
	Telephone	5,400.00
	Travel/Expenses	2,880.00
	Web Site	3,600.00

<b>Total Expense</b>		<u>598,384.00</u>
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<b>Net Ordinary Income</b>		<u><u>1,191.00</u></u>
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<b>Net Income</b>		<b>1,191.00</b>
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BUDGET VS ACTUAL		Budget	Jan - Dec 12 Actual
<b>Income</b>	Main Street Registration Fee	17,750.00	19,914.00
	PBID Administration	54,000.00	62,620.00
	Commercial Vendors	53,650.00	40,813.24
	Wine Tasting Card	60,000.00	46,160.68
	Event Co-op Fees		200.00
	Booth Fees	36,200.00	38,102.40
	Alcohol Beverage Sales	187,150.00	185,263.40
	Sponsorships	104,183.00	109,716.00
	Bank Interest	30.00	23.62
	Napa Parking & Business Imp		
	Area 1, Zone 2, Tax Revenue	106,419.20	104,454.20
	Misc. Income		5,000.00
<b>Total Income</b>		<b>619,382.20</b>	<b>612,267.54</b>
<b>Expense</b>	Reconciliation Discrepancies		-23.80
	Electricity	0.00	388.57
	Supplies/ Materials	43,280.00	44,674.73
	Collateral	7,100.00	8,938.20
	Event Entertainment	30,300.00	29,174.35
	Alcoholic Beverage	70,463.00	59,393.60
	Porta-Potties	9,100.00	9,125.41
	Accountant	6,500.00	3,787.00
	Advertising	53,600.00	27,720.46
	Bank Charges	550.00	182.30
	Contract Services	144,200.00	157,601.67
	Dues/Subscription	3,150.00	1,244.00
	Employee Payroll	180,325.00	172,438.02
	Franchise Taxes	85.00	85.00
	General Membership Meeting	400.00	107.75
	Insurance	28,160.00	27,580.69
	Office Equipment/Furniture	1,800.00	606.14
	Offices Supplies	4,200.00	2,799.63
	Permits and Licenses	15,495.00	5,646.37
	Postage/Box Rental	1,100.00	818.70
	Printing and Reproduction	5,050.00	26.84
	Rent	7,200.00	6,100.00
	Storage Unit	2,000.00	0.00
	Street Clean-up		1,000.00
	Telephone	1,740.00	4,013.79
	Travel/Expenses	2,100.00	1,679.86
	Web Site	2,700.00	2,250.43
<b>Total Expense</b>		<b>620,598.00</b>	<b>567,359.71</b>
<b>Net Ordinary Income</b>		<b>-1,215.80</b>	<b>44,907.83</b>



**DOWNTOWN NAPA GOALS 2013**

The DNA goals established in 2012 were largely planning goals, and will serve as the starting place for 2013. The board anticipates revising and building on these goals through May.

1. Structure an event calendar that is sustainable and best supports downtown businesses.
  - a. Increase Main Street Reunion profitability, possibly by making it a two-day event.
  - b. Explore establishing a multiple day event, such as the Mustard Festival or Gilroy Garlic Festival.
  - c. Consider the impact to events of new businesses, such as a hotel at the old Merrill site, and plan for changing event footprints.
  - d. Monitor downtown business owner feedback on events on a semi annual basis.
  
2. Foster better business in the Downtown area and improve the exchange of business information between DNA members.
  - a. Design a program to educate business owners and their employees so they know what other businesses are located downtown, and what those businesses offer. This could include a booklet, in-store orientation, or other strategies
  - b. Encourage businesses by example and through their staffs to promote DNA activities, ( both immediate and future) to maximize visitors' and residents' time in downtown.
  - c. Research a secret shopper program.
  - d. Establish an ambassador program.
  
3. Insure that the DNA has an active and effective political voice in issues affecting downtown.
  - a. Review agendas of all civic meetings for germane topics.
  - b. Organize strategies for most effectively communicating the DNA's positions.



## Downtown Napa Association 2013 Calendar of Events

Admission is always FREE  
www.DoNapa.com or 707-257-0322



### **Chefs' Market**

**May 16 - August 1. Thursday Evenings, 5 to 9 PM**

Now in it's 16th year, Napa's most popular outdoor event combines food, wine and entertainment to make this one a signature Napa event. Chefs' demonstrations from some of the best chefs in the Valley -- and you are invited to enjoy and taste. Three musical stages & kids' entertainment.

### **Main Street Reunion Car Show**

**August 17, Saturday, 10 AM to 3 PM**

Over 400 pre-1976 cars on display, plus entertainment.

### **Blues, Brews & BBQ**

**August 24, Saturday, Noon to 6 PM**

Featuring Blues from some of the Bay Area's best blues musicians, twenty hard-to-find micro-brewed beers and BBQ extraordinaire. It doesn't get much better!

### **Napa Wine & Crafts Fair**

**September 7, Saturday, 10 AM to 6 PM**

Celebrating its 36th year, this event has added music in a big way. 200 artists display unique, original handcrafted art. Napa Valley wines make strolling down the street a summer delight.

### **Hometown Halloween**

**October 26, Saturday, Noon to 3 PM**

Join the Flintstones, the cast from the Wizard of Oz and more. Thousands of costumed goblins (of all ages) will trick or treat.

### **Tree Lighting Ceremony**

**November 27, Wednesday, 6 PM**

It's beginning to look a lot like Christmas. Enjoy a cup of hot chocolate, cookies and entertainment as Napa's Mayor lights the Christmas tree in Veterans Park.

### **Christmas Parade**

**November 30, Saturday, 5 PM**

Since becoming an evening parade, Napers have figured out how to add lights to any entry -- cars, horses, even children. The floats get a little better every year! Santa wraps this one up and leads everyone to the Oxbow Public Market, for free cookies & hot chocolate.

**PARKING & BUSINESS IMPROVEMENT AREA 1, BENEFIT ZONE 2  
Required Components of Annual Report  
California Streets and Highways Code Section 36533**

**1.** Any proposed change in boundary of area or benefit zone, or parcel classification.

Response: No changes to boundaries or classifications are proposed.

**2.** Improvements and activities to be provided for the Fiscal Year.

Response: Manage and promote Chefs' Market; Main Street Reunion Car Show; Blues, Brews & BBQ; Wine, Crafts & Jazz Festival; Halloween; Tree Lighting and Christmas Parade; Conduct familiarization tours with media, concierges, event planners, etc; Prepare a Downtown Business education program; Research a secret shopper program; Establish an ambassador program, and provide advocacy regarding political issues affecting downtown.

**3.** Estimate of cost to provide the improvements and activities for the year.

Response: The estimated cost for management and promotion as provided above is \$598,384.

**4.** Method and basis of levying tax revenue in the Napa Parking & Business Improvement Area 1, Zone 2:

Response: In accordance with Municipal Code section 3.28, taxes are levied in an amount equal to 40% of the business license tax for businesses in the "PBIA 1, Benefit Zone 2" area. Business license taxes are imposed on each business pursuant to Napa Municipal Code Chapter 5.04.

**5.** Amount of any surplus or deficit revenues to be carried over from previous fiscal year.

Response: There is no surplus revenue or deficit to be carried over from the previous year.

**6.** Amount of any contributions to be made from sources other than tax revenue levied pursuant to this part.

Response: The budget anticipates \$493,500 from event registration fees, commercial vendors, the Wine Tasting Card, booth fees, alcohol beverage sales sponsorships, and administration funds from the PBID.

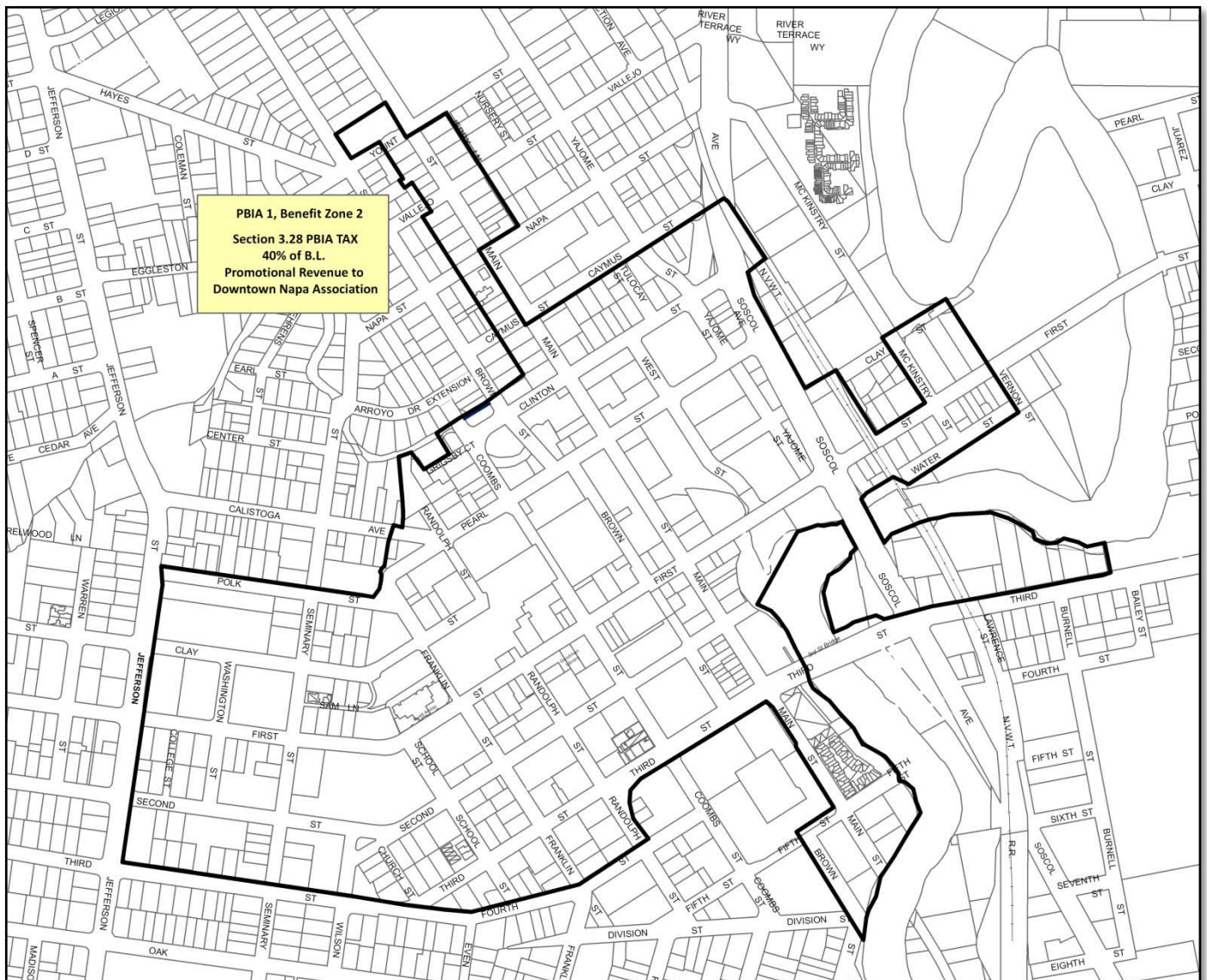
## EXHIBIT B

Advisory Board: The following comprise the 2013 Board of Directors for PBIA 1, Benefit Zone 2:

<u>Name</u>	<u>Affiliation</u>
Sara Brooks, President	Napa Mill
Celeste Carducci	Uncorked at Oxbow
Tom Finch	Filippi's Pizza Grotto
Stephanie Kendall	Carpe Diem
Anette Madsen	Anette's Chocolates
Joe Peatman, Jr.	Downtown Joe's
Steve Pierce	The Executive Room
Cheryl Richburg	Napa Valley Traditions
Steve Rodrigues	Val's Liquors Downtown
Craig Smith	Executive Director, DNA

## EXHIBIT C

### NAPA PARKING & BUSINESS IMPROVEMENT AREA 1, BENEFIT ZONE 2 BOUNDARY MAP





CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.E.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Rick Tooker, Community Development Director

Prepared by: Robin Klingbeil, Project Coordinator

Subject: 2013 Annual Report and Budget for the Oxbow Business Improvement Area; Schedule Public Hearing to Levy Assessments

**ISSUE STATEMENT:**

Adopt a Resolution approving the 2013 Annual Report, Budget and Advisory Board for the Oxbow Business Improvement Area and authorizing the City Clerk to schedule a public hearing on June 4, 2013 to levy assessments in the Oxbow Business Improvement Area in accordance with NMC Section 3.29.

**DISCUSSION:**

The Napa Downtown Association (NDA) has submitted the annual budget and work program for 2013 activities funded by the Oxbow Business Improvement Area (BIA), which NDA administers. This area is comprised of businesses east of Soscol Avenue, generally bounded by River Terrace Way, Silverado Trail, Third Street and Soscol Avenue (see map, Exhibit C to Attachment 1).

In accordance with the contract obligations contained in Agreement 9354, "Napa Downtown Association Agreement, Management of Assessment Districts", the NDA must prepare and file with the City an annual report which describes improvements and activities that will be performed using revenues generated by BIA assessments. The California Streets and Highways Code requires that these reports be approved by the City Council, along with a resolution of intention to authorize the levying of these charges.

The City collects BIA assessments from merchants in the BIA boundaries, and pays those assessment revenues to the NDA pursuant to Agreement 9354. In the Oxbow BIA benefit zone, a promotional assessment equal to 40% of the business license fee is paid by the businesses in that area when fees are renewed. NDA has estimated that \$25,400 in revenue will be received from this area in the 2013 FY.

Required Components of Annual Report: The California Streets and Highways Code Section 36533 requires that the annual report for the Oxbow BIA contain the following information:

1. Any proposed change in boundary of area or benefit zone, or parcel classification.

Response: No changes to boundaries or classifications are proposed.

2. Improvements and activities to be provided for the Fiscal Year.

Response: Activities include advertising, collateral, employee payroll, printing, general membership meetings, and website.

3. Estimate of cost to provide the improvements and activities for the year:

Response: The estimated cost to fund the items listed above is \$25,400

4. Method and basis of levying assessment.

Response: The assessments for the Oxbow BIA shall be levied in an amount equal to 40% of the business license tax (imposed on each business pursuant to Napa Municipal Code Chapters 3.29 Oxbow Business Improvement Area and 5.04 Business Licenses Generally).

5. Amount of any surplus or deficit revenues to be carried over from previous fiscal year.

Response: The Budget vs Actual exhibit for FY 2012 indicates \$3,140.80 in surplus revenue.

6. Amount of any contributions to be made from sources other than assessments levied pursuant to this part.

Response: No contributions from other sources are identified under this part.

The 2013 Oxbow BIA Advisory Board members and their respective affiliations are:

Sara Brooks, President, Napa Mill  
Tom Finch, Filippi's Pizza Grotto  
Anette Madsen, Anette's Chocolates  
Steve Pierce, The Executive Room  
Steve Rodrigues, Val's Liquors

Celeste Carducci, Uncorked at Oxbow  
Stephanie Kendall, Carpe Diem  
Joe Peatman, Jr., Downtown Joe's  
Cheryl Richburg, NV Traditions  
Craig Smith, NDA

## **FINANCIAL IMPACTS:**

This action results in no financial City obligation or impact to its General Fund, but there are impacts related to City staff time. The additional 40% promotional business license assessment is collected by the Finance Department and remitted to the NDA on a monthly basis



**CEQA:**

The Community Development Director has determined that the Recommended Action described in this Agenda Report Update is not subject to CEQA, pursuant to CEQA Guidelines Section 15060 (c).

**DOCUMENTS ATTACHED:**

Attachment 1: Resolution with Exhibits A, B, and C.

**NOTIFICATION:**

The Napa Downtown Association was notified of this agenda item prior to the meeting date.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a Resolution approving the 2013 Annual Report, Budget and Advisory Board for the Oxbow Business Improvement Area and authorizing the City Clerk to schedule a public hearing on June 4, 2013 to levy assessments in the Oxbow Business Improvement Area in accordance with NMC Section 3.29.



RESOLUTION R 2013 \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE 2013 ANNUAL REPORT, BUDGET AND ADVISORY BOARD FOR THE OXBOW BUSINESS IMPROVEMENT AREA, AND AUTHORIZING THE CITY CLERK TO SCHEDULE A PUBLIC HEARING ON JUNE 4, 2013 TO LEVY ASSESSMENTS IN THE OXBOW BUSINESS IMPROVEMENT AREA IN ACCORDANCE WITH NMC SECTION 3.29

WHEREAS, pursuant to conditions of the State of California Streets and Highways Code Section 36500, *et seq.* and Agreement No. 9354 between the City of Napa and the Napa Downtown Association, Management of Assessment Districts, approved on June 19, 2007, the City of Napa City Council must review an annual report and budget for the Oxbow Business Improvement Area (BIA) and authorize the levying of assessments upon businesses within the BIA as outlined in NMC Section 3.29 (Oxbow Business Improvement Area); and

WHEREAS, the Advisory Board of the Oxbow Business Improvement Area caused to be prepared and submitted to the City the 2013 Annual Report, which is on file with the City Clerk, and is attached hereto as Exhibits "A", "B", and "C", and incorporated herein by reference; and

WHEREAS, the boundaries of the Oxbow Business Improvement Area are set forth on Exhibit "C", attached hereto and incorporated herein by reference.

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
2. The City Council hereby approves the Annual Report, attached hereto as Exhibits "A", "B", and "C".
3. The City Council hereby declares its intention to levy and collect assessments upon businesses within the Oxbow Business Improvement Area for Fiscal Year 2013, in accordance with the Annual Report.

## ATTACHMENT 1

4. The City Council hereby approves the appointment of the following individuals to serve on the Oxbow Business Improvement Area Advisory Board:

<u>Name</u>	<u>Affiliation</u>
Sara Brooks, President	Napa Mill
Celeste Carducci	Uncorked at Oxbow
Tom Finch	Filippi's Pizza Grotto
Stephanie Kendall	Carpe Diem
Anette Madsen	Anette's Chocolates
Joe Peatman, Jr.	Downtown Joe's
Steve Pierce	The Executive Room
Cheryl Richburg	Napa Valley Traditions
Steve Rodrigues	Val's Liquors Downtown
Craig Smith	Executive Director, NDA

5. The City Council hereby sets the time and date to levy assessments in the Oxbow Business Improvement Area at a public hearing on Tuesday, June 4, 2013, at 3:30 p.m. at City Hall Council Chambers, 955 School Street, Napa, CA, at which time written and oral protests may be made.
6. The City Council hereby directs the City Clerk to give notice of the public hearing by publishing said notice once in a newspaper of general circulation in the city not less than seven days before the public hearing.
7. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21st day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

**PROPOSED BUDGET**

<b>Income</b>	
City License Fees	25,400.00
<b>Total Income</b>	<b>25,400.00</b>
<b>Expense</b>	
Collateral	1,700.00
Advertising	8,400.00
Employee Payroll	10,000.00
Meetings	600.00
Printing	500.00
Telephone	1,800.00
Web Site	2,400.00
<b>Total Expense</b>	<b>25,400.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.00</b>

BUDGET VS ACTUAL		Budget	Jan - Dec 12 Actual
<b>Income</b>			
	City License Fees	22,360.00	25,500.80
<b>Total Income</b>		<u>22,360.00</u>	<u>25,500.80</u>
<b>Expense</b>			
	Collateral	1,700.00	1,700.00
	Advertising	8,400.00	8,400.00
	Employee Payroll	6,360.00	6,360.00
	Meetings	600.00	600.00
	Printing	1,100.00	1,100.00
	Telephone	1,800.00	1,800.00
	Web Site	2,400.00	2,400.00
<b>Total Expense</b>		<u>22,360.00</u>	<u>22,360.00</u>
<b>Net Ordinary Income</b>			<b>3,140.80</b>



## DOWNTOWN NAPA GOALS 2013

The DNA goals established in 2012 were largely planning goals, and will serve as the starting place for 2013. The board anticipates revising and building on these goals through May.

1. Structure an event calendar that is sustainable and best supports downtown businesses.
  - a. Increase Main Street Reunion profitability, possibly by making it a two-day event.
  - b. Explore establishing a multiple day event, such as the Mustard Festival or Gilroy Garlic Festival.
  - c. Consider the impact to events of new businesses, such as a hotel at the old Merrill site, and plan for changing event footprints.
  - d. Monitor downtown business owner feedback on events on a semi annual basis.
2. Foster better business in the Downtown area and improve the exchange of business information between DNA members.
  - a. Design a program to educate business owners and their employees so they know what other businesses are located downtown, and what those businesses offer. This could include a booklet, in-store orientation, or other strategies
  - b. Encourage businesses by example and through their staffs to promote DNA activities, ( both immediate and future) to maximize visitors' and residents' time in downtown.
  - c. Research a secret shopper program.
  - d. Establish an ambassador program.
3. Insure that the DNA has an active and effective political voice in issues affecting downtown.
  - a. Review agendas of all civic meetings for germane topics.
  - b. Organize strategies for most effectively communicating the DNA's positions.



## Downtown Napa Association 2013 Calendar of Events

Admission is always FREE  
www.DoNapa.com or 707-257-0322



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Now in it's 16th year, Napa's most popular outdoor event combines food, wine and entertainment t make this one a signature Napa event. Chefs' demonstrations from some of the best chefs in the Valley -- and you are invited to enjoy and taste. Three musical stages & kids' entertainment.

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### **Tree Lighting Ceremony**

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It's beginning to look a lot like Christmas. Enjoy a cup of hot chocolate, cookies and entertainment as Napa's Mayor lights the Christmas tree in Veterans Park.

### **Christmas Parade**

**November 30, Saturday, 5 PM**

Since becoming an evening parade, Napans have figured out how to add lights to any entry -- cars, horses, even children. The floats get a little better every year! Santa wraps this one up and leads everyone to the Oxbow Public Market, for free cookies & hot chocolate.



**OXBOW BUSINESS IMPROVEMENT AREA**  
**Required Components of Annual Report**  
*California Streets and Highways Code Section 36533*

**1.** Any proposed change in boundary of area or benefit zone, or parcel classification.

Response: No changes to boundaries or classifications are proposed.

**2.** Improvements and activities to be provided for the Fiscal Year.

Response: Activities include advertising, collateral, employee payroll, printing, general membership meetings, telephone and website expenses.

**3.** Estimate of cost to provide the improvements and activities for the year:

Response: The estimated cost to fund the items listed above is \$25,400

**4.** Method and basis of levying assessment.

Response: Per Napa Municipal Code Section 3.29.040 Method of Assessment: The assessments for the Oxbow BIA shall be levied in an amount equal to 40% of the business license tax (imposed on each business pursuant to Napa Municipal Code Chapter 5.04).

**5.** Amount of any surplus or deficit revenues to be carried over from previous fiscal year.

Response: The Budget vs Actual for FY 2012 indicates \$3,140.80 in surplus revenue.

**6.** Amount of any contributions to be made from sources other than assessments levied pursuant to this part.

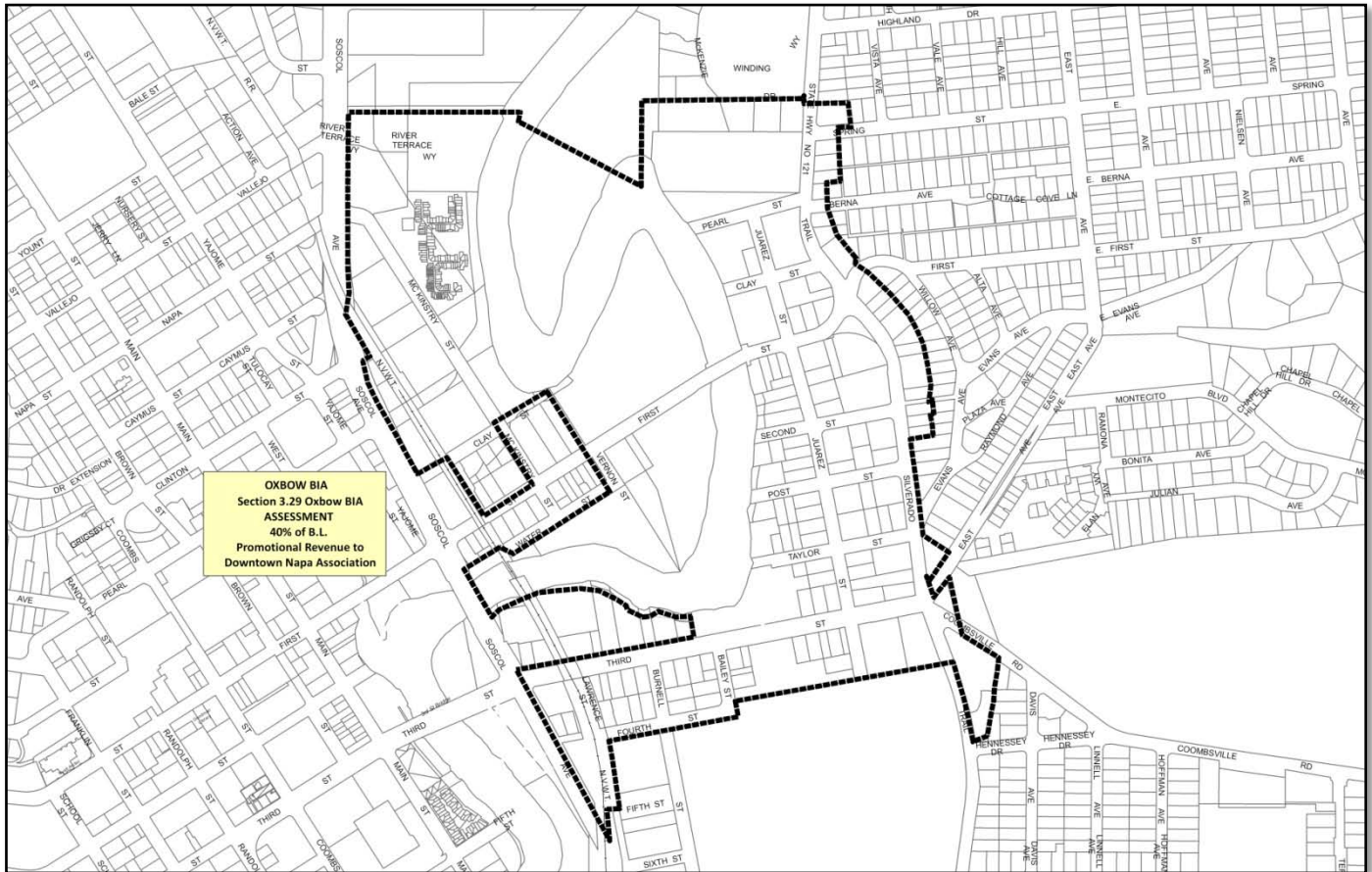
Response: No contributions from other sources are identified under this part.

**Advisory Board for the 2013 Oxbow Business Improvement Area:**

<u>Name</u>	<u>Affiliation</u>
Sara Brooks, President	Napa Mill
Celeste Carducci	Uncorked at Oxbow
Tom Finch	Filippi's Pizza Grotto
Stephanie Kendall	Carpe Diem
Anette Madsen	Anette's Chocolates
Joe Peatman, Jr.	Downtown Joe's
Steve Pierce	The Executive Room
Cheryl Richburg	Napa Valley Traditions
Steve Rodrigues	Val's Liquors Downtown
Craig Smith	Executive Director

## EXHIBIT C

### OXBOW BUSINESS IMPROVEMENT AREA BOUNDARY MAP





CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.F.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Rick Tooker, Community Development Director

Prepared by: Robin Klingbeil, Project Coordinator

Subject: 2013/14 Annual Report & Budget for Parking & Business Improvement Area 1, Benefit Zone 1 (2005); Schedule Public Hearing to Levy Assessments

**ISSUE STATEMENT:**

Adopt a resolution approving the FY 2013/14 Annual Report, Budget and Advisory Board for the Napa Parking & Business Improvement Area 1, Benefit Zone 1 (2005), and authorize the City Clerk to schedule a public hearing on June 4, 2013 to levy assessments in the PBI 1 (2005) in accordance with Napa Municipal Code Chapter 3.30.

**DISCUSSION:**

This report is the annual review of revenue generated from the Napa Parking & Business Assessment Improvement Area, Benefit Zone 1 (2005), which was formed in January, 2005, pursuant to California Streets and Highways Code Sections 36500 et seq. The intent of forming this area was to extend the boundaries of the downtown Napa "Parking Exempt" district to incorporate a handful of under-utilized parcels or properties in transition with potential and ability to develop. The original Parking Exempt district -- the "Parking & Business Improvement Area 1, Benefit Zone 1" -- was adopted in the 1970's and consists of properties in the downtown core, generally along the corridors of Pearl, First, Second and Third streets, between Seminary Street and Soscol Avenue.

In 2005, affected property owners approved the formation of "Benefit Zone 1 (2005)" to expand the Parking Exempt District by an additional 31 parcels which currently represent approximately 22 businesses. This expansion was one of the implementation recommendations of the Downtown Napa Mixed Use and Residential Infill Development Strategy (2004), which identified key sites to incorporate into the Parking Exempt District so they could develop without having to provide on-site parking for commercial uses. Exhibit C provides illustrations of both the original PBI 1, Benefit Zone 1, and the newly-added area known as Benefit Zone 1 (2005).

Owners of properties/businesses in these areas do not provide on-site parking for their customers or employees; revenue is collected from the business owners to fund the

provision of parking facilities and their ongoing maintenance. Although these areas were formed at different times and under differing statutes, the underlying tax/assessment is calculated using the same formula, applicable to all business license holders. They are subject to an assessment equal to 70% of their business license tax, payable each year upon acquisition or renewal of their license. This assessment is collected by the City Finance Department and placed into a fund, managed by the Parks & Recreation Department, for use in maintaining parking facilities in the Parking Exempt district. The City provides parking lots and structures to accommodate the needs of the business owners that pay into the fund, as well as for general public. There are twelve surface parking lots and three parking structures in Downtown that are maintained with funds generated by these assessment revenues.

Because the areas added in 2005 were done so via the petition and ballot process as outlined under state law noted above, the activities funded from revenue generated in this area are subject to yearly review and approval by the Council, and the Council is directed to levy these assessments on an annual basis. The older Parking Exempt area is not subject to such review based upon the statutes in place at the time of its formation. Therefore, the focus of this report will be only on the revenue and work program tasks funded by business owners on these 31 properties in the Benefit Zone 1 (2005) area.

The annual budget and work program, Exhibit A, has been prepared by the Parks & Recreation Department, who is responsible for maintenance of City facilities, including downtown parking lots and structures. The businesses in Benefit Zone 1 (2005) are expected to generate about \$23,350 in assessments. The remainder of the funds needed for the work program will be provided from the taxes (which are calculated using the same 70% of business license surcharges) generated in the original Parking Exempt district, which go into the City's General Fund. In accordance with the contract obligations contained in Agreement 9354, "Napa Downtown Association Agreement, Management of Assessment Districts", this report was reviewed and approved on May 14, 2013, by the "Owners Association," which is the NDA Board of Directors. Since the assessment revenue comes from business owners in the boundary area, the activities funded by this revenue must be for the benefit of those who pay, and are reviewed by their representatives on the NDA Board.

Required Components of Annual Report: The California Streets and Highways Code Section 36533 requires that annual reports for PBIAs contain the following information:

1. Any proposed change in boundary of area or benefit zone, or parcel classification.

Response: No changes to boundaries or classifications are proposed.

2. Improvements and activities to be provided for the Fiscal Year.

Response: Maintenance of 12 surface parking lots and 3 parking structures in Downtown Napa, including litter and garbage cleanup, sweeping, repair and cleaning of elevators in the garages, pressure washing, equipment purchasing and rental, contract services for elevator and fire sprinklers, signage, paint, graffiti removal, electrical maintenance and janitorial supplies.

3. Estimate of cost to provide the improvements and activities for the year:

Response: The estimated cost to fund the items listed above is \$141,757.00

4. Method and basis of levying assessment.

Response: Per Napa Municipal Code Section 3.30.040 Method of Assessment: The assessments shall be levied in an amount equal to 70% of the business license tax, imposed on each business in the Zone 1 (2005), pursuant to Napa Municipal Code Chapter 5.04 Business Licenses Generally. Estimated revenue to be received from these assessments in FY 13 /14 is \$23,350.00.

5. Amount of any surplus or deficit revenues to be carried over from previous fiscal year.

Response: There is no surplus revenue or deficit to be carried over from the previous year.

6. Amount of any contributions to be made from sources other than assessments levied pursuant to this part.

Response: The General Fund will provide the balance of funding for the FY 13/14 work program, which is \$118,407.80.

The 2013 Benefit Zone 1 (2005) PBIA No. 1 Advisory Board members and their respective affiliations are:

Sara Brooks (President), Napa Mill  
Tom Finch, Filippi's Pizza Grotto  
Anette Madsen, Anette's Chocolates  
Steve Pierce, The Executive Room  
Steve Rodrigues, Val's Liquors

Celeste Carducci, Uncorked at Oxbow  
Stephanie Kendall, Carpe Diem  
Joe Peatman, Jr., Downtown Joe's  
Cheryl Richburg, NV Traditions  
Craig Smith, NDA

## **FINANCIAL IMPACTS:**

This action results in the receipt of revenue into the City of Napa Parking Maintenance fund, managed by the Parks & Recreation Division. These funds are collected by Finance Department as business owners in the area acquire or renew business licenses.

## **CEQA:**

The Community Development Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: A Resolution approving the 2013 Annual Report & Budget and Advisory Board for Parking & Business Improvement Area No. 1, Benefit Zone 1 (2005), with Exhibits "A", "B", and "C", and authorizing the City Clerk to schedule a public hearing on June 4, 2013 to approve the levying of assessments in said area in accordance with NMC Section 3.30.

**NOTIFICATION:**

City Parks & Recreation Department staff and the Napa Downtown Association were notified of this agenda item prior to the meeting date.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a Resolution approving the 2013 Annual Report, Budget and Advisory Board for Napa Parking & Business Improvement Area 1, Benefit Zone 1 (2005), and authorizing the City Clerk to schedule a public hearing on June 4, 2013 to levy assessments in said area in accordance with NMC Section 3.30.



RESOLUTION R2013 \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE 2013 ANNUAL REPORT, BUDGET AND ADVISORY BOARD FOR NAPA PARKING AND BUSINESS IMPROVEMENT AREA 1, BENEFIT ZONE 1 (2005), AND AUTHORIZING THE CITY CLERK TO SCHEDULE A PUBLIC HEARING ON JUNE 4, 2013, TO LEVY ASSESSMENTS IN SAID AREA IN ACCORDANCE WITH NMC SECTION 3.30

WHEREAS, pursuant to conditions of the State of California Streets and Highways Code sections 36500, *et seq.* and Agreement No. 9354 between the City of Napa and the Napa Downtown Association (NDA), Management of Assessment Districts, approved on June 19, 2007, the City of Napa City Council must review an annual report and budget for Benefit Zone 1 (2005), Napa Parking and Business Improvement Area (PBIA) and authorize the levying of assessments upon businesses within the PBIA as outlined in NMC Section 3.30 (Benefit Zone 1 (2005), Napa Parking & Business Improvement Area); and

WHEREAS, the Advisory Board of the Napa Parking and Business Improvement Area caused to be prepared and submitted to the City the 2013 Annual Report, which is on file with the City Clerk, and is attached hereto as Exhibits "A", "B", and "C", incorporated herein by reference; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
2. The City Council hereby declares its intention to levy and collect assessments upon businesses within Napa Parking & Business Improvement Area No 1, Benefit Zone 1 (2005), for Fiscal Year 2013/14.
3. The City Council hereby approves the Annual Report, attached hereto as Exhibits "A", "B", and "C".

## ATTACHMENT 1

4. The City Council hereby approves the appointment of the following individuals to serve on the Napa Parking and Business Improvement Area Advisory Board:

<u>Name</u>	<u>Affiliation</u>
Sara Brooks, President	Napa Mill
Celeste Carducci	Uncorked at Oxbow
Tom Finch	Filippi's Pizza Grotto
Stephanie Kendall	Carpe Diem
Anette Madsen	Anette's Chocolates
Joe Peatman, Jr.	Downtown Joe's
Steve Pierce	The Executive Room
Cheryl Richburg	Napa Valley Traditions
Steve Rodrigues	Val's Liquors Downtown
Craig Smith	Executive Director, NDA

5. The City Council hereby sets the time and date to levy assessments in the Napa Parking and Business Improvement Area 1, Benefit Zone 1 (2005) at a public hearing on Tuesday, June 4, 2013, at 3:30 p.m. at City Hall Council Chambers, 955 School Street, Napa, CA, at which time written and oral protests may be made.
6. The City Council hereby directs the City Clerk to give notice of the public hearing by publishing said notice once in a newspaper of general circulation in the city not less than seven days before the public hearing.
7. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21st day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

**EXHIBIT A**

**CITY OF NAPA PARKS & RECREATION SERVICES DEPARTMENT  
BUDGET AND MAINTENANCE WORK PROGRAM FY 13/14 July 1, 2013 through June 30, 2014  
DOWNTOWN PARKING FACILITIES**

12 Surface Lots / 3 Parking Structures

ACTIVITY	DESC	BASIC TASK FREQUENCY	TIMES PER YR	COMPLETE TASK ONCE	HRS/ YR	RATE	TOTAL
<b>General Clean Up</b>							
Litter cleanup	Year round	5 / week	280	3.5	980	\$21.35	\$20,923.00
Garbage pickup	Year round	4 / week	208	4.0	832	\$41.56	\$34,577.92
Sweeping, Blowing parking lots	Year round	2 / week	56	4.0	224	\$41.56	\$9,309.44
Facility Maintenance/Repair	All	1 / month	12	1.5	18	\$51.54	\$927.72
Elevators	Interior	5 days / week	280	1.5	420	\$21.35	\$8,967.00
Pressure Washing	Spot clean	1 / month	12	2.0	24	\$51.54	\$1,236.96
<b>Landscape Maintenance</b>							
Pest Control	All areas	1 / month	12	2.0	24	\$41.56	\$997.44
Irrigation	All areas	8 / year	8	8.0	64	\$51.54	\$3,298.56
Prune/Edge Plant trees	Spring/Fall	2 / year	2	48.0	96	\$41.56	\$3,989.76
<b>Labor Subtotal</b>					<b>2682</b>		<b>\$84,227.80</b>
<b>Equipment</b>							
Truck	Year round	Daily	52	5.0	260	Subsidized	\$0.00
Equipment Blowers	Year round	Weekly	52	3.0	156	Subsidized	\$0.00
Fuel						Subsidized	\$0.00
<b>Contract Services</b>							
Elevators	Annual	Monthly					\$9,600.00
Fire Sprinklers	Annual	Quarterly					\$8,800.00
<b>Services Subtotal</b>							<b>\$18,400.00</b>
Equipment Rental	Annual Cost						\$250.00
<b>Equipment Rental Subtotal</b>							<b>\$250.00</b>
<b>Supplies</b>							
Signage	Signage Replacement						\$1,700.00
Paint	Striping - Paint						\$26,670.00
Graffiti	Removal supplies						\$7,010.00
Electrical	Lights, pump, sensors						\$1,000.00
Janitorial	Supplies for Cleaning						\$2,500.00
<b>Materials Subtotal</b>							<b>\$38,880.00</b>
<b>Total</b>							<b>\$141,757.80</b>
<b>REVENUE</b>							
Napa Parking & Business Improvement Area 1, Benefit Zone 1 (2005) Assessment Revenue							\$23,350.00
General Fund: Parks & Recreation							\$118,407.80
<b>Total</b>							<b>\$141,757.80</b>



**BENEFIT ZONE 1 (2005)**  
**PARKING AND BUSINESS IMPROVEMENT AREA NO. 1**  
**Required Components of Annual Report**  
*California Streets and Highways Code Section 36533*

1. Any proposed change in boundary of area or benefit zone, or parcel classification.

Response: No changes to boundaries or classifications are proposed.

2. Improvements and activities to be provided for the Fiscal Year.

Response: Maintenance of 12 surface parking lots and 3 parking structures in Downtown Napa, including litter and garbage cleanup, sweeping, repair and cleaning of elevators in the garages, pressure washing, equipment purchasing and rental, contract services for elevator and fire sprinklers, signage, paint, graffiti removal, electrical maintenance and janitorial supplies.

3. Estimate of cost to provide the improvements and activities for the year:

Response: The estimated cost to fund the items listed above is \$141,757.00

4. Method and basis of levying assessment.

Response: Per Napa Municipal Code Section 3.30.040 Method of Assessment: The assessments shall be levied in an amount equal to 70% of the business license tax, imposed on each business in the Zone 1 (2005), pursuant to Napa Municipal Code Chapter 5.04 Business Licenses Generally. Estimated revenue to be received from these assessments in FY 13 /14 is \$23,350.00.

5. Amount of any surplus or deficit revenues to be carried over from previous fiscal year.

Response: There is no surplus revenue or deficit to be carried over from the previous year.

6. Amount of any contributions to be made from sources other than assessments levied pursuant to this part.

Response: The General Fund will provide the balance of funding for the FY 13/14 work program, which is \$118,407.80.

**Advisory Board for the 2013 Parking & Business Improvement Area 1 (2005):**

<u>Name</u>	<u>Affiliation</u>
Sara Brooks, President	Napa Mill
Celeste Carducci	Uncorked at Oxbow
Tom Finch	Filippi's Pizza Grotto
Stephanie Kendall	Carpe Diem
Anette Madsen	Anette's Chocolates
Joe Peatman, Jr.	Downtown Joe's
Steve Pierce	The Executive Room
Cheryl Richburg	Napa Valley Traditions
Steve Rodrigues	Val's Liquors Downtown
Craig Smith	Executive Director







CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.G.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Mike Parness, City Manager

Prepared by: Deanna Andrews, Interim Finance Manager

Subject: Annual Audited Financial Statements and Auditor's Memorandum on Internal Control for the Fiscal Year ended June 30, 2012

**ISSUE STATEMENT:**

Accept and file the City of Napa Audited Financial Statements and Memorandum on Internal Control for the fiscal year ended June 30, 2012.

**DISCUSSION:**

The City's auditor, Maze & Associates, has completed its review of the annual Financial Statements for the fiscal year ended June 30, 2012 and has issued an unqualified audit opinion. As required by generally accepted accounting principles, the Financial Statements present information not only on the City of Napa, but also incorporate the following component units:

- Napa Community Redevelopment Agency (through January 31, 2012)
- Housing Authority of the City of Napa
- Parking Authority of the City of Napa
- City of Napa Public Facilities Financing Authority

In addition to review of the financial statements, the auditors are required to report matters that could adversely affect the City's ability to record, process, summarize and report financial data. Maze & Associates has prepared a Memorandum of Internal Control identifying any current and previously identified issues. Information on the current status of any identified issues is also provided.

**FINANCIAL IMPACTS:**

There is no fiscal impact associated with this action.

**CEQA:**

The City Manager has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: Basic Financial Statements of the City of Napa for the fiscal year ended June 30, 2012. (Visit [www.cityofnapa.org](http://www.cityofnapa.org), City Departments, Finance or contact the City Clerk's Office for a copy.)

Attachment 2: Memorandum on Internal Controls for the fiscal year ended June 30, 2012. (Visit [www.cityofnapa.org](http://www.cityofnapa.org), City Departments, Finance or contact the City Clerk's Office for a copy.)

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Accept and file the City of Napa Audited Financial Statements and Memorandum on Internal Control for the fiscal year ended June 30, 2012.

**CITY OF NAPA, CALIFORNIA**  
**BASIC FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

*Prepared by:*

*Finance Department, City of Napa*

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**CITY OF NAPA, CALIFORNIA  
BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2012**

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**CITY OF NAPA, CALIFORNIA  
BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2012**

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# **INDEPENDENT AUDITORS' REPORT ON BASIC FINANCIAL STATEMENTS**

To the City Council  
City of Napa, California

We have audited the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Napa, California (City), as of and for the year ended June 30, 2012, which collectively comprise the City's basic financial statements as listed in the Table of Contents. These basic financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these basic financial statements based on our audits. We did not audit the following fund financial statements. These fund financial statements were audited by other auditors, whose reports thereon have been furnished to us. Our opinion, insofar as it relates to the amounts included for this entity, is based solely on the report of these other auditors.

	Represent Percentage of Total Amounts			
	Assets	Capital Assets	Long-Term Obligations	Revenue
Business Type Activities - Enterprise Fund				
Golf Course	0.09%	0.22%	0.06%	0.28%

We conducted our audit in accordance with generally accepted auditing standards in the United States of America and Government Audit Standards issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free of material misstatement. An audit includes examining on a test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, based on our audit and the report of the other auditors, the basic financial statements referred to above present fairly in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Napa at June 30, 2012, and the results of its operations and the cash flows of its proprietary fund types thereof and the respective budgetary comparisons listed as part of the basic financial statements for the year then ended, in conformity with generally accepted accounting principles in the United States of America.

As discussed in Note 17, pursuant to ABx1 26 adopted by the State of California which was validated by the California Supreme Court on December 28, 2011, the Napa Community Development Agency has been dissolved and its assets turned over to and liabilities assumed by the Successor Agency effective January 31, 2012.

In accordance with Government Auditing Standards, we have also issued our report April 24, 2013, dated on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to this information in accordance with generally accepted auditing standards in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that comprise the City of Napa's financial statements as a whole. The Supplemental Information is presented for purposes of additional analysis and are not a required part of the financial statements. The Supplemental Information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards in the United States of America. In our opinion, the Supplemental Information is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Maze & Associates*

April 24, 2013



<p style="text-align: center;"><b>CITY OF NAPA</b> <b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b></p>
--

**INTRODUCTION**

This narrative is presented to provide readers of these *Basic Financial Statements* with an overview and analysis of the financial activities of the City of Napa for the year ended June 30, 2012.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This report is presented in the following sections:

- 1) This introductory commentary, *Management's Discussion and Analysis*
- 2) Basic Financial Statements, including:
  - a. Government-wide financial statements
  - b. Fund financial statements
  - c. Notes
- 3) Supplemental Information
  - a. Non-major governmental funds
  - b. Internal service funds
  - c. Agency funds

**The Basic Financial Statements**

The *Basic Financial Statements* are comprised of the *Government-wide Financial Statements* and the *Fund Financial Statements*. These two sets of financial statements provide two different views of the City's financial activities and financial position.

The ***Government-wide Financial Statements*** provide a long-term view of the City's activities as a whole. The *Statement of Net Assets* provides information about financial position, including capital assets and long-term liabilities on the full accrual basis, similar to that used by commercial enterprises. The *Statement of Activities* provides information about the City's revenues and expenses, also on the full accrual basis, with the emphasis on measuring the net revenues or expenses of City programs. Information is presented both in total and separately for governmental activities, which are generally tax and grant supported and business-type activities which are typically supported by user fees.

The ***Fund Financial Statements*** report the City's operations in more detail than the government-wide statements. The focus is on the individual funds that are used to report the status of restricted or otherwise segregated resources and to demonstrate compliance with finance-related legal requirements. The governmental funds focus primarily on short-term activities by measuring current revenues and expenditures and excluding capital assets and long-term obligations.

The ***Proprietary Fund Financial Statements*** report the same functions presented as business-type activities in the Government-wide Financial Statements. The City maintains four proprietary funds, all of which are reported as enterprise fund type. The City uses enterprise funds to account for Water, Garbage, Golf Course and Housing activities. The Water Fund, Garbage Fund, Housing Fund and Golf Course Funds are all major funds.

**FINANCIAL HIGHLIGHTS**

The City provides services to the citizens of Napa by leveraging property, sales, and other taxes with user fees and federal, state, and local grants to finance its operations. The City's sales and transient occupancy tax revenues increased in fiscal 2012 as tourism activity continued to rebound.

The governmental and business-type activities net assets increased by \$15.5 million and \$-1.1 million respectively. The increase in governmental net assets is related to the dissolution of the Redevelopment Agency, as the long term

**CITY OF NAPA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

debt for the Redevelopment Area was transferred to the Successor Agency Trust effective February 1, 2012. The reduction of assets for business type activities was related to the completion of some significant capital activity (e.g. Water Main Replacements). The City's governmental unrestricted balance decreased by \$3.4 million during the year, while the Business type restricted balance available for capital projects and housing decreased by \$3.7 million. Both of these decreases were impacted by an increased in restricted balances as well as an increase in the balance invested in capital assets.

**FINANCIAL ANALYSIS OF THE CITY AS A WHOLE**

The total net assets of the City as of June 30, 2011 and 2012 are summarized in Table 1 below and are followed by a discussion of the balances by category.

**Government-wide Net Assets**

**Table 1**  
**Summary of Net Position**

	Governmental Activities		Business-type Activities		Total	
	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012
<b>Assets:</b>						
Cash and investments	\$ 70,310,418	\$ 68,328,581	\$ 41,448,766	\$ 34,513,753	\$ 111,759,184	\$ 102,842,334
Receivables, other current assets	33,349,253	31,402,799	17,005,180	18,599,916	50,354,433	50,002,715
Capital assets	357,021,623	356,475,133	133,951,414	135,954,457	490,973,037	492,429,590
Total assets	460,681,294	456,206,513	192,405,360	189,068,126	653,086,654	645,274,639
<b>Liabilities:</b>						
Long-term debt	26,815,728	164,239	79,395,602	76,500,112	106,211,330	76,664,351
Other liabilities	12,804,616	19,432,968	5,474,484	6,123,157	18,279,100	25,556,125
Total liabilities	39,620,344	19,597,207	84,870,086	82,623,269	124,490,430	102,220,476
<b>Net assets:</b>						
Invested in capital assets, net of debt	338,197,835	356,310,894	60,887,473	62,372,154	399,085,308	418,683,048
Restricted	33,576,180	34,398,052		1,077,381	33,576,180	35,475,433
Unrestricted	49,286,935	45,900,360	46,647,801	42,995,322	95,934,736	88,895,682
Total net assets	\$ 421,060,950	\$ 436,609,306	\$ 107,535,274	\$ 106,444,857	\$ 528,596,224	\$ 543,054,163

**Cash and investments** - The City's cash and investment portfolio decreased by \$9.0 million to \$102.8 million during the year due primarily to decreased cash and investments in Business-type activities, related to the completion of construction of the new water treatment plant in the water enterprise fund. The cash balance comprises \$57.0 million held by the Trustees; of which \$26.6 million is held for governmental programs or designated for other budgetary commitments and \$30.4 million held for enterprise operations. Additionally funds held in the Local Agency Investment Fund totaled \$45.2 million and the Cash in Banks or on hand totaled \$6.2 million.

**Receivables and other current assets** - The City's other current assets decreased by \$1.9 million to \$31.4 million, as a significant number of deferred revenue charges relating to development projects were received in fiscal 2012.

**Capital assets** - The City's capital assets decreased in governmental activities by \$0.5 million during the year. The decrease is primarily due to depreciation of current assets outpacing the completion of new projects. The City's business-type capital assets increased by \$2.0 million during the year, primarily due to the completion of a number of main replacement projects and other capital projects.

**Long-term debt** - The long-term debt of \$76.7 million includes the City's two major revenue bonds issued for water, and solid waste, as well as other various smaller notes and leases. The long term debt balance decreased by \$29.5 million due primarily to the dissolution of the Redevelopment Agency (effective January 31, 2012) resulting from the passage of Senate Bill X-1a. The revenue bonds and associated debt were transferred to the Private Purpose Trust Fund effective February 1, 2012. Additionally, we continue the reduction of long term debt in both governmental activities and business activities through the absence of new debt issues in the current year and timely payment on outstanding issues.

**CITY OF NAPA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Net assets** - The City's total net assets increased by \$14.5 million during the fiscal year, to \$543.1 million. The governmental net asset balance of \$436.6 million includes \$356.3 million invested in capital assets net of related debt, \$34.4 million restricted funds available for capital projects and housing programs, and a remaining balance of \$45.9 million available for future needs. The change in balances is due primarily to a combination of increased revenues as the recovery from the recession continues and decreased liabilities from the dissolution of the Redevelopment Agency.

**Government-wide Activities**

The changes in the City's government-wide net assets as of June 30, 2012 result from its activities during the fiscal year. The City's government-wide activities for the current and prior fiscal years are summarized in Table 2 below.

**Table 2**  
**Changes in Net Assets**

	Governmental Activities		Business-type Activities		Total	
	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012
Revenues:						
Program revenues:						
Charges for services	\$ 10,494,404	\$ 11,203,182	\$ 49,267,770	\$ 49,441,445	\$ 59,762,174	\$ 60,644,627
Operating grants and contributions	4,776,296	4,505,456	11,611,173	11,354,156	16,387,469	15,859,612
Capital grants and contributions	9,322,450	3,662,978	322,355	352,060	9,644,805	4,015,038
General revenues:						
Property, sales, and other taxes	57,435,343	50,722,395			57,435,343	50,722,395
Other	4,299,078	4,100,734	840,949	536,877	5,140,027	4,637,611
Total revenues	86,327,571	74,194,745	62,042,247	61,684,538	148,369,818	135,879,283
Expenses:						
Governmental						
General government	16,605,269	19,663,751			16,605,269	19,663,751
Public safety	29,080,513	32,266,109			29,080,513	32,266,109
Public works	20,431,098	18,200,918			20,431,098	18,200,918
Park and recreation	7,241,395	6,733,914			7,241,395	6,733,914
Community						
Development	1,119,365	491,587			1,119,365	491,587
Redevelopment	1,363,123	580,418			1,363,123	580,418
Interest on long term debt	985,500	937,221			985,500	937,221
Business-type activities:						
Water			19,493,733	21,627,236	19,493,733	21,627,236
Garbage			19,747,192	20,505,184	19,747,192	20,505,184
Golf course			1,778,218	1,783,483	1,778,218	1,783,483
Housing			11,367,711	14,681,226	11,367,711	14,681,226
Total expenses	76,826,263	78,873,917	52,386,854	58,597,129	129,213,117	137,471,046
Excess before transfers	9,501,308	(4,679,172)	9,655,393	3,087,409	19,156,701	(1,591,765)
Special Items		16,049,702				16,049,702
Transfers	3,503,856	4,177,826	(3,503,856)	(4,177,826)		
Changes in net assets	\$ 13,005,164	\$ 15,548,356	\$ 6,151,537	\$ (1,090,417)	\$ 19,156,701	\$ 14,457,937

The City's net assets decreased by \$4.7 million during the year, as measured on the accrual basis of accounting. Governmental revenues decreased 14.1% (\$12.1 million) primarily due to the state ordered dissolution of the Redevelopment Agency, effective February 1, 2012. Governmental expenses increased from the prior fiscal year by \$2.0 million to \$78.9 million due to increased public safety and general government expenditures. The business-type revenues decreased slightly by \$0.4 million to \$61.7 million while expenses increased by \$6.2 million to \$58.6 million. After transfers, the change in business-type net assets amounted to \$-1.1 million.

<p style="text-align: center;"><b>CITY OF NAPA</b> <b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b></p>
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**FINANCIAL ANALYSIS OF THE CITY'S FUNDS**

In addition to the accrual-basis government-wide statements described above, the City also maintains financial records at the fund level for budgetary control. Individual funds are generally established to track the resources and operating results for specific, restricted programs. The results for governmental funds below differ from the results reported above in the government-wide statements since the focus here is on current, available resources. The following are financial highlights from the City's most significant funds:

**Governmental Funds**

**General Fund** - The City's General Fund realized \$63.1 million of revenues, an increase of \$3.4 million from the previous year. Of this amount, \$1.9 million was an increase in taxes (property, sales, transient occupancy taxes), \$0.7 million increase in intergovernmental, a \$0.4 million increase in Licenses, permits and fees, and \$0.6 million increase each in Charges for Services. These increases were partially offset by a \$0.2 million decrease in miscellaneous revenues.

General Fund expenditures amounted to \$63.9 million, which was an increase of \$3.7 million from the prior year. General Government saw the largest increase in expenditures (\$3.1 million) due in part as response to the \$0.4 million increase in permits and fees (e.g. construction / building permits). Additionally, due to the dissolution of the Redevelopment agency, a number of positions that had previously been supporting redevelopment activity were funded for the last five months of the year from the General Fund.

**Development Fees Fund** - The sources of revenue for this fund are the various development impact fees collected from developers which are used for the installation or expansion of related infrastructure and affordable housing. Current year revenues were \$2.5 million, an increase of \$0.5 million from the prior year caused primarily by the increase in development over the prior year, signaling continued economic recovery. During the fiscal year, the fund contributed \$0.7 million to the City's Capital Projects Fund through transfers, with additional work scheduled for fiscal 2013.

**City Capital Projects Fund** - The City's capital program saw a decline in expenditures of nearly 36% due to the cyclical construction activity of capital projects. In total, \$7.5 million in capital outlay was expended during the current year. All resources in this fund are designated for specific capital improvement programs.

**Enterprise Funds**

**Water Utility Fund** - This fund is a fully self-supported enterprise providing water service to the City and adjacent areas. Charges for water and connection fees have consistently been set appropriately to cover both operating and planned maintenance, replacement and expansion costs. The fund issued bonds in 2007 to expand Jamieson Canyon Treatment Facility and construction began in 2008, and completed in fiscal 2011. Fund equity includes reserves for capital replacement and water supply reserve (\$0.4 million each) as well as an emergency reserve for the water utility (\$1.0 million).

**Materials Diversion Fund** - The materials diversion fund is also a fully self-supported enterprise which provides for local solid waste operations and operation of the materials diversion facility. Of the fund's \$20.2 million in operating expenses, \$2.4 million was for tipping fees. Fund equity includes reserves for rate stabilization (\$0.8 million) and capital replacement/maintenance (\$1.5 million).

**Golf Course Fund** - The City's Golf Course is located at Kennedy Park. Fiscal year 2012, due in large part to the slow rebound from the general economic downturn (experienced by many golf courses), continued to have fiscal challenges. Due to a mild winter the drop in ending net assets was only \$0.11 million (as compared to \$0.28 million loss in fiscal 2011).

**Housing (Enterprise) Fund** - The Housing Authority funds saw a decrease in ending net assets of \$2.2 million due to the suspension of the 20% Low/Moderate Income Housing contribution from the Redevelopment Agency upon its dissolution effective February 1, 2012.

**CITY OF NAPA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**CAPITAL ASSETS**

As of June 30, 2012, the City had invested \$492 million in capital assets, net of accumulated depreciation; an increase of 0.3% from the prior year. The \$1.5 million increase is the net result of an increase of \$11.9 million in capital assets not subject to depreciation (most notably construction in progress on over 50 other projects including Riverfront Green, and Redwood Road Erosion Repair (Lynn Drive), as well as other buildings, streets, sidewalks, bridges, and parks projects), and \$9.3 million in other asset additions (most notably main replacements in the Water Fund) offset by depreciation of the city's other capital assets, and transfer of assets to the Successor Agency. A summary of the City's capital assets net of depreciation at June 30, 2011 and 2012 is presented in Table 3.

**Table 3**  
**Capital Assets**

	Governmental Activities		Business-type Activities		Total	
	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012
Capital assets not subject to depreciation:						
Land	\$ 24,503,141	\$ 24,772,661	\$ 5,506,614	\$ 5,506,614	\$ 30,009,755	\$ 30,279,275
Construction in progress	86,118,810	92,319,817	46,544,833	51,925,179	132,663,643	144,244,996
Other capital assets:						
Building and improvements	11,767,872	11,322,202	20,452,402	19,402,832	32,220,274	30,725,034
Equipment	545,642	419,787	2,931,060	2,776,176	3,476,702	3,195,963
Vehicles and rentals	5,724,045	7,101,589			5,724,045	7,101,589
Infrastructure:						
Transmission and distribution systems			58,516,505	56,343,656	58,516,505	56,343,656
Bridges	19,059,019	18,684,797			19,059,019	18,684,797
Roads	192,728,556	185,648,614			192,728,556	185,648,614
Curb/gutter/sidewalks	4,690,145	4,735,288			4,690,145	4,735,288
Traffic signals	3,610,403	3,503,864			3,610,403	3,503,864
Stormwater	4,016,463	3,961,714			4,016,463	3,961,714
Park improvements	2,930,231	2,714,315			2,930,231	2,714,315
Underground utilities	58,529	56,910			58,529	56,910
Street Lights	1,268,767	1,233,575			1,268,767	1,233,575
Total Capital Assets	\$ 357,021,623	\$ 356,475,133	\$ 133,951,414	\$ 135,954,457	\$ 490,973,037	\$ 492,429,590

**DEBT ADMINISTRATION**

The City uses a variety of indebtedness to finance various capital acquisitions and improvements. At June 30, 2012, the City's long-term debt outstanding was \$76.7 million. The following table provides a schedule of the City's long-term debt obligations at June 30, 2011 and 2012. As shown in the table below, the significant reduction in debt from fiscal 2011 and 2012 was the re-assignment of the Redevelopment tax allocation bonds to the private purpose trust. This re-assignment was the result of the dissolution of the Redevelopment Agency effective February 1, 2012.

**Table 4**  
**Long Term Debt**

	Governmental Activities		Business-type Activities		Total	
	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012	June 30, 2011	June 30, 2012
Redevelopment tax allocation bonds	\$ 19,020,000	\$ -			\$ 19,020,000	\$ -
Water revenue bonds			\$ 47,417,837	\$ 46,276,260	47,417,837	46,276,260
Garbage revenue bonds			4,388,552	3,980,668	4,388,552	3,980,668
Notes payable			6,535,108	6,154,140	6,535,108	6,154,140
Capital lease obligations	218,874	164,239	20,700,108	20,089,044	20,918,982	20,253,283
Total Long Term Debt	\$ 19,238,874	\$ 164,239	\$ 79,041,605	\$ 76,500,112	\$ 98,280,479	\$ 76,664,351

<p style="text-align: center;"><b>CITY OF NAPA</b> <b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b></p>
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**ECONOMIC OUTLOOK AND MAJOR INITIATIVES**

The City of Napa was founded in 1847. For the past 30 to 40 years, the City of Napa has been in transition. The City that was once known for its tanneries, prune processing and State hospital is now more known for its hospitality, fine food, and luxury hotels. While yesterday's jobs came largely in heavy industrial pursuits at Kaiser Steel, Basalt Rock, Napa Pipe and Mare Island Shipyard, today's workforce is mostly white collar and the economy is increasingly based on tourism. The City of Napa has a population of 76,915 and accounts for 54 percent of the population and jobs within Napa County. The median household income within the City of Napa is \$65,309. During the 2011-12 fiscal year, the City continued to feel the impact of the economic recovery to the national financial downturn. The City experienced continued growth in Property and Sales tax, with a more significant rebound of over 16% in Transient Occupancy Taxes.

While the effects of the economic downturn will most likely continue to be felt for the next several years, indications are that the City of Napa will continue to see a steady economic recovery. Recent projections show increases in the City's major sources of revenue over the next several years. Unfortunately, the fiscal uncertainty at the State and National levels is cause for concern as world financial markets are unsteady, and we near the "fiscal cliff" in January, 2013. The City of Napa continues to explore alternatives for cost reduction and improvement of operational efficiency. Numerous cost saving measures have been implemented including employee concessions to help offset the impact of continued increases in healthcare and retirement costs for the City's workforce. The City of Napa Redevelopment Agency, along with all of the Redevelopment Agencies across the state was dissolved in FY 2011-12; however, the Housing Authority continues to invest in the community. The economic outlook for the City of Napa is positive and will be closely monitored to ensure that the City retains its position of fiscal stability.

**CONTACTING THE CITY**

These *Basic Financial Statements* are intended to provide citizens, taxpayers, investors, and creditors with a general overview of the City's finances. Questions about this report should be directed to the Finance Department at 955 School Street, Napa, California. The mailing address is Post Office Box 660, Napa, California, 94559-0660.

**CITY OF NAPA**

**STATEMENT OF NET ASSETS AND  
STATEMENT OF ACTIVITIES**

CITY OF NAPA  
STATEMENT OF NET ASSETS  
JUNE 30, 2012

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and investments (Note 3)	\$68,328,581	\$30,410,234	\$98,738,815
Restricted cash and investments (Note 3)		4,103,519	4,103,519
Receivables			
Accounts	6,039,277	7,649,114	13,688,391
Federal, state and other governments	11,143,766	841,906	11,985,672
Interest receivable	185,640	105,436	291,076
Loans receivable (Note 5)	11,682,827	11,523,770	23,206,597
Land held for redevelopment (Note 6)	125,691		125,691
Internal balances (Note 4)	1,626,181	(1,626,181)	
Other assets	599,417	105,871	705,288
Capital assets (Note 7)			
Nondepreciable	117,092,478	57,431,793	174,524,271
Depreciable	239,382,655	78,522,664	317,905,319
<b>Total Assets</b>	<b>456,206,513</b>	<b>189,068,126</b>	<b>645,274,639</b>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	4,630,226	4,078,669	8,708,895
Interest payable		503,558	503,558
Deposits payable	4,527,846	1,098,528	5,626,374
Unearned revenue	2,241,954		2,241,954
Net OPEB Obligation (Note 13)	497,475		497,475
Compensated absences (Note 11)			
Due within one year	29,030	127,371	156,401
Due in more than one year	2,330,437	315,031	2,645,468
Claims payable (Note 14)			
Due within one year	1,641,750		1,641,750
Due in more than one year	3,534,250		3,534,250
Long-term debt (Note 9)			
Due within one year	61,902	2,622,118	2,684,020
Due in more than one year	102,337	73,877,994	73,980,331
<b>Total Liabilities</b>	<b>19,597,207</b>	<b>82,623,269</b>	<b>102,220,476</b>
<b>NET ASSETS (Note 11)</b>			
Invested in capital assets, net of related debt	356,310,894	62,372,154	418,683,048
Restricted for:			
Capital projects	28,551,176		28,551,176
Housing grant programs	5,846,876	1,077,381	6,924,257
Unrestricted	45,900,360	42,995,322	88,895,682
<b>Total Net Assets</b>	<b>\$436,609,306</b>	<b>\$106,444,857</b>	<b>\$543,054,163</b>

See accompanying notes to financial statements



CITY OF NAPA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2012

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	
Governmental Activities:							
General government	\$19,663,751	\$3,187,713	\$987,687		(\$15,488,351)		(\$15,488,351)
Public safety	32,266,109	3,922,642	739,343		(27,604,124)		(27,604,124)
Public works	18,200,918	2,545,943	1,166,645	\$3,657,978	(10,830,352)		(10,830,352)
Parks and recreation	6,733,914	1,540,778	286,675	5,000	(4,901,461)		(4,901,461)
Community Development	491,587	5,000	1,325,106		838,519		838,519
Redevelopment	580,420	1,106			(579,314)		(579,314)
Interest on long-term debt	937,221				(937,221)		(937,221)
Total Governmental Activities	78,873,919	11,203,182	4,505,456	3,662,978	(59,502,303)		(59,502,303)
Business-type Activities:							
Water Utility	21,627,236	22,160,235	6,101	352,060		\$891,160	891,160
Garbage	20,505,184	24,609,389				4,104,205	4,104,205
Golf Course	1,783,483	1,494,876	85,000			(203,607)	(203,607)
Housing	14,681,226	1,176,945	11,263,055			(2,241,226)	(2,241,226)
Total Business-type Activities	58,597,129	49,441,445	11,354,156	352,060		2,550,532	2,550,532
Total	\$137,471,048	\$60,644,627	\$15,859,612	\$4,015,038	(59,502,303)	2,550,532	(56,951,771)
General revenues:							
Taxes							
Property					21,393,744		21,393,744
Redevelopment tax increment					3,056,684		3,056,684
Franchises					1,747,943		1,747,943
Sales taxes					13,019,214		13,019,214
Transient occupancy					11,504,810		11,504,810
Motor vehicle license fees					38,980		38,980
Business license					2,660,959		2,660,959
Investment earnings					1,400,795	536,877	1,937,672
EXTRAORDINARY ITEMS (Note 17)							
Assets transferred to/liabilities assumed by Successor Agency					16,049,704		16,049,704
Transfers (Note 4A)					4,177,826	(4,177,826)	
Total general revenues, extraordinary items and transfers					75,050,659	(3,640,949)	71,409,710
Change in Net Assets					15,548,356	(1,090,417)	14,457,939
Net Assets-Beginning					421,060,950	107,535,274	528,596,224
Net Assets-Ending					\$436,609,306	\$106,444,857	\$543,054,163

See accompanying notes to financial statements

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<b>FUND FINANCIAL STATEMENTS</b>
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In the Fund Financial Statements only individual major funds are presented, while non-major funds are combined in a single column. Major funds are defined generally as having significant activities or balances in the current year.

The funds described below were determined to be Major Funds by the City for fiscal 2012. Individual non-major funds may be found in the Supplemental section.

**GENERAL FUND**

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those that are required to be accounted for in another fund.

**DEVELOPMENT FEES SPECIAL REVENUE FUND**

The Development Fees Special Revenue Fund accounts for development fees levied by the City on new construction. City ordinance restricts these revenues for use in construction, major maintenance, and debt service for park, street, drainage, and public safety facilities.

**HOME PROGRAM SPECIAL REVENUE FUND**

The City has been awarded grants under the State of California Federal Home Investment Partnership Program (HOME) for administration of the following activities: ownership rehabilitation, rental rehabilitation augmenting the Community Development Block Grant Rehabilitation Program, a silent second down payment assistance program; and a rental assistance program.

**CITY CAPITAL PROJECTS FUND**

The City Capital Projects Fund accounts for the City's current construction projects, including streets, park and recreation facilities, and other major city projects. The primary sources of funds include city-levied development fees, the state gas tax, and federal and state grants.

CITY OF NAPA  
GOVERNMENTAL FUNDS  
BALANCE SHEET  
JUNE 30, 2012

	General	Development Fees	Home Program	City Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and investments (Note 3)	\$17,074,000	\$19,379,426		\$5,708,073	\$16,686,804	\$58,848,303
Restricted cash and investments (Note 3)						
Receivables, net:						
Accounts	4,282,628	391,217			489,425	5,163,270
Federal, state and other governments	1,354,010		\$143,513	8,510,454	230,029	10,238,006
Interest receivable	53,176	57,033			47,818	158,027
Loans receivable (Note 5)	1,500,000		6,997,546		3,185,281	11,682,827
Due from other funds (Note 4)	1,010,708			44,862		1,055,570
Prepaid items	26,294					26,294
Advances to other funds (Note 4)	482,850	183,600		675,000		1,341,450
Land held for redevelopment (Note 6)					125,691	125,691
<b>Total Assets</b>	<b>\$25,783,666</b>	<b>\$20,011,276</b>	<b>\$7,141,059</b>	<b>\$14,938,389</b>	<b>\$20,765,048</b>	<b>\$88,639,438</b>
<b>LIABILITIES</b>						
Accounts payable and accrued liabilities	\$2,870,059	\$133	\$1,026	\$454,550	\$551,706	\$3,877,474
Vacation and sick leave accrual (Note 11)	11,202				5,619	16,821
Deposits payable	629,134			132,288	3,766,424	4,527,846
Due to other funds (Note 4)		45,140	657			45,797
Deferred revenue	1,849,395	391,217	6,997,546	7,445,785	3,216,764	19,900,707
<b>Total Liabilities</b>	<b>5,359,790</b>	<b>436,490</b>	<b>6,999,229</b>	<b>8,032,623</b>	<b>7,540,513</b>	<b>28,368,645</b>
<b>FUND BALANCES (Note 11)</b>						
Nonspendable	2,009,144	183,600		675,000	125,691	2,993,435
Restricted	19,690	19,391,186	141,830	270,173	2,102,444	21,925,323
Committed				5,960,593	10,996,400	16,956,993
Assigned	9,047,659					9,047,659
Unassigned	9,347,383					9,347,383
<b>Total Fund Balances</b>	<b>20,423,876</b>	<b>19,574,786</b>	<b>141,830</b>	<b>6,905,766</b>	<b>13,224,535</b>	<b>60,270,793</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$25,783,666</b>	<b>\$20,011,276</b>	<b>\$7,141,059</b>	<b>\$14,938,389</b>	<b>\$20,765,048</b>	<b>\$88,639,438</b>

See accompanying notes to financial statements

CITY OF NAPA  
Reconciliation of the  
GOVERNMENTAL FUNDS -- BALANCE SHEET  
with the  
STATEMENT OF NET ASSETS  
JUNE 30, 2012

Fund balances, as reported on the Governmental Funds Balance Sheet	\$60,270,793
Amounts reported for Governmental Activities on the Statement of Net Assets are different from those reported on the Governmental Funds Balance sheet because of the following:	
Capital assets:	
Capital assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds.	349,116,263
Non-current revenues:	
Revenues which are deferred on the Governmental Fund Balance Sheets because they are not currently available are taken into revenue on the Statement of Activities.	
Affordable housing loans	17,658,753
Internal Service Fund net assets:	
Internal service funds are not governmental funds. However, they are used by management to charge the costs of certain centralized activities, such as insurance, stores, and vehicle maintenance to individual governmental funds. The net current assets of the Internal Service Funds are therefore included as Governmental Activities on the Statement of Net Assets.	11,868,925
Long-term liabilities and related accounts:	
The liabilities below are not due and payable in the current period and therefore are not reported on the Governmental Funds Balance Sheet:	
Compensated absences	<div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 100px;"></div> <div style="text-align: right;">(2,305,428)</div> </div>
	(2,305,428)
Net assets of Governmental Activities, as reported on the Statement of Net Assets	<div style="border-bottom: 3px double black; width: 100px;"></div> <div style="text-align: right;">\$436,609,306</div>

See accompanying notes to financial statements

CITY OF NAPA  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2012

	General	Development Fees	Home Program	City Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Taxes	\$38,963,963				\$3,518,895	\$42,482,858
Licenses, permits and fees	4,083,811					4,083,811
Intergovernmental	14,551,638		\$412,213	\$3,491,593	3,096,023	21,551,467
Charges for services	5,219,838	\$2,238,643	85,884	25,428	2,377,237	9,947,030
Investment income	216,334	227,386	1,728		268,477	713,925
Miscellaneous revenues	29,052	5,925		22,869	9,036	66,882
<b>Total Revenues</b>	<b>63,064,636</b>	<b>2,471,954</b>	<b>499,825</b>	<b>3,539,890</b>	<b>9,269,668</b>	<b>78,845,973</b>
<b>EXPENDITURES</b>						
<b>Current:</b>						
General government	17,240,747				2,115,420	19,356,167
Public safety	33,388,331				620,473	34,008,804
Public works	6,773,168				107,257	6,880,425
Parks and recreation	6,428,650				169,808	6,598,458
Community development		2,996	488,583			491,579
Redevelopment					370,838	370,838
County fees and pass-through					123,842	123,842
Capital outlay	95,793			7,452,747	3,285,076	10,833,616
<b>Debt service:</b>						
Principal					1,730,000	1,730,000
Interest and fiscal charges					803,648	803,648
<b>Total Expenditures</b>	<b>63,926,689</b>	<b>2,996</b>	<b>488,583</b>	<b>7,452,747</b>	<b>9,326,362</b>	<b>81,197,377</b>
<b>Excess (Deficiency) of Revenues over (under) Expenditures</b>	<b>(862,053)</b>	<b>2,468,958</b>	<b>11,242</b>	<b>(3,912,857)</b>	<b>(56,694)</b>	<b>(2,351,404)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers in (Note 4A)	3,986,398	160		3,034,123	4,801,148	11,821,829
Transfers (out) (Note 4A)	(901,789)	(661,298)	(4,716)	(152,303)	(5,560,037)	(7,280,143)
<b>Total Other Financing Sources (Uses)</b>	<b>3,084,609</b>	<b>(661,138)</b>	<b>(4,716)</b>	<b>2,881,820</b>	<b>(758,889)</b>	<b>4,541,686</b>
<b>NET CHANGE IN FUND BALANCE BEFORE EXTRAORDINARY ITEM</b>	<b>2,222,556</b>	<b>1,807,820</b>	<b>6,526</b>	<b>(1,031,037)</b>	<b>(815,583)</b>	<b>2,190,282</b>
<b>EXTRAORDINARY ITEMS (Note 17)</b>						
Assets transferred to/liabilities assumed by Successor Agency					(1,198,782)	(1,198,782)
<b>Net Change in Fund Balances</b>	<b>2,222,556</b>	<b>1,807,820</b>	<b>6,526</b>	<b>(1,031,037)</b>	<b>(2,014,365)</b>	<b>991,500</b>
<b>Beginning Fund Balances</b>	<b>18,201,320</b>	<b>17,766,966</b>	<b>135,304</b>	<b>7,936,803</b>	<b>15,238,900</b>	<b>59,279,293</b>
<b>Ending Fund Balances</b>	<b>\$20,423,876</b>	<b>\$19,574,786</b>	<b>\$141,830</b>	<b>\$6,905,766</b>	<b>\$13,224,535</b>	<b>\$60,270,793</b>

See accompanying notes to financial statements

CITY OF NAPA  
Reconciliation of the  
NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS  
with the  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2012

Net change in fund balances, as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance	\$991,500
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Amounts reported for Governmental Activities on the Statement of Activities are different from those reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance because of the following:

Capital asset transactions:

Governmental Funds report capital outlays as expenditures. However, on the Statement of Activities the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.

Expenditures are added back to fund balance	10,833,616	
Non capitalized capital outlay expenditures were reclassified to various governmental activities	58,448	
Net retirements are deducted from fund balance	155,801	
Depreciation expense is deducted from fund balance (Depreciation expense is net of internal service fund depreciation of \$978,758 which has already been allocated to serviced funds)	(12,044,029)	
Capital assets assumed by the Successor Agency	(41,512)	(1,037,676)

Non-current revenues:

Revenues which are deferred on the Fund Balance Sheets because they are not available currently are taken into revenue in the Statement of Activities	(4,779,677)
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Internal service fund activities:

Internal Service Funds are used by management to allocate the costs of certain centralized activities, such as self-insurance, central stores, and vehicle maintenance, to individual funds and programs. Because these funds serve mostly governmental activities, their net revenue (expense) is reported with governmental activities on the Statement of Activities.

1,492,267

Long-term debt transactions:

Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities on the Statement of Net Assets. Repayment of bond principal is an expenditure in the governmental funds, but on the Statement of Net Assets the repayment reduces long-term liabilities.

Repayment of debt principal is added back to fund balance	1,730,000	
Net, reduction in vacation and sick leave payable	(4,485)	
Amortization of bond discount and costs	(415,086)	
Reduction in interest payable, net	281,513	
Long-term debt assumed by the Successor Agency	17,290,000	18,881,942

Change in Net Assets of Governmental Activities, as reported on the Statement of Activities	\$15,548,356
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See accompanying notes to financial statements

CITY OF NAPA  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Fund Balance			\$18,201,320	
Revenues:				
Taxes:	\$36,511,381	\$37,322,565	38,963,963	\$1,641,398
Licenses, permits and fees	3,672,500	4,022,500	4,083,811	61,311
Intergovernmental revenues	12,343,293	14,180,596	14,551,638	371,042
Charges for services	4,616,811	6,221,650	5,219,838	(1,001,812)
Interest on investments	200,000	150,000	216,334	66,334
Miscellaneous revenues	606,060	553,843	29,052	(524,791)
Total Revenues	57,950,045	62,451,154	63,064,636	613,482
Expenditures:				
Current:				
General government	14,319,306	17,988,394	17,240,747	747,647
Public safety	34,351,036	35,391,625	33,388,331	2,003,294
Public works	7,090,501	7,849,282	6,773,168	1,076,114
Parks and recreation	6,587,373	6,659,991	6,428,650	231,341
Capital outlay	120,100	159,144	95,793	63,351
Total Expenditures	62,468,316	68,048,436	63,926,689	4,121,747
Other Financing Sources (Uses):				
Transfers in	4,039,265	4,282,584	3,986,398	(296,186)
Transfers (out)	(719,827)	(2,768,280)	(901,789)	1,866,491
Total Other Financing Sources (Uses)	3,319,438	1,514,304	3,084,609	1,570,305
Net Change in Fund Balances	(\$1,198,833)	(\$4,082,978)	2,222,556	\$6,305,534
Ending Fund Balance			\$20,423,876	

See accompanying notes to financial statements



CITY OF NAPA  
DEVELOPMENT FEES SPECIAL REVENUE FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Fund Balance			\$17,766,966	
Revenues:				
Charges for services	\$427,160	\$433,085	2,238,643	\$1,805,558
Investment income	255,073	255,073	227,386	(27,687)
Miscellaneous		5,925	5,925	
Total Revenues	682,233	694,083	2,471,954	1,777,871
Expenditures:				
Current				
Community development	25,000	25,000	2,996	22,004
Parks and recreation	40,000	40,000		40,000
Total Expenditures	65,000	65,000	2,996	62,004
Other Financing Sources (Uses):				
Transfers in			160	160
Transfers (out)	(1,892,000)	(4,585,094)	(661,298)	3,923,796
Total Other Financing Sources (Uses)	(1,892,000)	(4,585,094)	(661,138)	3,923,956
Net Change in Fund Balances	(\$1,274,767)	(\$3,956,011)	1,807,820	\$5,639,823
Ending Fund Balance (Deficit)			\$19,574,786	

See accompanying notes to financial statements

CITY OF NAPA  
HOME PROGRAM SPECIAL REVENUE FUND  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 2012

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Fund Balance			\$135,304	
Revenues:				
Intergovernmental revenues	\$436,000	\$436,000	412,213	(\$23,787)
Charges for services	116,217	116,217	85,884	(30,333)
Investment income			1,728	1,728
Total Revenues	552,217	552,217	499,825	(52,392)
Expenditures:				
Current:				
Community development	546,802	546,419	488,583	57,836
Total Expenditures	546,802	546,419	488,583	57,836
Other Financing Sources (Uses):				
Transfers (out)	(4,716)	(4,716)	(4,716)	
Total Other Financing Sources (Uses)	(4,716)	(4,716)	(4,716)	
Net Change in Fund Balances	\$699	\$1,082	6,526	\$5,444
Ending Fund Balance (Deficit)			\$141,830	

See accompanying notes to financial statements

<b>MAJOR PROPRIETARY FUNDS</b>
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Proprietary funds account for City operations financed and operated in a manner similar to a private business enterprise. The intent of the City is that the cost of providing goods and services be financed primarily through user charges.

#### **WATER UTILITY FUND**

The Water Utility Fund supports the operation, maintenance and improvement of the municipal water system serving the City and adjacent areas. The City provides an uninterrupted supply of high-quality and low-cost water to the community for consumption and fire protection.

#### **MATERIALS DIVERSION UTILITY FUND**

The Materials Diversion Utility Fund is responsible for the collection, processing, public education and long-term planning related to solid waste materials generated in the City of Napa.

#### **GOLF COURSE FUND**

The Golf Course Fund supports the management and maintenance of the City-owned, 18-hole golf Course at Kennedy Park in south Napa.

#### **HOUSING FUND**

The Housing Fund accounts for activities of the Housing Authority which provides and administers affordable housing programs and services to qualified residents. The Housing Authority administers Federal funds including Section 8 Housing Vouchers county wide; Mainstream Vouchers county-wide; Mod Rehab project based rental assistance; Continuum of Care Funds; the 20% Housing Set-Aside from the Redevelopment Agency; the Local Housing Fund; the Operating Reserve Fund and the Management of Housing Authority owned properties.

CITY OF NAPA  
PROPRIETARY FUNDS  
STATEMENT OF NET ASSETS  
JUNE 30, 2012

	Business-type Activities - Enterprise Funds					Governmental Activities- Internal Service Funds
	Water Utility	Materials Diversion Utility	Golf Course	Housing	Totals	
<b>ASSETS</b>						
Current Assets:						
Cash and investments (Note 3)	\$14,219,450	\$10,584,321	\$38,104	\$5,568,359	\$30,410,234	\$9,480,278
Receivables, net:						
Accounts	4,765,608	2,826,013	171	57,322	7,649,114	876,007
Federal, state and other governments	829,112	4,800		7,994	841,906	905,760
Interest receivable	38,768	47,088		19,580	105,436	27,613
Prepaid items			24,623		24,623	137,247
Inventory (Note 1G)			81,248		81,248	435,876
Total Current Assets	19,852,938	13,462,222	144,146	5,653,255	39,112,561	11,862,781
Noncurrent Assets:						
Restricted cash and investments (Note 3)	469,361	2,448,448		1,185,710	4,103,519	
Loans receivable (Note 5)	1,161,299			10,362,471	11,523,770	
Capital assets (Note 7):						
Nondepreciable	50,964,095	4,270,727	420,560	1,776,411	57,431,793	112,694
Depreciable, net	70,916,999	5,427,526	655,329	1,522,810	78,522,664	7,246,176
Total Noncurrent Assets	123,511,754	12,146,701	1,075,889	14,847,402	151,581,746	7,358,870
TOTAL ASSETS	143,364,692	25,608,923	1,220,035	20,500,657	190,694,307	19,221,651
<b>LIABILITIES</b>						
Current Liabilities:						
Accounts payable and accrued liabilities	2,260,768	1,637,065	119,146	61,690	4,078,669	752,752
Compensated absences (Note 11)	90,136	3,612		33,623	127,371	12,209
Claims payable (Note 14)						1,641,750
Accrued interest	406,409	97,149			503,558	
Deposits payable	641,266	269,609	75,424	22,996	1,009,295	
Due to other funds (Note 4)			284,731		284,731	725,042
Long-term debt (Note 9)						
Revenue bonds	1,140,000	450,000			1,590,000	
Notes payable	351,632			41,810	393,442	
Capital lease obligations	608,935		29,741		638,676	61,902
Total Current Liabilities	5,499,146	2,457,435	509,042	160,119	8,625,742	3,193,655
Long-term Liabilities:						
Compensated absences (Note 11)	268,905	26,290		19,836	315,031	25,009
Deposits payable				89,233	89,233	
Claims payable (Note 14)						3,534,250
Advances from other funds (Note 4)			1,341,450		1,341,450	
Net OPEB Obligation (Note 13)						497,475
Long-term debt (Note 9)						
Revenue bonds, net of unamortized issuance costs and discounts	45,136,260	3,530,668			48,666,928	
Notes payable	4,865,757			894,941	5,760,698	
Capital lease obligations	19,406,198		44,170		19,450,368	102,337
Total Long-term Liabilities	69,677,120	3,556,958	1,385,620	1,004,010	75,623,708	4,159,071
TOTAL LIABILITIES	75,176,266	6,014,393	1,894,662	1,164,129	84,249,450	7,352,726
<b>NET ASSETS (NOTE 11):</b>						
Invested in capital assets, net of related debt	50,841,673	8,166,033	1,001,978	2,362,470	62,372,154	7,194,631
Restricted				1,077,381	1,077,381	
Unrestricted	17,346,753	11,428,497	(1,676,605)	15,896,677	42,995,322	4,674,294
Total net assets (deficit)	\$68,188,426	\$19,594,530	(\$674,627)	\$19,336,528	\$106,444,857	\$11,868,925

See accompanying notes to financial statements

CITY OF NAPA  
 PROPRIETARY FUNDS  
 STATEMENT OF REVENUES, EXPENSES  
 AND CHANGES IN FUND NET ASSETS  
 FOR THE YEAR ENDED JUNE 30, 2012

	Business-type Activities - Enterprise Funds					Governmental Activities- Internal Service Funds
	Water Utility	Materials Diversion Utility	Golf Course	Housing	Totals	
OPERATING REVENUES						
Charges for services	\$22,023,872	\$24,520,954	\$1,494,876	\$1,176,945	\$49,216,647	\$10,237,933
Miscellaneous	136,363	88,435			224,798	
Total Operating Revenues	22,160,235	24,609,389	1,494,876	1,176,945	49,441,445	10,237,933
OPERATING EXPENSES						
Cost of goods sold			109,545		109,545	528,124
Housing assistance				10,802,444	10,802,444	
General administrative				2,474,722	2,474,722	
Employee services and benefits	5,789,716	666,485		1,190,411	7,646,612	2,091,716
Materials and services	9,599,627	19,295,835	1,514,724	112,306	30,522,492	3,988,622
Insurance premiums				33,042	33,042	923,035
Depreciation	2,980,929	279,802	159,214	68,301	3,488,246	978,758
Total Operating Expenses	18,370,272	20,242,122	1,783,483	14,681,226	55,077,103	8,510,255
Operating Income (Loss)	3,789,963	4,367,267	(288,607)	(13,504,281)	(5,635,658)	1,727,678
NONOPERATING REVENUES (EXPENSES)						
Investment income	206,629	223,494	(10,359)	117,113	536,877	128,449
Grants from other governments	6,101		85,000	11,263,055	11,354,156	
Interest expense and fiscal charges	(3,256,964)	(263,062)			(3,520,026)	
Total Nonoperating Revenues (Expenses)	(3,044,234)	(39,568)	74,641	11,380,168	8,371,007	128,449
Income (Loss) Before Transfers	745,729	4,327,699	(213,966)	(2,124,113)	2,735,349	1,856,127
Connection fees and capital grants	352,060				352,060	
Transfers in (Note 4A)			100,000		100,000	147,765
Transfers out (Note 4A)	(1,884,654)	(2,273,967)		(119,205)	(4,277,826)	(511,625)
Change in Net Assets	(786,865)	2,053,732	(113,966)	(2,243,318)	(1,090,417)	1,492,267
Beginning Net Assets	68,975,291	17,540,798	(560,661)	21,579,846	107,535,274	10,376,658
Ending Net Assets (Deficit)	\$68,188,426	\$19,594,530	(\$674,627)	\$19,336,528	\$106,444,857	\$11,868,925

See accompanying notes to financial statements

CITY OF NAPA  
 PROPRIETARY FUNDS  
 STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED JUNE 30, 2012

	Business-type Activities-Enterprise Funds					Governmental Activities- Internal Service Funds
	Water Utility	Materials Diversion Utility	Golf Course	Housing	Totals	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Receipts from customers	\$21,071,870	\$24,426,425	\$1,525,356	\$1,208,069	\$48,231,720	\$9,399,838
Payments to suppliers	(9,931,989)	(19,147,530)	(1,643,710)	(13,439,858)	(44,163,087)	(4,150,385)
Payments for loans				(57,052)	(57,052)	
Payments to or on behalf of employees	(5,758,778)	(662,477)		(1,136,952)	(7,558,207)	(3,552,815)
Cash Flows from Operating Activities	5,381,103	4,616,418	(118,354)	(13,425,793)	(3,546,626)	1,696,638
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>						
Operating grants received	6,101		85,000	11,296,460	11,387,561	
Interfund payments	(807,799)				(807,799)	
Interfund receipts	789,724		33,897	20,922	844,543	267,610
Transfers in			100,000		100,000	147,765
Transfers (out)	(1,884,654)	(2,273,967)		(119,205)	(4,277,826)	(511,625)
Cash Flows from Noncapital Financing Activities	(1,896,628)	(2,273,967)	218,897	11,198,177	7,246,479	(96,250)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>						
Connection fees and capital grants	374,210				374,210	
Acquisition of capital assets	(5,294,852)	(174,887)	(21,550)		(5,491,289)	(1,524,579)
Principal payments on capital debt	(2,064,666)	(407,884)	(29,536)	(39,407)	(2,541,493)	
Interest paid	(3,266,110)	(272,128)		(1,885)	(3,540,123)	
Cash Flows from Capital and Related Financing Activities	(10,251,418)	(854,899)	(51,086)	(41,292)	(11,198,695)	(1,524,579)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
Interest	237,121	227,900	(11,353)	132,311	585,979	137,083
Cash Flows from Investing Activities	237,121	227,900	(11,353)	132,311	585,979	137,083
Net Cash Flows	(6,529,822)	1,715,452	38,104	(2,136,597)	(6,912,863)	212,892
Cash and cash equivalents at beginning of period	21,218,633	11,317,317		8,890,666	41,426,616	9,267,386
Cash and cash equivalents at end of period	\$14,688,811	\$13,032,769	\$38,104	\$6,754,069	\$34,513,753	\$9,480,278
<b>Reconciliation of Operating Income (Loss) to Cash Flows from Operating Activities:</b>						
Operating income (loss)	\$3,789,963	\$4,367,267	(\$288,607)	(\$13,504,281)	(\$5,635,658)	\$1,727,678
Adjustments to reconcile operating income to cash flows from operating activities:						
Depreciation	2,980,929	279,802	159,214	68,301	3,488,246	978,758
Change in assets and liabilities:						
Receivables, net	(1,398,217)	(235,222)	(169)	(56,985)	(1,690,593)	(813,381)
Prepaid items & inventory			(23,394)		(23,394)	
Other assets						3,759
Accounts payable and other accrued expenses	(332,362)	148,305	3,953	(17,344)	(197,448)	395,602
Claims payable						(33,000)
Net OPEB Obligation						(540,081)
Deposits payable	309,852	52,258	30,649	31,057	423,816	
Deferred revenue						(24,714)
Vacation and sick leave payable	30,938	4,008		53,459	88,405	2,017
Cash Flows from Operating Activities	\$5,381,103	\$4,616,418	(\$118,354)	(\$13,425,793)	(\$3,546,626)	\$1,696,638

See accompanying notes to financial statements

<b>FIDUCIARY FUNDS</b>
------------------------

These funds are used to account for assets held by the City as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the City-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

**Agency Funds**

**Payroll Fund**

To account for the collection and payment of all payroll deductions made from the City employees and for monies collected from retirees to reimburse the City for their share of their health insurance premiums.

**Napa Valley Corporate Park Assessment District Fund**

To account for the collections and disbursements of the Napa Valley Corporate Park Assessment District's special assessment s and bond payments.

**Private Purpose Trust Fund**

**Successor Agency to the Napa Community Redevelopment Agency**

To account for the activities of the Successor Agency to the Napa Community Redevelopment Agency.

CITY OF NAPA  
FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET ASSETS  
JUNE 30, 2012

	Successor Agency to the Napa Community Redevelopment Agency Private-Purpose Trust Fund	Agency Funds
	<u>Trust Fund</u>	<u>Funds</u>
ASSETS		
Cash and investments (Note 3)		\$224,282
Restricted cash and investments (Note 3)	\$5,414,597	0
Accounts receivable		1,322
Interest receivable	20,657	241
Loan receivable		184,536
Unamortized bond costs	363,200	
Capital assets (Note 17)		
Land	35,480	
Depreciable	82,638	
Less: Accumulated depreciation	<u>(77,036)</u>	
Total Assets	<u><u>\$5,839,536</u></u>	<u><u>\$410,381</u></u>
LIABILITIES		
Accounts payable	\$41,360	\$328,404
Accrued interest payable	258,013	
Unearned revenue	949,027	
Loan payable to the City	811,299	
Long-term debt (Note 17)		
Due within one year	1,800,000	
Due in more than one year	15,490,000	
Due to bondholders	<u>81,977</u>	
Total Liabilities	<u><u>19,349,699</u></u>	<u><u>\$410,381</u></u>
NET ASSETS		
Held in Trust for private purpose	<u><u>(\$13,510,163)</u></u>	

See accompanying notes to financial statements



CITY OF NAPA  
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2012

	Successor Agency to the Napa Community Redevelopment Agency Private-Purpose Trust Fund
ADDITIONS	
Intergovernmental revenue	\$2,607,750
Charges for services	17,856
Investment earnings	<u>61,567</u>
Total additions	<u>2,687,173</u>
DEDUCTIONS	
Community development	144,515
Depreciation expense	430
Debt service:	
Interest and fiscal charges	<u>2,687</u>
Total deductions	<u>147,632</u>
Change in net assets before extraordinary item	<u>2,539,541</u>
EXTRAORDINARY ITEM (Note 17)	
Assets transferred to/ liabilities assumed by Successor Agency	<u>(16,049,704)</u>
Net assets - beginning	<u>                    </u>
Net assets - end	<u><u>(\$13,510,163)</u></u>

See accompanying notes to financial statements

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**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</b>
--

***A. Reporting Entity***

The City of Napa, California (the City) was incorporated on March 23, 1872, under the laws of the State of California. The City's Charter was filed on October 27, 1914. The City operates under a council-manager form of government. As required by generally accepted accounting principles, these financial statements present the City of Napa and its component units. The following component units are included in the City's reporting entity because of the significance of their operational or financial relationships with the City.

Blended component units, although legally separate entities are, in substance, part of the City's operations and so data from these units are combined with that of the City.

***The Napa Community Redevelopment Agency (the Redevelopment Agency)*** was established pursuant to the Community Redevelopment Law of the State of California. The City Council established the Redevelopment Agency on November 19, 1962, and designated itself as the governing body. The State of California dissolved the Napa Community Redevelopment Agency (and all other State Redevelopment Agencies) effective February 1, 2012. All remaining balances of the Napa Community Redevelopment Agency (as of January 31, 2012) were transferred to the Successor Agency Trust Fund effective February 1, 2012.

***The Housing Authority of the City of Napa (the Housing Authority)*** was established on May 8, 1942. On July 7, 1969, the City Council declared itself to be the Board of Commissioners of the Housing Authority in accordance with Section 34920 of the Health and Safety Code of the State of California.

***The Parking Authority of the City of Napa (the Parking Authority)*** was established pursuant to the Streets and Highways Code of the State of California. The City Council established the Parking Authority on April 27, 1970 and designated itself as the governing body. The primary purpose of the Authority is to acquire, maintain and operate off-street parking facilities within the City. The Parking Authority reports no financial transactions during the year ended June 30, 2012.

***The City of Napa Public Facilities Financing Authority (the Financing Authority)*** was established in April, 1985 as a tax exempt corporation with the power to purchase, lease, assign, encumber or otherwise dispose of any real or personal property. The primary purpose of the Financing Authority is to render financial assistance to the City by financing the purchase or construction of public facilities. The City Council is the governing body of the Financing Authority. The Financing Authority reports no financial transactions during the year ended June 30, 2012.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>
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***B. Basis of Presentation***

These *Financial Statements* are prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

The City's financial position and results of operations are presented from two perspectives in the following two sets of financial statements:

**Government-wide Statements** include the *Statement of Net Assets* and the *Statement of Activities*, and report the financial activities of the overall City using an economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred regardless of when the related cash flows take place. Eliminations have been made to minimize the double counting of internal activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The *Statement of Activities* presents a comparison between direct expenses and program revenues for each function of the City. Direct expenses are those that are specifically associated with a program or function. Certain indirect costs are included in program expenses reported for individual functions and activities. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs, (b) operating grants and contributions that are restricted to meeting the operational needs of a particular program, and (c) capital fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues are presented as general revenues.

The City may pay for its programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net assets may be available to finance program expenditures. The City's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

**Fund Financial Statements:** The fund financial statements provide information about the City's funds, including fiduciary funds and blended component units. Separate statements for each fund category – governmental, proprietary, and fiduciary – are presented. The emphasis of fund financial statements is on major individual governmental and enterprise funds, each of which is displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

CITY OF NAPA  
NOTES TO THE FINANCIAL STATEMENTS  
For the Fiscal Year Ended June 30, 2012

<b>NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>
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***C. Major Funds***

GASB Statement 34 defines major funds and requires that the City's major governmental and business-type funds be identified and presented separately in the fund financial statements. All other funds, called non-major funds, are combined and reported in a single column, regardless of their fund-type.

Major funds are defined as funds, which have either assets, liabilities, revenues or expenditures equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is always a major fund. The City may select other funds it believes should be presented as major funds.

The City reported the following major governmental funds in the accompanying financial statements:

The **General Fund** is the general operating fund of the City. It is used to account for all financial resources except those that are required to be accounted for in another fund.

The **Development Fees Special Revenue Fund** accounts for development fees levied by the City on new construction. City ordinance restricts these revenues for use in construction, major maintenance, and debt service for park, street, drainage, and public safety facilities.

**Home Program Special Revenue Fund** - The City has been awarded grants under the State of California Federal Home Investment Partnership Program (HOME) for administration of the following activities: ownership rehabilitation, rental rehabilitation augmenting the Community Development Block Grant Rehabilitation Program, a silent second down payment assistance program; and a rental assistance program.

The **City Capital Projects Fund** accounts for the City's current construction projects, including streets, park and recreation facilities, and other major city projects. The primary sources of funds include city-levied development fees, the state gas tax, and federal and state grants.

The City reports all its enterprise funds as major funds in the accompanying financial statements:

The **Water Utility Fund** accounts for the operations and management of the City's water system.

The **Material Diversion Utility Fund** accounts for administration of the City's garbage franchise, including tipping fees, a rate stabilization fund, and other specialized services. The fund does not report the financial position or activities of the City's franchise operator.

The **Golf Course Fund** accounts for the operations and management of the City's Kennedy Park golf course. Course operations are managed by a contractor.

The **Housing Fund** accounts for the operations of the Housing Authority.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>
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The City also reports the following fund types:

**Internal Service Funds** – These funds account for GASB 45 post-employment benefits expense and liabilities, workers’ compensation and general liability coverage, management information system maintenance and replacement, equipment maintenance and replacement, and central stores inventory; all of which are provided to other departments on a cost-reimbursement basis.

The City also reports the following fiduciary fund types:

**Trust Funds** – This fund accounts for assets held by the City in trust for the Successor Agency to the Napa Community Redevelopment Agency Private Purpose Trust Fund which accounts for the activities of the Successor Agency to the Napa Community Redevelopment Agency.

**Agency Funds** – These funds account for assets held by the City as an agent of an assessment district in the City and the employees’ flexible spending account. These Funds are custodial in nature and do not involve measurement of the results of operations.

***D. Basis of Accounting***

**Governmental Funds** are used to report the majority of the City’s programs. These funds are reported in the *Fund Financial Statements* on the modified accrual basis of accounting, with a focus on current financial resources. This basis differs from the accrual basis of accounting used to report the government-wide financial statements and the business-type fund financial statements.

Revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. The sixty day limit may be extended for certain revenues. Revenues susceptible to accrual include taxes, intergovernmental revenues, charges for services and interest revenue. Non-exchange transactions, in which the City gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

In the *Fund Financial Statements*, deferred revenues arise when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when resources are received by the government before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of governmental long-term debt and acquisitions under capital leases are reported as other financing sources.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>
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**Business-type Funds** of the City are reported on the accrual basis of accounting in the Fund Financial Statements. Private sector standards of accounting and financial reporting issued prior to December 1, 1989 generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds subject to the same limitation. The City has elected not to follow subsequent private-sector guidance.

***E. Cash and Investments***

The City maintains a cash and investment pool, which includes unrestricted cash balances and authorized investments for all funds. Investments are carried at fair value. The fair value of pooled investments is determined annually and is based on current market prices. The fair value of participants' position in the pool is the same as the value of the pool shares. The method used to determine the value of participant's equity withdrawn is based on the book value of the participant's percentage participation at the date of such withdrawal. In the event that a certain fund overdraws its share of pooled cash, a short-term inter-fund loan transaction is recorded to offset the overdraft.

For purposes of the statement of cash flows, cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments.

Cash and investments restricted by various long-term debt bond covenants are reported as restricted assets in the debt service or enterprise funds.

***F. Tax Revenue***

The County is permitted by State Law (Proposition 13) to levy taxes at 1% of the full market value of the property (at the time of purchase) and can increase the assessed property valuation by no more than 2% per year. Napa County levies property taxes limited to \$1 per \$100 of assessed valuation for county, cities, schools and special districts' operating expenditures. This property tax levy is distributed to the different governmental agencies under the State-mandated alternate method of apportioning taxes (commonly referred to as the "Teeter Plan") whereby all local agencies with historical tax delinquency rates less than 3%, including cities, receive from the County 100% of their respective shares of the amount of ad valorem taxes levied, without regard to the actual collection of taxes levied. This method was placed in effect by the City and Napa County in the 1993 – 1994 tax year and remains in effect until the County Board of Supervisors orders its discontinuance.

City property tax revenues are recognized when levied to the extent that the measurable and available criteria have been met. Property taxes become an enforceable lien on property as of March 1; taxes are levied on July 1; taxes are payable in two installments on November 1 and February 1; taxes become delinquent on December 10 and April 10. The County bills and collects the property taxes and remits them to the City.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>
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**G. Inventories**

Inventory in the proprietary funds is stated at the lower of its weighted average cost or market value. Inventory in the Internal Service Funds consists of spare parts and supplies.

**H. Capital Assets**

Capital assets, which include land, buildings, improvements, equipment, and infrastructure (e.g. roads, bridges, sidewalks, and similar items), are reported on the government-wide *Statement of Net Assets*. Capital assets used in enterprise and internal service funds are also reported on those *Fund Financial Statements*. Since the governmental funds report only current, available resources on their *Fund Financial Statements*, capital outlay in those funds is reported as expenditure and not as an asset on the balance sheet.

Capital assets are recorded at cost. Donated assets are recorded at their estimated fair value at the date of donation. Fixed assets acquired under capital leases are recorded at the net present value of the future minimum lease payments.

Major outlays for capital assets are capitalized as projects are constructed. Interest incurred during the construction phase is reflected in the capitalized value of the asset constructed, net of interest earned on the invested debt funds, if any, over the same period.

Depreciation on recorded capital assets is expensed on the straight line method over the following estimated useful lives:

Asset Classification	Years
Buildings and improvements	15 – 60
Vehicles and equipment	3 – 7
Roads	20 – 40
Bridges	75
Curbs/gutters/sidewalks	30 – 50
Traffic signals	40
Park improvements	20 – 30
Transmission and distribution systems	20 – 60
Street lights	30 - 40
Underground utilities	30 - 40
Stormwater	30 - 40



**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***I. Compensated Absences***

City employees may accumulate earned but unused vacation (up to a certain amount) and sick pay benefits. In the proprietary funds, vacation and vested sick leave pay is accrued when incurred and reported as a fund liability. In the governmental funds, leave pay for terminated employees is reported as expenditure and a current fund liability. The full value of non-current accrued leave liabilities, for all funds, is reported on the government-wide Statement of Net Assets.

	Governmental Activities	Business -type Activities	Total
Beginning balance	\$ 2,367,854	\$ 353,997	\$ 2,721,851
Additions	128,651	95,197	223,848
Payments	(137,038)	(6,792)	(143,830)
Ending balance	<u>2,359,467</u>	<u>442,402</u>	<u>2,801,869</u>
Current portion	<u>\$ 29,030</u>	<u>\$ 127,371</u>	<u>\$ 156,401</u>

***J. Use of Estimates***

The accompanying basic financial statements have been prepared on the modified accrual basis of accounting in accordance with generally accepted accounting principles. This requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – BUDGETARY INFORMATION**

The City biennially adopts an annual budget for the general fund. Project (versus annual) budgets (which can span a number of years) are adopted for most other governmental funds. Debt service fund budgets are adopted when the authorization of the debt issuance is authorized. All annual appropriations lapse at fiscal year-end, unless special approval is granted by the Finance Director and City Manager for carry over to the subsequent year.

Budgets are also adopted and controlled for the proprietary funds. Budget comparisons for these funds are not legally mandated and thus are not presented in these financial statements.

At approximately February of every other year, all City departments submit requests for appropriations to the City Manager so that a budget may be prepared. In May, the proposed budget is presented to the City Council for review. The Council holds public hearings and a final budget is prepared and adopted on or before June 30.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 2 – BUDGETARY INFORMATION (Continued)**

The budget is prepared at the fund, function and department levels. The City's department heads may make transfers of appropriations within a department. The City Manager is authorized to make transfers between the departments. All other adjustments or changes require City Council approval. The legal level of budgetary control is the department level. Budget amounts shown in these financial statements include all supplemental appropriations made during the year. Supplemental appropriations during the year ended June 30, 2012, were not significant relative to the budget as a whole.

Encumbrance accounting is employed in governmental funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year-end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be re-appropriated and honored during the subsequent year.

**NOTE 3 – CASH AND INVESTMENTS**

The City maintains a cash and investment pool, which includes cash balances and authorized investments of all funds. This pooled cash is invested in an effort to enhance interest earnings while minimizing exposure to risk. The pooled interest earned is allocated to the funds based on cash and investment balances in these funds at the end of each accounting period.

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, investments were stated at fair value using the aggregate method in all funds and component units.

City portfolio value fluctuates in an inverse relationship to any change in interest rates. Accordingly, if interest rates have risen, the portfolio value will have declined. If interest rates have fallen, the portfolio value will have risen. In accordance with GASB Statement No. 31, the portfolio for year-end reporting purposes is treated as if it were all sold. Therefore, fund balance must reflect the portfolio's change in value. These portfolio value changes are unrealized unless sold. The City's practice is to buy and hold investments until their maturity dates.

**A. Deposits**

The California Government Code requires California banks and savings and loans to secure the City's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the City's name.

The market value of pledged securities must equal at least 110% of the City's cash deposits. California law also allows institutions to secure city deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total cash deposits.

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures. Interest income earned on pooled cash and investments is allocated on an accounting period basis to the various funds based on quarterly weighted average cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 3 – CASH AND INVESTMENTS (Continued)**

Cash and investments as of June 30, 2012, are classified in the accompanying financial statements as follows:

Cash and investments available for operations	\$98,738,815
Restricted cash and investments	<u>4,103,519</u>
City cash and investments	102,842,334
Cash and investments available for operations in	
Fiduciary Funds (Separate Statement)	224,282
Restricted cash and investments in	
Fiduciary Funds (Separate Statement)	<u>5,414,597</u>
Total cash and investments	<u><u>\$108,481,213</u></u>

***B. Investments Authorized by the California Government Code and Investment Policy***

The table below identifies the investment types authorized under the provisions of the City's investment policy, and in accordance with the California Government Code. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment In One Issuer
Repurchase Agreements	30 Days	N/A	20%	20%
State of California Local Agency Investment Fund (LAIF Pool)	Upon Demand	N/A	\$50,000,000	N/A
U.S. Treasury Bonds, Notes and Bills	5 Years	N/A	None	None
U.S. Government Agency and U.S. Government-Sponsored Enterprise Obligations	5 Years	N/A	None	None
Bankers' Acceptances	180 Days	A-1, P-1	30%	Lesser of \$2,000,000 or 5%
Commercial Paper	270 Days	A	25%	5%
Negotiable Certificates of Deposit	2 Years	A	30%	\$1,000,000
Time Certificates of Deposit – Banks or Savings and Loans	2 Years	N/A	None	\$500,000
Medium-Term Corporate Notes	5 Years	A	30%	5%
Money Market Mutual Funds	N/A	AAA	20%	10%

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 3 – CASH AND INVESTMENTS (Continued)**

***C. Investments Authorized by Debt Agreements***

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized for investments held by bond trustee and the City.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality
United States Treasury Bill, Bonds, Notes	5 years	N/A
United States Government Agency Obligations	5 years	N/A
Federal Securities	5 years	N/A
Bankers' Acceptances	30 days to 1 year	A-1
Commercial Paper	270 days to 1 year	A-1
Certificates of Deposit	30 days to 5 years	None to A
Repurchase Agreements	None to 30 days	A-1
Local Agency Investment Fund	n/a	Not rated
Money Market Funds	n/a	AA-m
Investment Agreements	None	None to AA
State and Municipal Bonds, Notes	None	Two Highest Categories
Prefunded Municipal Obligations	None	None to AAA
State Obligations	None	A
State Obligations - Direct Short-Term	None	A-1
State Obligations - Special Revenue Bonds	None	AA

***D. Disclosures Relating to Interest Rate Risk***

The City manages its exposure to interest rate risk by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. Information about the sensitivity of the fair values of the City's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments as of June 30, 2012, by maturity:

Type of Investments	Less Than One Year	One to Three Years	Three to Five Years	Total
Local Agency Investment Fund	\$45,198,817			\$45,198,817
Certificate of Deposit	500,021	\$1,001,761		1,501,782
U.S. Treasury Notes		4,605,722	\$6,353,526	10,959,248
Corporate Notes	719,877	6,612,234	2,227,448	9,559,559
Money Market Funds (U.S. Securities)	1,851,969			1,851,969
Federal Agency Securities	559,043	20,502,947	12,073,724	33,135,714
Total Investments	<u>\$48,829,727</u>	<u>\$32,722,664</u>	<u>\$20,654,698</u>	102,207,089
Cash in banks and on hand				<u>6,274,124</u>
Total Cash and Investments				<u>\$108,481,213</u>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 3 – CASH AND INVESTMENTS (Continued)**

The City is a voluntary participant in the California Asset Management Program (CAMP). CAMP is an investment pool offered by the California Asset Management Trust (the Trust). The Trust is a joint powers authority and public agency created by the Declaration of Trust and established under the provisions of the California Joint Exercise of Powers Act (California Government Code Section 6500 et seq., or the “Act”) for the purpose of exercising the common power of its Participants to invest certain proceeds of debt issues and surplus funds. The Pool’s investments are limited to investments permitted by subdivisions (a) to (n), inclusive, of Section 53601 of the California Government Code. The City reports its investments in CAMP at the fair value amounts provided by CAMP, which is the same as the value of the pool share. At June 30, 2012 the value approximated is the City’s cost. At June 30, 2012, these investments have an average maturity of 53 days.

***E. Disclosures Relating to Credit Risk***

Credit Risk is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy, or debt agreements, and the actual rating as June 30, 2012, for each investment type.

Investment Type	AAA/AAAm	AA+/AA/AA-	A+/A/A-/A1/A1+	Total
<i>Held by Trustees:</i>				
Certificates of Deposit		\$1,001,761	\$500,021	\$1,501,782
Corporate Notes	\$261,627	4,278,801	5,019,131	9,559,559
Money Market Funds	1,851,969			1,851,969
Federal Agency Securities		33,135,714		33,135,714
Total	<u>\$2,113,596</u>	<u>\$38,416,276</u>	<u>\$5,519,152</u>	46,049,024
<i>Not Rated:</i>				
Local Agency Investment Fund				45,198,817
<i>Exempt from credit rating disclosure:</i>				
U.S. Treasury Notes				10,959,248
<i>Cash in banks and on hand</i>				<u>6,274,124</u>
Total Cash and Investments				<u>\$108,481,213</u>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 3 – CASH AND INVESTMENTS (Continued)**

***F. Investments in Local Agency Investment Funds***

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City's investments with LAIF at June 30, 2012, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes - are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities, the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

***G. Concentration of Credit Risk***

Investments in the securities of any individual issuer, other than U. S. Treasury securities, mutual funds, and external investment fund that represent 5% or more of total investments in Entity-wide, individual major funds, non-major funds in the aggregate, or fiduciary fund type investments are as follows at June 30, 2012:

Reporting Unit	Issuer	Investment Type	Amount
<b>Entity - Wide:</b>	Federal National Mortgage Association	Federal Agency Securities	\$10,523,425
	Federal Home Loan Mortgage Corporation	Federal Agency Securities	6,825,419
	Federal Home Loan Bank	Federal Agency Securities	8,735,793
<b>Fiduciary Funds: Successor Agency to the Napa Community Redevelopment Agency</b>	Federal Farm Credit Bank	Federal Agency Securities	1,016,874
	Federal National Mortgage Association	Federal Agency Securities	722,157
	Federal Home Loan Mortgage Corporation	Federal Agency Securities	657,800
	Federal Home Loan Bank	Federal Agency Securities	554,631

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 4 – INTERFUND TRANSACTIONS**

**A. Transfers**

Transfers report the contribution of resources from one fund to another. The following is a summary of transfers for the year ended June 30, 2012:

Fund Receiving Transfers	Fund Making Transfers	Amount Transferred
<b>General Fund</b>	Home Program Fund	\$4,716 [A]
	Non-Major Governmental Funds	792,231 [A]
	Water Utility Fund	1,784,654 [A]
	Materials Diversion Utility Fund	773,967 [A]
	Housing Fund	119,205 [A]
	Internal Service Funds	511,625 [A]
<b>Development Fees Fund</b>	Non-Major Governmental Funds	160 [A]
<b>City Capital Projects Fund</b>	General Fund	540,645 [C]
	Development Fees Fund	661,298 [C]
	Non-Major Governmental Funds	1,832,180 [C]
<b>Golf Fund</b>	General Fund	100,000 [B]
<b>Non-major Governmental Funds</b>	General Fund	162,682 [B]
	City Capital Projects Fund	103,000 [B]
	Non-Major Governmental Funds	2,935,466 [B]
	Water Utility Fund	100,000 [C]
	Materials Diversion Utility Fund	1,500,000 [C]
<b>Internal Service Funds</b>	General Fund	98,462 [B]
	City Capital Projects Fund	49,303 [B]
		<u>\$12,069,594</u>
Total Interfund Transfers		

[A] To Fund Citywide Overhead

[B] To Fund Operations

[C] To Fund Capital Projects

**B. Interfund Balances**

Interfund balances are loans between funds to provide either short-term cash flow or funding for longer-term projects. The following is a summary of interfund balances as of June 30, 2012:

Asset	Liability	
From Fund:	To Fund:	Amount
Due to/from other funds:		
General Fund	Golf Course Fund	\$284,731
	Development Fee Fund	278
	Home Program Fund	657
	Internal Service Funds	725,042
City Capital Projects Fund	Development Fee Fund	44,862
		<u>\$1,055,570</u>
Advances to/from other funds:		
General Fund	Golf Course Fund	\$482,850 [A]
Development Fees Fund	Golf Course Fund	183,600 [B]
City Capital Projects Fund	Golf Course Fund	675,000 [A]
		<u>\$1,341,450</u>

[A] To fund capital improvements at the City's golf course and payable from operating surplus.

[B] Quadrant Development Fee advance used to fund Golf Course water irrigation surcharge.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 4 – INTERFUND TRANSACTIONS (Continued)**

**C. Internal Balances**

Internal balances are presented only in the City-wide financial statements. They represent the net interfund receivables and payables remaining after the elimination of all such balances within governmental and business-type activities.

**NOTE 5 – LOANS RECEIVABLE**

The City has extended long-term loans to support affordable housing and economic development. All loans are secured by real estate. Since some of these loans are secured by trust deeds which are subordinated to other debt on the associated projects or are only repayable from residual cash receipts on the projects, collectability of some of the outstanding balances may not be realized. As a result, a portion of the outstanding balances of the loans has been offset by a valuation allowance. These long-term loans receivable consisted of the following at June 30, 2012:

	Term (Years)	Rate %	Outstanding Balance at June 30, 2012
General Fund			
Napa Valley Opera House	15	4%	\$1,500,000
Home Program:			
First time homebuyers down payment assistance	20-30	3%	6,298,220
The Reserve at Napa	30	3%	874,000
Whistlestop	30	3%	939,632
CDBG Housing Rehabilitation Program	20	3-10%	1,358,538
20% Low- and Moderate Income Housing:			
Mayacamas Village Associates	30	4%	485,767
Napa Park Apartments	30	3%	254,805
Parkwood Project	40	0%	80,942
Silverado Creek Apartments	45	3.5%	3,082,983
Pecan Court Project	40	4%	735,067
Schoolhouse Project	40	0%	591,166
First time homebuyers down payment assistance	20-30	3%	806,200
Jefferson Street Senior Housing (NVCH)	40-41/60	0-3.5%	300,000
Napa Garden Court	55	4%	1,540,000
Rohlffs Concordia Manor	55	1%	785,000
Rohlffs Manor III	55	3%	250,000
Supplemental - Bain, Thomas	0	0%	125,100
Local Housing Fund:			
Pioneer Village	various	7%	99,420
Pueblo Orchard	10	3.5%	46,000
Charter Oaks	25	3.5%	237,500
Housing and Inclusionary Fund :			
Magnolia Park	55	3.5%	300,000
Jefferson Street Housing (NVCH) - City	60	0%	514,431
Napa Garden Court Associates	5	3%	230,000
County of Napa	55	0%	500,000
Cal Home Grant	5	3%	492,525
Laurel Manor			
Whistle Stop Town homes	35	3.5%	44,000
Magnolia Park	55	3.5%	221,125
Water Loan			
Successor Agency to the Redevelopment Agency Private Purpose Trust Fund	9	4%	811,299
American Canyon	7	4%	350,000
Totals, before interest and valuation allowance			23,853,720
Accrued Interest			2,336,576
Valuation allowance			(2,983,699)
Net			<u>\$23,206,597</u>



**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 6 – LAND HELD FOR REDEVELOPMENT**

As of June 30, 2012, the balance of land being held for future development amounted to \$125,691. However, the City had not entered into any development agreement as of June 30, 2012.

**NOTE 7 – CAPITAL ASSETS**

**A. Additions and Retirements**

Governmental-type capital assets activity for the year ended June 30, 2012, was as follows:

	Balance at June 30, 2011	Additions	Retirements	Transfers to Successor Agency	Transfers and Adjustments	Balance at June 30, 2012
<b>Governmental Activities</b>						
Capital assets not being depreciated:						
Land	\$24,503,141			(\$35,480)	\$305,000	\$24,772,661
Construction in progress	86,118,810	\$7,540,517	(\$133,776)		(1,205,734)	92,319,817
Total capital assets not being depreciated	110,621,951	7,540,517	(133,776)	(35,480)	(900,734)	117,092,478
Capital assets being depreciated:						
Building and improvements	27,365,600			(75,400)	166,100	27,456,300
Equipment	6,184,779	109,430		(7,238)	(14,267)	6,272,704
Vehicles	13,706,095	1,485,367	(399,504)		855,600	15,647,558
Bridges	28,066,680					28,066,680
Roads	398,751,569	3,175,280				401,926,849
Curb/gutter/sidewalks	5,371,565				184,034	5,555,599
Traffic signals	4,261,512					4,261,512
Stormwater	4,428,822	51,414				4,480,236
Park improvements	4,508,858					4,508,858
Underground utilities	64,761					64,761
Street lights	1,407,671					1,407,671
Total capital assets being depreciated	494,117,912	4,821,491	(399,504)	(82,638)	1,191,467	499,648,728
Less accumulated depreciation for:						
Building and improvements	(15,597,728)	(611,770)		75,400		(16,134,098)
Equipment	(5,639,137)	(214,986)		1,206		(5,852,917)
Vehicles and rentals	(7,982,050)	(962,267)	398,348			(8,545,969)
Bridges	(9,007,661)	(374,222)				(9,381,883)
Roads	(206,023,013)	(10,255,222)				(216,278,235)
Curb/gutter/sidewalks	(681,420)	(138,891)				(820,311)
Traffic signals	(651,109)	(106,539)				(757,648)
Stormwater	(412,359)	(106,163)				(518,522)
Park improvements	(1,578,627)	(215,916)				(1,794,543)
Underground utilities	(6,232)	(1,619)				(7,851)
Street lights	(138,904)	(35,192)				(174,096)
Total accumulated depreciation	(247,718,240)	(13,022,787)	398,348	76,606		(260,266,073)
Net capital assets being depreciated	246,399,672	(8,201,296)	(1,156)	(6,032)	1,191,467	239,382,655
Governmental activities capital assets, net	<u>\$357,021,623</u>	<u>(660,779)</u>	<u>(\$134,932)</u>	<u>(\$41,512)</u>	<u>\$290,733</u>	<u>\$356,475,133</u>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 7 – CAPITAL ASSETS (Continued)**

Business-type capital assets activity for the year ended June 30, 2012, was as follows:

	Balance at June 30, 2011	Additions	Retirements	Transfers and Adjustments	Balance at June 30, 2012
<b><i>Business-type Activities</i></b>					
Capital assets not being depreciated:					
Land and improvements	\$5,506,614				\$5,506,614
Construction in progress	46,544,833	\$5,380,346			51,925,179
Total capital assets not being depreciated	52,051,447	5,380,346			57,431,793
Capital assets being depreciated:					
Building and improvements	41,675,845				41,675,845
Equipment	5,609,091	141,420	(\$261,812)		5,488,699
Transmission and distribution	100,562,808			\$3,930,890	104,493,698
Total capital assets being depreciated	147,847,744	141,420	(261,812)	3,930,890	151,658,242
Less accumulated depreciation for:					
Building and improvements	(21,223,443)	(1,049,570)			(22,273,013)
Equipment	(2,678,031)	(265,827)	231,335		(2,712,523)
Transmission and distribution	(42,046,303)	(2,172,849)		(3,930,890)	(48,150,042)
Total accumulated depreciation	(65,947,777)	(3,488,246)	231,335	(3,930,890)	(73,135,578)
Net capital assets being depreciated	81,899,967	(3,346,826)	(30,477)		78,522,664
Business-type activities capital assets, net	\$133,951,414	\$2,033,520	(\$30,477)		\$135,954,457

***B. Depreciation Allocation***

Depreciation expense is charged to functions and programs on the government-wide *Statement of Activities* based on their usage of the related assets. The amounts allocated to each function or program is as follows:

Governmental activities		Business-type activities	
General government	\$307,344	Water utility	\$2,980,929
Public safety	271,992	Materials Diversion Utility	279,802
Public works	11,243,649	Golf course	159,214
Parks and recreation	135,304	Housing	68,301
Redevelopment	85,740		
Internal Service Funds	978,758	Total	\$3,488,246
Total	\$13,022,787		

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 8 – OPERATING LEASES</b>
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The operators of the golf course entered into various leasing agreements with vendors for its golf carts, restaurant appliances and office equipment that expire at dates through December of 2016. On May 18, 2012, a lease with John Deere was signed for \$21,550, commencing June of 2012 and ending June of 2017 with a minimum monthly payment of \$388. The operator is currently leasing its telephone equipment on a month-to-month basis. Total equipment lease expense was \$58,809 for the year ended June 30, 2012.

The future minimum lease payments are as follows:

<b>Total Lease Payments</b>	
<b>Year Ending</b>	
<b>June 30</b>	<b>Payments</b>
2013	\$50,352
2014	12,165
2015	3,715
2016	1,680
2017	840
Total	<u><u>\$68,752</u></u>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 9 – LONG-TERM DEBT**

**A. Current Year Transactions and Balances**

The following table summarizes the changes in the City's long-term debt and other non-current liabilities during the year ended June 30, 2012:

	Original Issue Amount	Balance June 30, 2011	Additions	Retirements	Transfer to Successor Agency	Balance June 30, 2012	Current Portion
<b>Governmental Activity Debt:</b>							
<b>Redevelopment Tax Allocation Bonds</b>							
2003A Parkway Plaza Redevelopment Project, 2.3-4.8%, due 9/1/2019	\$22,715,000	\$16,080,000		(\$1,460,000)	(\$14,620,000)		
2003B Parkway Plaza Redevelopment Project, 3.1-5.8%, due 9/1/2019	2,475,000	1,600,000		(145,000)	(1,455,000)		
2003B Refunding Parkway Plaza Redevelopment Project, 3.1-5.8%, due 9/1/2019	2,050,000	1,340,000		(125,000)	(1,215,000)		
Total Redevelopment Tax Allocation Bonds		19,020,000		(1,730,000)			
Fleet Capital Fund Capital Lease, 3.5%, 2/1/15	328,846	218,874	\$4,003	(58,638)		\$164,239	\$61,902
<b>Total Governmental Activities Debt</b>		<b>\$19,238,874</b>	<b>\$4,003</b>	<b>(\$1,788,638)</b>	<b>(\$17,290,000)</b>	<b>\$164,239</b>	<b>\$61,902</b>
<b>Business-type Activity Debt:</b>							
<b>Revenue Bonds</b>							
2004 Solid Waste Revenue Bonds, 1.59-5.63%, due 8/1/2019	\$7,035,000	\$4,665,000		(\$430,000)		\$4,235,000	\$450,000
Less unamortized discount		(276,448)		22,116		(254,332)	
2007 Water Revenue Bonds 4-5%, due 5/1/2035	47,350,000	46,300,000		(1,095,000)		45,205,000	1,140,000
Plus unamortized premium (issuance cost)		1,117,837		(46,577)		1,071,260	
Total revenue bonds		51,806,389		(1,549,461)		50,256,928	1,590,000
Water Fund Note Payable - Alston Park Tank 2.6%, due 4/1/2023	3,080,000	1,993,672		(150,724)		1,842,948	154,869
Seminary Street, 5.5%, due 7/31/2027	1,244,000	976,158		(39,407)		936,751	41,810
Umpqua Bank Notes Payable - Solar Panel 4.37%, due 7/01/2025	1,400,000	1,120,161		(59,009)		1,061,152	61,520
State of CA-Dept of Water Resources Notes Payable Imola Avenue reservoir tank 2.4%, due 9/30/2026	2,976,131	2,445,117		(131,828)		2,313,289	135,243
Water Fund Capital Lease, 4.7% due 6/30/2035	29,014,737	20,596,661		(581,528)		20,015,133	608,935
Kennedy Park Golf Course Capital Lease, 4.34% due 6/30/2015		103,447	\$21,550	(51,086)		73,911	29,741
<b>Total Business-type Activity Debt</b>		<b>\$79,041,605</b>	<b>\$21,550</b>	<b>(\$2,563,043)</b>		<b>\$76,500,112</b>	<b>\$2,622,118</b>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 9 – LONG-TERM DEBT (Continued)</b>
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***B. Redevelopment Tax Allocation Bonds***

The Redevelopment Tax Allocation Bonds were issued in August 2003 by the Napa Community Redevelopment Agency to provide funds for public improvements within, or of benefit to, the Parkway Plaza Redevelopment Project. The remaining obligation of the bonds were transferred to the Successor Agency to the Napa Community Redevelopment Agency Private Purpose Trust fund effective February 1, 2012, per State Legislation AB1x26 as discussed in Note 17.

***C. Fleet Capital Lease***

The City entered into a lease agreement in fiscal year 2009-10 for an asphalt paver. The lease agreement qualifies as capital leases for accounting purposes, and, therefore has been recorded at the present value of future minimum lease payments as of the inception date. The leased asset has a capitalized cost of \$241,150.

***D. Water Fund Obligations***

In April 2007, the City issued **Series 2007 Water Revenue Bonds** for the principal amount of \$47,350,000. The proceeds of the sale of the bond will be used to provide funding to finance improvements to the City's water system. In addition the bond proceeds will go toward funding a reserve account for the bonds as well as paying the costs of issuance. Bonds bear interest payable bi-annually on May 1 and November 1 of each year commencing on November 1, 2007 until maturity in May 2035. Debt service is secured by a pledge of net revenues of the City's Water System.

The pledge of future Water System Revenues ends upon repayment of the \$75.9 million in remaining debt service which is scheduled to occur in 2035. For fiscal year 2012, Water Fund Operating Revenues amounted to \$22.2 million and operating costs (including operating expenses, but not interest, depreciation or amortizations) amounted to \$12 million. Net Revenues available for debt service amounted to \$10.3 million which represented coverage of 3.2 over the \$3.3 million in debt service.

The City was approved for a **State Loan** of \$3.08 million at favorable interest rate of 2.6%, to be repaid in semi-annual payments over 20 years. The note proceeds were applied towards building and installing a 4 million gallon tank and a pump station. The construction of the tank was completed in May 2002 and loan repayments began in April 2003.

**Umpqua Bank Notes Payable** – In August 2005, the Water Enterprise Fund borrowed \$1,400,000 from Umpqua bank for purchase and installation of solar energy system for the City. The note carries an interest rate of 4.37% and payable semi annually through July 1, 2025.

**State of California-Department of Water Resources Notes Payable** – In May 2005, the State California- Department of Water Resources agreed to partially finance the construction of water reservoir tank at Imola Avenue. Under the agreement, the City borrowed \$2,976,131 for the project in April 2006. The interest rate is 2.4% and installments are payable semi annually through September 2026.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 9 – LONG-TERM DEBT (Continued)</b>
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**Water Fund Capital Lease** – The City has a water supply contract with the Water District that is linked to a master contract between the Water District and the State of California. Under these contracts, the State of California built the North Bay Aqueduct and peripheral infrastructure and allocated the costs to the benefiting municipalities. The contract calls for an annual payment that includes capital and operating components as well as a charge for water. The contract is non-cancelable and expires in the year 2035. Under the terms of the contract, the City is liable for the capital components regardless of whether or not it receives water. For this reason, the City is treating this contract as a capital lease. The leased infrastructure has been capitalized together with the capital lease obligation. The implicit interest rate under the contract is approximately 4.7%. The infrastructure is being amortized over its useful life of 50 years. At June 30, 2012, the balance of the leased asset (representing use of the infrastructure and water rights) and related capital lease obligation were \$13,346,770 and \$20,015,133 respectively. Annual amortization of the asset is \$608,935. The contract bears an implicit interest rate at approximately 4.7%, payable through 2035.

***E. Solid Waste Revenue Bonds***

In January, 2004, the City issued its 2004 Solid Waste Revenue Bonds, Series 2004, in the original principal amount of \$7,035,000. The proceeds of the sale of the bonds will be used to finance the City's acquisition of the remaining ownership interest in a material recovery facility and other improvements that are a part of City's solid waste, collection and recycling system. The amount will also be used to fund a reserve account for the Bonds and pay certain costs incurred in connection with issuing the Bonds. Bonds were issued with a par of \$7,035,000 and carried interest rates from 1.59% to 5.63% through maturity in 2019. Debt service is secured with a pledge of franchise operator revenues.

The pledge of future Solid Waste System Revenues ends upon repayment of the \$6 million in remaining debt service on the bonds which is scheduled to occur in fiscal 2020. As disclosed in the originating offering documents, projected net revenues are expected to provide coverage over debt service of 1.3 over the life of the bonds. For fiscal year 2012, Solid Waste System Revenues including operating revenues and non-operating interest earnings amounted to \$24.8 million and operating costs include operating expenses, but not interest, depreciation or amortizations and amounted to \$19.7 million. Net Revenues available for debt service amounted to \$5.1 million which represented coverage of 7.6 over the \$0.7 million in debt service.

***F. Housing Authority Note Payable***

***Seminary Street*** – In September 1998, the City of Napa Housing Authority borrowed \$714,000 from a local bank to finance the acquisition of a commercial office building to house the Authority and another tenant. During the year ended June 30, 2003, additional bank credit was extended to finance major renovations to the building. The loan was converted to permanent financing with a monthly amortization schedule through 2027.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 9 – LONG-TERM DEBT (Continued)**

**G. Kennedy Park Golf Course Capital Lease**

The operators of the golf course operations have entered into lease agreements for golf carts and some maintenance equipment. These lease agreements qualify as capital leases for accounting purposes, and, therefore have been recorded at the present value of the future minimum lease payments as of the inception date. Leased assets have a capitalized cost of \$257,913 and a net book value of \$123,732.

**H. Debt Service Requirements**

The City's annual debt service requirements through maturity are as follows:

Fiscal year ending June 30	Governmental Activities		Business-type Activities	
	Principal	Interest	Principal	Interest
2013	\$61,902	\$4,781	\$2,622,118	\$3,514,596
2014	63,521	2,618	2,731,406	3,404,185
2015	38,816	393	2,835,186	3,276,886
2016			2,941,647	3,182,195
2017			3,063,087	3,070,877
2018-2022			15,555,068	13,122,776
2023-2027			15,757,106	9,426,213
2028-2032			17,676,729	5,645,578
2033-2035			12,500,837	1,177,667
Total	<u>\$164,239</u>	<u>\$7,792</u>	75,683,184	<u>\$45,820,974</u>
Less unamortized premium (discount/issuance cost)			<u>816,928</u>	
Net long-term debt			<u>\$76,500,112</u>	

**NOTE 10 – SPECIAL ASSESSMENT DEBT**

Napa Valley Corporate Park Reassessment District No. 1997-1 bonds were issued in 1997 and refinanced in 2001. This bond issue did not constitute or create an indebtedness of the City or a debt or pledge of its general credit for taxing power. Accordingly, it is not recorded in the accompanying financial statements. This debt issue was paid off as of June 30, 2012.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 10 – SPECIAL ASSESSMENT DEBT (Continued)**

**A Mortgage Revenue Bonds**

The City has issued the following mortgage revenue bonds to provide funds for the construction and permanent financing of multi-family housing projects. Twenty percent of units developed will be held and made available for occupancy by persons of low income. The bonds are secured by the land and housing projects. The bonds do not constitute or create a debt or pledge of the general credit or taxing power of the City and, accordingly, they are not recorded in the accompanying financial statements.

Year of Issue	Project	Original Principal	Maturity Date	Principal at June 30, 2012
City of Napa				
1992	Creekside Park A	\$2,890,000	July 1, 2024	\$1,865,000
1994	Creekside Park II A - Refunding	4,780,000	July 1, 2025	3,470,000
1995	Napa Park A, A-T, and A-IQ	7,100,884	June 20, 2035	4,845,884
	subtotal	<u>14,770,884</u>		<u>10,180,884</u>
Housing Authority				
1999	Silverado Creek A	4,863,000	June 1, 2031	3,975,000
2001	Vintage at Napa	7,500,000	June 15, 2034	6,085,000
2001	The Reserve at Napa	6,000,000	August 1, 2031	5,013,294
2001	Charter Oaks Apartments	4,215,000	August 1, 2018	3,548,043
2004	Magnolia Park Series 2004A	4,500,000	December 1, 2035	4,500,000
	subtotal	<u>27,078,000</u>		<u>23,121,337</u>
	Total	<u>\$41,848,884</u>		<u>\$33,302,221</u>

**NOTE 11 – NET ASSETS AND FUND BALANCES**

**A. Net Assets**

Net assets are the excess of all the City's assets over all its liabilities, regardless of fund. Net assets are divided into three categories, which are determined at the Governmental Activities and Business-type Activities, and are described below:

**Invested in Capital Assets, net of related debt** describes the portion of net assets which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these assets.

**Restricted** describes the portion of net assets which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the City cannot unilaterally alter. These principally include bond proceeds received for use on capital projects, debt service requirements, and special revenue programs subject to limitations defined regulations and laws underlying such programs.

**Unrestricted** describes the portion of net assets which is not restricted as to use.



**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 11 – NET ASSETS AND FUND BALANCES (Continued)</b>
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***B. Fund Balance***

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities.

The City's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the City to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the City prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. If the expenditures incurred are *NOT* for the purpose for which the funds were originally committed or assigned, Unassigned fund balance shall be reduced first, followed by assigned, and then committed. Each category in the following hierarchy is ranked according to the degree of spending constraint:

*Nonspendable* represents balances set aside to indicate items that do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

*Restricted* fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

*Committed* fund balances have constraints imposed by formal action of the City Council which may be altered only by formal action of the City Council. Encumbrances and nonspendable amounts subject to council commitments are included along with spendable resources.

*Assigned* fund balances are amounts constrained by the City's intent to be used for a specific purpose, but are neither restricted nor committed. The Finance Director is designated the authority to "assign" amounts to be used for specific purposes. This category includes encumbrances, Nonspendables, when it is the City's intent to use proceeds or collections for a specific purpose, and residual fund balances, if any, of Special Revenue, Capital Projects and Debt Service Funds which have not been restricted or committed.

*Unassigned* fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 11 – NET ASSETS AND FUND BALANCES (Continued)**

Detailed classifications of the City's Fund Balances, as of June 30, 2012, are below:

	General	Development Fees	Home Program	City Capital Projects	Other Governmental Funds	Total
<b>Nonspendables:</b>						
Prepaid Expenses	\$26,294					\$26,294
Advance Due from Golf Fund	482,850	\$183,600		\$675,000		1,341,450
Loans Receivable	1,500,000					1,500,000
Land Held for Redevelopment					\$125,691	125,691
<b>Total Nonspendable Fund Balances</b>	<b>2,009,144</b>	<b>183,600</b>		<b>675,000</b>	<b>125,691</b>	<b>2,993,435</b>
<b>Restricted for:</b>						
Grants					927,051	927,051
PEG Reserve	19,690					19,690
Designated Projects and Programs		19,112,467	\$141,830			19,254,297
Tourism Improvement District		278,719				278,719
Federal Urban Aide				270,173		270,173
Gas Tax/ Prop 1B					1,159,478	1,159,478
Public Safety Programs					15,915	15,915
<b>Total Restricted Fund Balances</b>	<b>19,690</b>	<b>19,391,186</b>	<b>141,830</b>	<b>270,173</b>	<b>2,102,444</b>	<b>21,925,323</b>
<b>Committed to:</b>						
Red Light Camera					584,453	584,453
Building Reserve				3,253,430		3,253,430
Corp Yard Expansion				30,636		30,636
Low Flow Channel				181,270		181,270
Lone Oak Drainage				9,154		9,154
Street Resurfacing Program					216,887	216,887
Low Income Housing					5,190,823	5,190,823
Assessment Districts					5,004,237	5,004,237
Capital Projects				2,354,873		2,354,873
Various Rentals				131,230		131,230
<b>Total Committed Fund Balances</b>				<b>5,960,593</b>	<b>10,996,400</b>	<b>16,956,993</b>
<b>Assigned to:</b>						
Outstanding Contractual Obligations	1,560,987					1,560,987
Emergency Reserve	7,486,672					7,486,672
<b>Total Assigned Fund Balances</b>	<b>9,047,659</b>					<b>9,047,659</b>
<b>Unassigned:</b>						
General fund	9,347,383					9,347,383
<b>Total Unassigned Fund Balances</b>	<b>9,347,383</b>					<b>9,347,383</b>
<b>Total Fund Balances</b>	<b>\$20,423,876</b>	<b>\$19,574,786</b>	<b>\$141,830</b>	<b>\$6,905,766</b>	<b>\$13,224,535</b>	<b>\$60,270,793</b>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 11 – NET ASSETS AND FUND BALANCES (Continued)</b>
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**C.     *Encumbrances***

The City uses an encumbrance system as an extension of normal budgetary accounting for governmental funds. Under this system, purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of applicable appropriations. Encumbrances outstanding at year-end are recorded as restricted, committed or assigned fund balance, depending on the classification of the resources to be used to liquidate the encumbrance, since they do not constitute expenditures or liabilities. Unexpended appropriations lapse at year-end and must be reappropriated in the following year unless carried forward in accordance with the City's policy. Encumbrances outstanding in governmental funds as of June 30, 2012, were as listed below:

Governmental Funds	
General	\$1,560,987
Development Fees	12,000
HOME Program	1,303
City Capital Projects	1,103,355
Other Governmental Funds	<u>288,621</u>
 Total	 <u><u>\$2,966,266</u></u>

**D.     *Deficit Net Assets and Fund Balance***

As of June 30, 2012, the Golf Course Enterprise Fund and Central Stores Internal Service Fund had fund deficits amounting to \$674,627 and \$21,307, respectively. The deficits will be eliminated with future revenue.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 12 – EMPLOYEE RETIREMENT SYSTEM</b>
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***A. Plan Description***

The City of Napa's defined benefit pension plan, the City of Napa Retirement System, provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. It is part of the Public Agency portion of the California Public Employees Retirement System (CalPERS), an agent multiple-employer plan administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California. A menu of benefit provisions, as well as other requirements, is established by State statutes within the Public Employee's Retirement Law. The City of Napa selects optional benefit provisions from the benefit menu by contract with CalPERS and adopts those benefits through local resolutions. CalPERS issue a separate comprehensive annual financial report. Copies of the CalPERS' annual financial report may be obtained from CalPERS Executive Office at 400 P Street, Sacramento, CA 95814.

***B. Funding Policy***

Active plan members in the City of Napa Retirement System are required to contribute 8% for miscellaneous employees or 9% for public safety employees of their annual covered salary. The City of Napa is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The required employer contribution rate for the year ended June 30, 2012 was 20.939% for miscellaneous employees and 31.675% for public safety employees. The contribution requirements of the plan members are established by State statute and the employer contribution rate is established and may be amended by CalPERS.

***C. Annual Pension Cost***

For the year ended June 30, 2012, the City's annual pension cost was \$9,096,464. The required contribution for that year was determined as part of the June 30, 2010, actuarial valuation using the entry age normal cost method for miscellaneous employees and entry age normal cost method for safety employees with the contributions determined as a percent of pay, as amended in November, 2002 for a change in the safety plan benefit formula. The actuarial assumptions included (a) 7.75% investment rate of return (net of administrative expenses); (b) projected salary increases that vary by duration of service ranging from 3.55% to 14.45% for miscellaneous members (from 3.55% to 13.15% for safety members), and (c) 3.25% cost-of-living adjustment. Both (a) and (b) include an inflation component of 3.0%.

Initial unfunded liabilities are amortized over a closed period that depends on the plan's date of entry into CalPERS. Subsequent plan amendments are amortized as a level percentage of pay over a closed 20-year period. Gains and losses that occur in the operation of the plan are amortized over an open period, which results in an amortization of 6% of unamortized gains and losses each year. If the plan's accrued liability exceeds the actuarial value of plan assets, then the amortization payment on the total unfunded liability may not be lower than the payment calculated over a 30-year amortization period.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 12 – EMPLOYEE RETIREMENT SYSTEM (Continued)**

***D. Trend Information***

The following is a summary of the City's annual pension cost and contribution status for the past three fiscal years:

	<u>Fiscal Year Ending</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>
Miscellaneous	6/30/2010	\$3,802,023	100%
	6/30/2011	3,425,936	100%
	6/30/2012	4,447,894	100%
Public Safety	6/30/2010	\$4,278,883	100%
	6/30/2011	3,782,385	100%
	6/30/2012	4,648,570	100%

***E. Funding Status***

The following is a summary of the Plan's funding status from the three most recent annual actuarial valuations. Note that the funding status has changed significantly over these periods due to investment losses and changes to both the miscellaneous and safety plan benefit formulas.

	<u>Valuation Date June 30:</u>	<u>Entry Age Normal Accrued Liability</u>	<u>Actuarial Value of Assets</u>	<u>Unfunded (Overfunded) Liability</u>	<u>Funded Ratio</u>	<u>Annual Covered Payroll</u>	<u>UAAL as a % of Payroll</u>
Miscellaneous	2009	\$153,662,781	\$117,056,361	\$36,606,420	76%	\$21,714,083	169%
	2010	161,303,665	123,167,524	38,136,141	76%	21,776,039	175%
	2011	174,240,264	128,986,441	45,253,823	74%	21,586,618	210%
Public Safety	2009	152,758,690	118,719,972	34,038,718	78%	15,376,152	221%
	2010	160,144,064	124,678,041	35,466,023	78%	15,203,723	233%
	2011	169,719,728	130,470,096	39,249,632	77%	14,373,497	273%

***F. Defined Contribution Plans***

The City also provides defined contribution retirement benefits through IRS section 401(a) and 457 plans. The plans are administered by the International City Management Association Retirement Corporation and Nationwide Retirement Solutions. Plan provisions and contribution requirements are established and may be amended by City Council through negotiation with employee associations. The City contributes from \$50 to \$300 per month to its non-safety and management employees, depending upon employee group. In addition, the City contributes \$1,000 to \$1,250 for City executives. During the year ended June 30, 2012, the City fully funded its required contributions of \$295,545 to these plans.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 13 – POST-EMPLOYMENT HEALTH BENEFITS**

During fiscal year 2008, the City implemented the provisions of Governmental Accounting Standards Board Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions. This Statement establishes uniform financial reporting standards for employers providing postemployment benefits (OPEB). A summary of the eligibility requirements and benefits are shown below by bargaining unit:

UNIT	AMP & Exempt AMP	NCEA & Exempt NCEA	NPOA	NPOA MID	NCFA	NCFO	Exempt-Exces	Elected
■ Medical Plan	City Plan	City Plan	PEMHCA	PEMHCA	City Plan	City Plan	City Plan	City Plan
<b>Tier 1 - Choice of Sick Leave Conversion to Retiree Single Party Health reimbursement or Supplemental Benfit</b>								
■ Eligibility/DOH				Hired between 7/1/84 & 7/1/87; NPOA-Mid member <7/1/07				
Active eligible	<7/1/1982	<7/1/1983			<8/1/1982	opt out of HRA	<7/1/1982	N/A
Maximum hours	1	5	all members	2	1	1	0	N/A
	no cap	no cap	180 months	n/a	no cap	180 months	n/a	N/A
■ Eligibility/DOH					opt out of HRA			
Active eligible			all members		12			
Maximum hours			180 months		180 months			
Banked Credit			Not enrolled in PEMHCA, convert hrs to credit at single party Kaiser rate, credit banked for future use					
■ Sick Leave conversion for reimbursement	•One time irrevocable choice at retirement •Convert 8 hours unused sick leave to one month single party medical premium except NPOA Mid •No surviving spouse benefit for City Plan, if in PEMHCA min for surviving spouse •Sick leave accrual - 96 hour/year •Caps for medical premiums are indicated below. (Note: premiums include Medicare Part B premium)							N/A
■ Age & years of service	50 & 10	50 & 15	50 & 5	50 & 10	N/A	50 & 10	50 & 10	N/A
■ Supplemental Benefit	•\$274/month •EE lifetime •S/L conversion to CalPERS •No increase after retirement	•\$244/month •EE lifetime •S/L conversion to CalPERS •No increase after retirement	•S/L conversion to CalPERS	•\$237/month •EE lifetime •S/L conversion to CalPERS •EE lifetime	N/A	N/A •EE lifetime •S/L conversion to CalPERS •No increase after retirement	N/A •EE lifetime •S/L conversion to CalPERS •No increase after retirement	N/A
<b>Tier 2 - Supplemental Benefit</b>								
■ Age & years of service	50 & 10	50 & 15	N/A	50 & 10	N/A	50 & 10	50 & 10	50 & 8
■ Supplemental Benefit	•\$274/month •EE lifetime •No increase after retirement •S/L conversion to CalPERS	•\$244/month •EE lifetime •No increase after retirement •S/L conversion to CalPERS	N/A	•\$237/month •EE lifetime •No increase after retirement •S/L conversion to CalPERS	N/A	•\$246/month •EE lifetime •No increase after retirement •S/L balance converted to HRA @ 50% of hourly rate •Vacation balance deposited into HRA	•\$347/month •EE lifetime •No increase after retirement •S/L conversion to CalPERS	•\$347/month •EE lifetime •No increase after retirement
■ Cap (Tier 1)	• Single single Kaiser premium	• Single single Kaiser premium	Actual Premium	• Single single Kaiser premium	Actual Premium	Actual Premium	• Single single Kaiser premium	• Single single Kaiser premium
■ Life Insurance (DOH<7/1/84)	• \$2,500 • Up to age 70	• \$2,500 • Up to age 70	None	None	• \$2,500 • Up to age 70	• \$2,500 • Up to age 70	• \$2,500 • Up to age 70	None
■ Dental & Vision	None	None	None	None	None	None	None	None
■ Portable	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 13 – POST-EMPLOYMENT BENEFITS (Continued)**

***Funding Policy and Actuarial Assumptions***

The City's policy is to fund these benefits on a pre-funded basis. The annual required contribution (ARC) was determined as part of a December 31, 2009, actuarial valuation using the entry age normal actuarial cost method, and updated June 30, 2011. This is a projected benefit cost method, which takes into account those benefits that are expected to be earned in the future as well as those already accrued. The actuarial assumptions included (a) 7.25% investment rate of return, (b) 3.25% projected annual salary increase, and (c) 3.00 of general inflation increase, and (d) a healthcare trend of declining annual increases ranging from 7.80% to 8.50% in 2012 to 4.50% for years starting 2017. The actuarial methods and assumptions used include techniques that smooth the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Actuarial calculations reflect a long-term perspective and actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to revision at least biannually as results are compared to past expectations and new estimates are made about the future. The City's OPEB unfunded actuarial accrued liability amounted to \$10,686,000 as of June 30, 2011, and is being amortized as a level percentage of projected payroll using a 30-year amortization period.

Generally accepted accounting principles permit assets to be treated as OPEB assets and deducted from the Actuarial Accrued Liability when such assets are placed in an irrevocable trust or equivalent arrangement. During the fiscal year ended June 30, 2012, the City contributed \$835,535 to current year premiums and pre-funded \$801,546 to CERBT Trust. As a result, the City has calculated and recorded the Net OPEB Obligation, representing the difference between the ARC, amortization and contributions, as presented below:

	Retiree Health Benefits Internal Service Fund - <u>Governmental Activities</u>
Actuarial required contribution (ARC) and Annual OPEB cost (6/30/2012)	\$1,084,000
Amortization on the Net OPEB Liability	(67,000)
Interest on the Net OPEB Liability	<u>80,000</u>
Annual OPEB Cost	1,097,000
Contributions made:	
City portion of current year premiums paid	(835,535)
Contribution to CERBT Trust	<u>(801,546)</u>
Total Contributions	(1,637,081)
Contributions, in excess of Pension Cost	(540,081)
Net OPEB Obligation at June 30, 2011	<u>1,037,556</u>
Net OPEB Obligation at June 30, 2012	<u><u>\$497,475</u></u>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 13 – POST-EMPLOYMENT BENEFITS (Continued)**

The City's annual required contributions and actual contributions for the years ended June 30, 2012, and the proceeding two years were set forth below (in thousands):

<u>Fiscal Year</u>	<u>Annual OPEB Cost</u>	<u>Actual Contribution</u>	<u>Percentage of AOC Contributed</u>	<u>Net OPEB Obligation</u>
6/30/2010	\$1,558,000	\$2,293,681	147%	\$1,237,066
6/30/2011	1,107,000	1,306,510	118%	1,037,556
6/30/2012	1,097,000	1,637,081	149%	497,475

The Schedule of Funding Progress presents trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Trend data from the actuarial studies is presented below:

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets (A)</u>	<u>Entry Age Actuarial Accrued Liability (B)</u>	<u>Overfunded (Underfunded) Actuarial Accrued Liability (A – B)</u>	<u>Funded Ratio (A/B)</u>	<u>Covered Payroll (C)</u>	<u>Overfunded (Underfunded) Actuarial Liability as Percentage of Covered Payroll [(A – B)/C]</u>
6/30/2008	\$0	\$15,297,000	(\$15,297,000)	0.00%	\$34,149,000	-44.79%
12/31/2009	0	10,922,000	(10,922,000)	0.00%	34,927,000	-31.27%
6/30/2011	2,231,000	12,917,000	(10,686,000)	17.27%	32,613,000	-32.77%



**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 14 – RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. The City has established a limited risk management program for these types of risks. Premiums are paid into the internal service fund by all other funds and are available to pay claims, claim reserves and administrative costs of the program.

Under this program the City is completely self-insured for unemployment insurance and is self-insured for workers' compensation and general liability insurance claims up to \$300,000 per occurrence and \$150,000 per occurrence, respectively. Claims in excess of these amounts are insured through CSAC Excess Insurance Authority up to the statutory limit and \$15,000,000, respectively. This coverage represents an increase from that of the prior year. There were no settlements that exceeded coverage for each of the past three fiscal years. In addition the City has also put in place an insurance policy covering them from earthquake and limited flood disasters in the amount of \$40,000,000 per occurrence, with a deductible of 15%.

The City has retained an independent actuary to perform an analysis of the City's potential liability for the City's self-insured portions of the general liability and workers' compensation programs. The amount recorded as a liability is the specific reserves for individual known claims or lawsuits not covered under the general liability or the workers' compensation insurance program and estimates for incurred but not reported claims. The actuarial analysis uses a rate of 5% for general liability and workers' compensation to discount future investment earnings. Claims liability has been recorded at an 80% confidence level.

Below is a reconciliation of changes in the aggregate liabilities for claims for the fiscal years ending June 30, 2011 and 2012:

	<u>2012</u>	<u>2011</u>
Claims liability - beginning	\$5,209,000	\$4,639,950
Changes in estimates for claims in prior years	996,371	1,488,960
Payments on claims	<u>(1,029,371)</u>	<u>(919,910)</u>
Claims liability - ending	<u><u>\$5,176,000</u></u>	<u><u>\$5,209,000</u></u>
Current portion	<u><u>\$1,641,750</u></u>	<u><u>\$1,617,000</u></u>

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

**NOTE 15 – JOINT POWERS AGREEMENT**

On March 16, 1993, the City of Vallejo and the County of Napa formed the South Napa Waste Management Authority (the “Authority”), a separate legal entity, for the purpose of collectively managing the waste disposal needs of the communities they represent. The City of Napa resolved to join the Authority on March 18, 1993. In August, 1993, the City of Napa officially became a member of the Authority. The Authority has purchased the American Canyon Landfill site and accepted responsibility for its closure. State and federal laws and regulations require the Authority to place a final cover on this landfill site and to perform certain maintenance and monitoring functions at the site for 30 years after closure.

The City has no ongoing financial interest in the Authority. Closure and related costs will be paid through tipping fees assessed by the Authority at its Waste Transfer Facility. This Transfer Facility serves the waste disposal needs of the communities represented by the Authority. The tipping fees are paid by the citizens of these communities through rate assessments for waste pickup and disposal.

Financial information related to the Authority can be obtained from the South Napa Waste Management Authority located in Napa, California.

**NOTE 16 – CONTINGENT LIABILITIES**

The City is involved in several claims and lawsuits. In the opinion of the City’s management, it is unlikely that these claims and lawsuits will have a material adverse effect on the accompanying financial statements.

The City has received federal and state grants for specific purposes that are subject to reviews by the grantor agencies. Such reviews could lead to requests for reimbursements to the grantor agency for expenditures disallowed under the terms of the grant. The amount, if any, of expenditures that may be disallowed by the granting agencies cannot be determined at this time, although City management expects such amounts, if any, to be immaterial.

The City has a number of material construction contracts that are in process or are set to go into production. The total of these contracts as of June 30, 2012, is \$2,317,006.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 17 – REDEVELOPMENT AGENCY DISSOLUTION AND SUCCESSOR AGENCY ACTIVITIES</b>
---

**A.     *Redevelopment Dissolution***

In an effort to balance its budget, the State of California adopted ABx1 26 on June 28, 2011, amended by AB1484 on June 27, 2012, which suspended all new redevelopment activities except for limited specified activities as of that date and dissolved redevelopment agencies on January 31, 2012.

The suspension provisions prohibited all redevelopment agencies from a wide range of activities, including incurring new indebtedness or obligations, entering into or modifying agreements or contracts, acquiring or disposing of real property, taking actions to adopt or amend redevelopment plans and other similar actions, except action required by law or to carry out existing enforceable obligations, as defined in ABx1 26.

In addition, ABx1 26 and AB1484 direct the State Controller to review the activities of all redevelopment agencies and successor agencies to determine whether an asset transfer between the agency and any public agency occurred on or after January 1, 2011. If an asset transfer did occur and the public agency that received the asset is not contractually committed to a third party for the expenditure or encumbrance of the asset, the legislation purports to require the State Controller to order the asset returned to the redevelopment agency. The State Controller's Office has scheduled, but not yet completed its asset transfer review.

Effective January 31, 2012 the Napa Community Redevelopment Agency was dissolved. Certain assets of the the Napa Community Redevelopment Agency were distributed to the Successor Agency.

The City elected to become the Successor Agency and on February 1, 2012 the the Napa Community Redevelopment Agency's remaining assets were distributed to and liabilities were assumed by the Successor Agency. ABx1 26 requires the establishment of an Oversight Board to oversee the activities of the Successor Agency and one was established. The activities of the Successor Agency are subject to review and approval of the Oversight Board, which is comprised of seven members.

The activities of the Successor Agency are reported in the Successor Agency Private Purpose Trust Fund as the activities are under control of the Oversight Board. The City provides administrative services to the Successor Agency to wind down the affairs of the former Napa Community Redevelopment Agency.

A summary of the the Napa Community Redevelopment Agency's assets distributed to and liabilities assumed by the Successor Agency and Housing Successor, reported as an Extraordinary Item is presented below:

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 17 – REDEVELOPMENT AGENCY DISSOLUTION AND SUCCESSOR AGENCY  ACTIVITIES (Continued)</b>
--

	Governmental Funds (Prior to transfer)	Governmental Activities (Prior to transfer)	Transfer to Successor Agency	Ending Balance January 31, 2012
<b>ASSETS</b>				
Current assets:				
Cash and investments	\$1,103,683		(\$1,103,683)	
Total current assets	1,103,683		(1,103,683)	
Noncurrent assets:				
Restricted cash and investments	3,252,225		(3,252,225)	
Receivables				
Accounts	3,069		(3,069)	
Capital assets:				
Land		\$35,480	(35,480)	
Depreciable capital assets, net		6,032	(6,032)	
Total noncurrent assets	3,255,294	41,512	(3,296,806)	
Total Assets	4,358,977	41,512	(4,400,489)	
<b>LIABILITIES</b>				
Current liabilities:				
Accounts payable	18,704		(18,704)	
Accrued interest	350,257		(350,257)	
Long-term debt - current portion		1,800,000	(1,800,000)	
Payable to Housing Authority	17,856		(17,856)	
Advance from the City's Water Fund - current portion	100,547		(100,547)	
Due to City	1,983,652		(1,983,652)	
Total current liabilities	2,471,016	1,800,000	(4,271,016)	
Noncurrent liabilities:				
Advance from the City's Water Fund	689,177		(689,177)	
Long-term debt - due in more than one year		15,490,000	(15,490,000)	
Total noncurrent liabilities	689,177	15,490,000	(16,179,177)	
Total Liabilities	3,160,193	17,290,000	(20,450,193)	
NET ASSETS	\$1,198,784	(\$17,248,488)	\$16,049,704	

Cash and investments of the Successor Agency as of June 30, 2012 are discussed in Note 3 above. Information presented in the following footnotes represents other assets and liabilities of the Successor Agency as of June 30, 2012.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 17 – REDEVELOPMENT AGENCY DISSOLUTION AND SUCCESSOR AGENCY          ACTIVITIES (Continued)</b>
--

**B. Capital Assets**

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed.

Capital assets with limited useful lives are depreciated over their estimated useful lives. The purpose of depreciation is to spread the cost of capital assets equitably over the life of these assets. The amount charged to depreciation expense each year represents that year's pro rata share of the cost of capital assets. Depreciation is provided using the straight line method which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Agency has assigned a useful life of 35 and 40 years for its buildings and improvements, and infrastructure, respectively.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

	Transfer from Redevelopment Agency February 1, 2012	Additions	Balance June 30, 2012
Governmental Activities			
Capital assets not being depreciated:			
Land	\$35,480		\$35,480
Capital assets being depreciated:			
Building and improvements	75,400		75,400
Equipment	7,238		7,238
Total capital assets being depreciated	82,638		82,638
Less accumulated depreciation for:			
Building and improvements	(75,400)		(75,400)
Equipment	(1,206)	(\$430)	(1,636)
Total accumulated depreciation	(76,606)	(430)	(77,036)
Net capital assets being depreciated	6,032	(430)	5,602
Governmental activities capital assets, net	\$41,512	(\$430)	\$41,082

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 17 – REDEVELOPMENT AGENCY DISSOLUTION AND SUCCESSOR AGENCY          ACTIVITIES (Continued)</b>
--

**C. Long-Term Debt**

The Successor Agency assumed the long-term debt of the Redevelopment Agency as of February 2012.

**(a) Current Year Transactions and Balances**

The Successor Agency's debt issues and transactions are summarized below and discussed in detail thereafter.

	Original Issue Amount	Transfer from Redevelopment Agency as of February 1, 2012	Balance June 30, 2012	Current Portion
<b>Redevelopment Tax Allocation Bonds</b>				
2003A Parkway Plaza Redevelopment Project, 2.3-4.8%, due 9/1/2019	\$22,715,000	\$14,620,000	\$14,620,000	\$1,525,000
2003B Parkway Plaza Redevelopment Project, 3.1-5.8%, due 9/1/2019	2,475,000	1,455,000	1,455,000	145,000
2003B Refunding Parkway Plaza Redevelopment Project, 3.1-5.8%, due 9/1/2019	2,050,000	1,215,000	1,215,000	130,000
Total	\$27,240,000	\$17,290,000	\$17,290,000	\$1,800,000

**(b) Redevelopment Tax Allocation Bonds**

In August, 2003, the Agency issued \$27 million in tax allocation bonds as follows:

**Series A Bonds** were issued to provide \$12 million for redevelopment projects, \$2 million for a debt reserve fund and \$9 million to refund then outstanding 1993 Bonds. The 1993 Bonds were subsequently redeemed in full.

**Series B and C Bonds** were issued to provide \$2.1 million for affordable housing projects and \$1.8 million for the refunding of the Housing Authority's 1999 revenue bonds. These bonds were secured by the Agency's 20% low & moderate set-aside of tax increment revenues. Upon dissolution of the Agency, the Successor Agency assumed this debt, which will be paid from distribution's from the County's Redevelopment Property Tax Trust Fund (RPTTF).

With the dissolution of the Napa Community Redevelopment Agency discussed above, Tax Increment is no longer distributed, and instead the Successor Agency receives payments from the County's Redevelopment Property Tax Trust Fund (RPTTF) that are to be used to fund debt service on the Bonds, with no distinction between housing and non-housing revenues. In addition, under the provisions of the laws dissolving the Napa Community Redevelopment Agency, the Successor Agency only receives the funds necessary to fulfill its approved obligations. Using both property taxes received by the Napa Community Redevelopment Agency prior to the dissolution and by the Successor Agency after the dissolution total collections were \$5,645,144 which represented coverage of 2.19 of the \$2,574,535 of debt service.

**CITY OF NAPA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Fiscal Year Ended June 30, 2012**

<b>NOTE 17 – REDEVELOPMENT AGENCY DISSOLUTION AND SUCCESSOR AGENCY ACTIVITIES (Continued)</b>
---

At June 30, 2012, future debt service requirement for the Redevelopment Tax Allocation Bonds were as follows:

Fiscal year ending June 30	Principal	Interest	Total
2013	\$1,800,000	\$774,034	\$2,574,034
2014	1,915,000	696,518	\$2,611,518
2015	2,010,000	606,933	\$2,616,933
2016	2,100,000	507,883	\$2,607,883
2017	2,200,000	404,255	\$2,604,255
2018-2022	7,265,000	538,896	\$7,803,896
Total	\$17,290,000	\$3,528,519	\$20,818,519

**D. State Asset Transfer Review**

The activities of the former Napa Community Redevelopment Agency and the Successor Agency are subject to further examination by the State of California and the amount, if any, of expenditures which may be disallowed by the State cannot be determined at this time. In addition, the State Controller's Office will be conducting a review of the propriety of asset transfers between the former Napa Community Redevelopment Agency or the Successor Agency and any public agency that occurred on or after January 1, 2011 and the amount, if any, of assets that may be required to be returned to the Successor Agency cannot be determined at this time. The City expects such amounts, if any, to be immaterial.

**E. State Approval of Enforceable Obligations**

The Successor Agency prepares a Recognized Obligation Payment Schedule (ROPS) semi-annually that contains all proposed expenditures for the subsequent six-month period. The ROPS is subject to the review and approval of the Oversight Board as well as the State Department of Finance. Although the State Department of Finance may not question items included on the ROPS in one period, they may question the same items in a future period and disallow associated activities. The amount, if any, of current obligations that may be denied by the State Department of Finance cannot be determined at this time. The City expects such amounts, if any, to be immaterial.

<b>NOTE 18 – PRIVATE PURPOSE TRUST FUND CONTINGENT LIABILITIES</b>
--

*Hazardous Materials Investigation:* Toxic substances were discovered on an Agency-owned parking garage property during construction of a new hotel. The Agency has been working with the Regional Water Quality Control Board to define the extent of the problem and develop a monitoring program, while concurrently pursuing a settlement agreement with the polluters of the property. The Agency does not expect its portion of investigation costs, legal costs, and costs associated with any necessary cleanup to be material in relation to the financial statements.

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<b>NON-MAJOR GOVERNMENTAL FUNDS</b>
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All funds not defined as major funds for the Fund Financial Statements are consolidated in one column entitled "Other Governmental Funds". These non-major funds are identified and included in this supplemental section and includes all the City's Special Revenue Funds and several distinct Capital Project Funds.

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Parkway Plaza Low-and-Mod Income Housing**

**Soscol Gateway Low-and-Mod Income Housing**

**Assessment Districts**

**Community Facilities**

**Community Development Block Grant**

**Traffic**

**Parking**

**Cal Home Grant**

**Public Safety Programs**

**Housing Inclusionary Program**

The Debt Service Funds are used to account for the servicing of long-term debt not being financed by business-type funds.

**City Debt Service**

**Parkway Plaza Debt Service**

**Soscol Gateway Debt Service**

The Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

**Street Resurfacing Projects**

**Parkway Plaza Capital Projects**

**Soscol Gateway Capital Projects**

CITY OF NAPA  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEETS  
JUNE 30, 2012

	SPECIAL REVENUE FUNDS					
	<u>Redevelopment Low- and-Mod</u>					
	<u>Parkway Plaza</u>	<u>Soscol Gateway</u>	<u>Assessment Districts</u>	<u>Community Facilities</u>	<u>Community Development Block Grant</u>	<u>Traffic</u>
ASSETS						
Cash and investments			\$3,835,449	\$229,883	\$774,032	\$1,464,509
Receivables:						
Accounts			326,727	86,256		39,626
Federal, state and other governments					114,410	
Interest receivable			11,285	677	2,278	4,308
Loans receivable					1,222,738	
Land held for redevelopment						125,691
Total Assets			<u>\$4,173,461</u>	<u>\$316,816</u>	<u>\$2,113,458</u>	<u>\$1,634,134</u>
LIABILITIES						
Accounts payable and accrued liabilities			\$5,228	\$31,833	\$43,482	\$49,495
Vacation and sick leave accrual						
Deposits payable			97,710		5,141	
Deferred revenue			4,250		1,222,196	
Total Liabilities			<u>107,188</u>	<u>31,833</u>	<u>1,270,819</u>	<u>49,495</u>
Fund balances (Deficit):						
Nonspendable						125,691
Restricted				284,983	842,639	874,495
Committed			4,066,273			584,453
Total Fund Balances (Deficit)			<u>4,066,273</u>	<u>284,983</u>	<u>842,639</u>	<u>1,584,639</u>
Total Liabilities and Fund Balances			<u>\$4,173,461</u>	<u>\$316,816</u>	<u>\$2,113,458</u>	<u>\$1,634,134</u>

				DEBT SERVICE FUND		
Parking	CAL Home Grant	Public Safety Programs	Housing Inclusionary Program	City Debt Service	Redevelopment	
					Parkway Plaza	Soscol Gateway
\$4,853,823	\$84,164	\$15,868	\$4,991,356			
9,041			27,775			
14,285	248	47	14,690			
	408,263		1,554,280			
<u>\$4,877,149</u>	<u>\$492,675</u>	<u>\$15,915</u>	<u>\$6,588,101</u>			
\$87,160			\$1,809			
5,619						
3,659,820						
	\$408,263		1,582,055			
3,752,599	408,263		1,583,864			
	84,412	\$15,915				
1,124,550			5,004,237			
1,124,550	84,412	15,915	5,004,237			
<u>\$4,877,149</u>	<u>\$492,675</u>	<u>\$15,915</u>	<u>\$6,588,101</u>			

(Continued)

CITY OF NAPA  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING BALANCE SHEETS  
JUNE 30, 2012

	CAPITAL PROJECT FUNDS			
	Redevelopment			Total Nonmajor Governmental
	Street Resurfacing	Parkway Plaza	Soscol Gateway	
ASSETS				
Cash and investments	\$437,720			\$16,686,804
Receivables:				
Accounts				489,425
Federal, state and other governments	115,619			230,029
Interest receivable				47,818
Loans receivable				3,185,281
Land held for redevelopment				125,691
Total Assets	<u>\$553,339</u>			<u>\$20,765,048</u>
LIABILITIES				
Accounts payable and accrued liabilities	\$332,699			\$551,706
Vacation and sick leave accrual				5,619
Deposits payable	3,753			3,766,424
Deferred revenue				3,216,764
Total Liabilities	<u>336,452</u>			<u>7,540,513</u>
Fund balances (Deficit):				
Nonspendable				125,691
Restricted				2,102,444
Committed	216,887			10,996,400
Total Fund Balances (Deficit)	<u>216,887</u>			<u>13,224,535</u>
Total Liabilities and Fund Balances	<u>\$553,339</u>			<u>\$20,765,048</u>

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CITY OF NAPA  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2012

	SPECIAL REVENUE FUNDS					
	Redevelopment Low-and-Mod					
	Parkway Plaza	Soscol Gateway	Assessment Districts	Community Facilities	Community Development Block Grant	Traffic
REVENUES						
Taxes				\$462,211		
Intergovernmental					\$621,017	\$2,150,355
Charges for services			\$927,845	19,392	70,541	334,153
Investment income	\$8,972	\$2,057	37,638	5,694		770
Miscellaneous revenues						9,036
Total Revenues	8,972	2,057	965,483	487,297	691,558	2,494,314
EXPENDITURES						
Current:						
General government			124,201	481,033	646,803	
Public works			107,257			
Public safety						327,464
Parks and recreation			18,883			
Redevelopment						
County Fees and pass-through						
Capital outlay						
Debt service:						
Principal repayment	270,000					
Interest and fiscal charges	142,363					
Total Expenditures	412,363		250,341	481,033	646,803	327,464
Excess (Deficiency) of Revenues over (under) Expenditures	(403,391)	2,057	715,142	6,264	44,755	2,166,850
OTHER FINANCING SOURCES (USES)						
Transfers in						103,000
Transfers (out)			(1,259,987)		(139,492)	(2,141,144)
Total Other Financing Sources (Uses)			(1,259,987)		(139,492)	(2,038,144)
NET CHANGE IN FUND BALANCE BEFORE EXTRAORDINARY ITEM	(403,391)	2,057	(544,845)	6,264	(94,737)	128,706
EXTRAORDINARY ITEMS						
Assets transferred to/liabilities assumed by Successor Agency	(30,287)	(291,589)				
Net Change in Fund Balances	(433,678)	(289,532)	(544,845)	6,264	(94,737)	128,706
Beginning Fund Balances (Deficit)	433,678	289,532	4,611,118	278,719	937,376	1,455,933
Ending Fund Balances (Deficit)			\$4,066,273	\$284,983	\$842,639	\$1,584,639

DEBT SERVICE FUNDS						
Parking	CAL Home Grant	Public Safety Programs	Housing Inclusionary Program	City Debt Service	Redevelopment	
					Parkway Plaza	Soscol Gateway
					\$2,746,935	\$309,749
\$447,052	\$150,000		\$533,648			
113,102	2,000		73,367		51,508	5,638
	1,927	\$447				
560,154	153,927	447	607,015		2,798,443	315,387
	176,594		104,148		582,641	
292,381		628				123,842
150,925						
13,637						
					1,460,000	
					648,699	12,586
456,943	176,594	628	104,148		2,691,340	136,428
103,211	(22,667)	(181)	502,867		107,103	178,959
162,682					1,426,299	
(184,500)			(2,117)			(147,910)
(21,818)			(2,117)		1,426,299	(147,910)
81,393	(22,667)	(181)	500,750		1,533,402	31,049
					163,239	(458,977)
81,393	(22,667)	(181)	500,750		1,696,641	(427,928)
1,043,157	107,079	16,096	4,503,487		(1,696,641)	427,928
\$1,124,550	\$84,412	\$15,915	\$5,004,237			

(Continued)

CITY OF NAPA  
NON-MAJOR GOVERNMENTAL FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2012

	CAPITAL PROJECT FUNDS		
	Redevelopment		Total Nonmajor Governmental
	Street Resurfacing	Parkway Plaza	Soscol Gateway
REVENUES			
Taxes			\$3,518,895
Intergovernmental	\$174,651		3,096,023
Charges for services	41,500	\$1,106	2,377,237
Investment income	(2,450)	(33,995)	268,477
Miscellaneous revenues			9,036
Total Revenues	213,701	(32,889)	9,269,668
EXPENDITURES			
Current:			
General government			2,115,420
Public works			107,257
Public safety			620,473
Parks and recreation			169,808
Redevelopment		233,860	370,838
County Fees and pass-through			123,842
Capital outlay	3,212,893	58,546	3,285,076
Debt service:			
Principal repayment			1,730,000
Interest and fiscal charges			803,648
Total Expenditures	3,212,893	292,406	9,326,362
Excess (Deficiency) of Revenues over (under) Expenditures	(2,999,192)	(325,295)	(56,694)
OTHER FINANCING SOURCES (USES)			
Transfers in	2,961,257		4,801,148
Transfers (out)		(1,654,308)	(5,560,037)
Total Other Financing Sources (Uses)	2,961,257	(1,654,308)	(758,889)
NET CHANGE IN FUND BALANCE BEFORE EXTRAORDINARY ITEM	(37,935)	(1,979,603)	(815,583)
EXTRAORDINARY ITEMS			
Assets transferred to/liabilities assumed by Successor Agency		(556,307)	(1,198,782)
Net Change in Fund Balances	(37,935)	(2,535,910)	(2,014,365)
Beginning Fund Balances (Deficit)	254,822	2,535,910	15,238,900
Ending Fund Balances (Deficit)	\$216,887		\$13,224,535



## **INTERNAL SERVICE FUNDS**

The Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City on a cost reimbursement basis.

The concept of major funds does not extend to internal service funds because they do not do business with outside parties. For the Statement of Activities, the net revenues and expenses of each internal service fund are eliminated by netting them against the operations of the City departments that generated them. The remaining balance sheet items are consolidated with these same funds in the Statement of Net Assets. However, internal service funds are still presented separately in the Fund Financial Statements.

### **Risk Management Fund**

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

### **Central Stores Fund**

The Central Stores facility was established to manage inventory for the City's Water, Streets, Electrical, Parks, Building and Facilities Maintenance Divisions, as well as emergency (disaster preparedness) and general office operations. Materials used frequently by City departments or required for emergency repair are ordered and centrally stocked in the warehouse facility located at the Corporation Yard. Consolidation of various departments' usage allows effective cost control and effective quantity control. Staff works together to reduce inventory through effective techniques such as just-in-time delivery, vendor-managed inventory and establishment of correct minimum and maximum stock quantities. Central Stores also handles in-bound and out-bound freight as needed.

### **Fleet Fund**

The Fleet Management Fund provides full-service, lifetime management of the vehicles and equipment used by all City operations. This begins with specification development and replacement scheduling, transitioning to in-service preparation, then performing regular repairs and scheduled maintenance and inspections. Also included in Fleet services are regulatory compliance, fuel data capture, decommissioning, and ultimately the disposal of said assets. The Fleet Management Division also administers the two City motor pools.

### **IT Replacement Fund**

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

### **Post-Employment Benefits Fund**

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

CITY OF NAPA  
INTERNAL SERVICE FUNDS  
COMBINING STATEMENT OF NET ASSETS  
JUNE 30, 2012

	Risk Management	Central Stores	Fleet	IT Replacement	Post Employment Benefits	Total
<b>ASSETS</b>						
Current Assets:						
Cash and investments	\$6,462,105		\$2,985,323	\$32,850		\$9,480,278
Accounts receivable			23,775		\$852,232	876,007
Federal, state and other governments	905,760					905,760
Interest receivable	19,020		8,496	97		27,613
Prepaid items	137,247					137,247
Inventory		\$435,876				435,876
Total Current Assets	7,524,132	435,876	3,017,594	32,947	852,232	11,862,781
Capital Assets:						
Nondepreciable			112,694			112,694
Depreciable, net		51,615	7,194,561			7,246,176
Total Assets	7,524,132	487,491	10,324,849	32,947	852,232	19,221,651
<b>LIABILITIES</b>						
Current Liabilities:						
Accounts payable and accrued liabilities	421,086	4,979	326,355	332		752,752
Compensated absences			12,209			12,209
Claims payable	1,641,750					1,641,750
Capital lease			61,902			61,902
Due to other funds		499,316			225,726	725,042
Total Current Liabilities	2,062,836	504,295	400,466	332	225,726	3,193,655
Long-Term Obligations:						
Net OPEB Obligation					497,475	497,475
Compensated absences		4,503	20,506			25,009
Capital lease			102,337			102,337
Claims payable	3,534,250					3,534,250
Total Liabilities	5,597,086	508,798	523,309	332	723,201	7,352,726
<b>NET ASSETS (DEFICITS)</b>						
Invested in capital assets, net of related debt		51,615	7,143,016			7,194,631
Unrestricted	1,927,046	(72,922)	2,658,524	32,615	129,031	4,674,294
Total Net Assets (Deficits)	\$1,927,046	(\$21,307)	\$9,801,540	\$32,615	\$129,031	\$11,868,925

CITY OF NAPA  
INTERNAL SERVICE FUNDS  
COMBINING STATEMENTS OF REVENUES, EXPENSES AND  
CHANGES IN FUND NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2012

	<u>Risk Management</u>	<u>Central Stores</u>	<u>Fleet</u>	<u>Information Technology</u>	<u>Post Employment Benefits</u>	<u>Total</u>
OPERATING REVENUES						
Charges for services	<u>\$4,211,959</u>	<u>\$632,011</u>	<u>\$3,560,033</u>	<u>\$178,930</u>	<u>\$1,655,000</u>	<u>\$10,237,933</u>
Total Operating Revenues	<u>4,211,959</u>	<u>632,011</u>	<u>3,560,033</u>	<u>178,930</u>	<u>1,655,000</u>	<u>10,237,933</u>
OPERATING EXPENSES						
Cost of goods sold		528,124				528,124
Employee services and benefits	63,019	106,210	761,781		1,160,706	2,091,716
Materials and services	2,377,542	13,478	1,455,570	142,032		3,988,622
Insurance premiums and claims	923,035					923,035
Depreciation		<u>4,487</u>	<u>974,271</u>			<u>978,758</u>
Total Operating Expenses	<u>3,363,596</u>	<u>652,299</u>	<u>3,191,622</u>	<u>142,032</u>	<u>1,160,706</u>	<u>8,510,255</u>
Operating Income (Loss)	<u>848,363</u>	<u>(20,288)</u>	<u>368,411</u>	<u>36,898</u>	<u>494,294</u>	<u>1,727,678</u>
NONOPERATING REVENUES (EXPENSES)						
Investment income	<u>103,526</u>	<u>(13,142)</u>	<u>36,291</u>	<u>(83)</u>	<u>1,857</u>	<u>128,449</u>
Total Nonoperating Revenues (Expenses)	<u>103,526</u>	<u>(13,142)</u>	<u>36,291</u>	<u>(83)</u>	<u>1,857</u>	<u>128,449</u>
Income (loss) before transfers	<u>951,889</u>	<u>(33,430)</u>	<u>404,702</u>	<u>36,815</u>	<u>496,151</u>	<u>1,856,127</u>
TRANSFERS						
Transfers in			147,765			147,765
Transfers (out)	<u>(318,801)</u>		<u>(192,824)</u>			<u>(511,625)</u>
Change in Net Assets	633,088	(33,430)	359,643	36,815	496,151	1,492,267
Beginning Net Assets (Deficits)	<u>1,293,958</u>	<u>12,123</u>	<u>9,441,897</u>	<u>(4,200)</u>	<u>(367,120)</u>	<u>10,376,658</u>
Ending Net Assets (Deficits)	<u><u>\$1,927,046</u></u>	<u><u>(\$21,307)</u></u>	<u><u>\$9,801,540</u></u>	<u><u>\$32,615</u></u>	<u><u>\$129,031</u></u>	<u><u>\$11,868,925</u></u>

CITY OF NAPA  
INTERNAL SERVICE FUNDS  
COMBINING STATEMENTS OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2012

	Risk Management	Central Stores	Fleet	Information Technology	Post Employment Benefits	Total
CASH FLOWS FROM OPERATING ACTIVITIES						
Receipts from customers	\$4,238,955	\$632,011	\$3,527,849	\$178,930	\$822,093	\$9,399,838
Payments to suppliers	(2,198,675)	(560,128)	(1,249,830)	(141,752)		(4,150,385)
Payments to employees	(986,054)	(104,773)	(761,201)		(1,700,787)	(3,552,815)
Cash Flows from Operating Activities	<u>1,054,226</u>	<u>(32,890)</u>	<u>1,516,818</u>	<u>37,178</u>	<u>(878,694)</u>	<u>1,696,638</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES						
Transfers in			147,765			147,765
Transfers out	(318,801)		(192,824)			(511,625)
Interfund receipts (payments)		46,032		(4,148)	225,726	267,610
Cash Flows from Noncapital Financing Activities	<u>(318,801)</u>	<u>46,032</u>	<u>(45,059)</u>	<u>(4,148)</u>	<u>225,726</u>	<u>(96,250)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES						
Acquisition of capital assets			(1,524,579)			(1,524,579)
Cash Flows from Capital and Related Financing Activities			<u>(1,524,579)</u>			<u>(1,524,579)</u>
CASH FLOWS FROM INVESTING ACTIVITIES						
Interest	<u>106,508</u>	<u>(13,142)</u>	<u>39,550</u>	<u>(180)</u>	<u>4,347</u>	<u>137,083</u>
Cash Flows from Investing Activities	<u>106,508</u>	<u>(13,142)</u>	<u>39,550</u>	<u>(180)</u>	<u>4,347</u>	<u>137,083</u>
Net Cash Flows	841,933		(13,270)	32,850	(648,621)	212,892
Cash and cash equivalents at beginning of period	<u>5,620,172</u>		<u>2,998,593</u>		<u>648,621</u>	<u>9,267,386</u>
Cash and cash equivalents at end of period	<u><u>\$6,462,105</u></u>		<u><u>\$2,985,323</u></u>	<u><u>\$32,850</u></u>		<u><u>\$9,480,278</u></u>
Reconciliation of operating income (loss) to net cash flows from operating activities:						
Operating income (loss)	\$848,363	(\$20,288)	\$368,411	\$36,898	\$494,294	\$1,727,678
Adjustments to reconcile operating income to net cash flows from operating activities:						
Depreciation		4,487	974,271			978,758
Change in assets and liabilities:						
Receivables, net	26,996		(7,470)		(832,907)	(813,381)
Other assets	3,179	580				3,759
Accounts payable and other accrued expenses	208,688	(19,106)	205,740	280		395,602
Net OPEB Obligation					(540,081)	(540,081)
Deferred revenue			(24,714)			(24,714)
Claims payable	(33,000)					(33,000)
Vacation and sick leave payable		1,437	580			2,017
Cash Flows from Operating Activities	<u><u>\$1,054,226</u></u>	<u><u>(\$32,890)</u></u>	<u><u>\$1,516,818</u></u>	<u><u>\$37,178</u></u>	<u><u>(\$878,694)</u></u>	<u><u>\$1,696,638</u></u>

<b>FIDUCIARY FUNDS</b>
------------------------

These funds are used to account for assets held by the city as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the City-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

**Private Purpose Trust Fund**

**Successor Agency to the Napa Redevelopment Agency**

To account for the activities of the Successor Agency to the Napa Community Redevelopment Agency.

**Agency Funds**

**Payroll Fund**

To account for the collection and payment of all payroll deductions made from the City employees and for monies collected from retirees to reimburse the City for their share of their health insurance premiums.

**Napa Valley Corporate Park Assessment District Fund**

To account for the collections and disbursements of the Napa Valley Corporate Park Assessment District's special assessments and bond payments.

CITY OF NAPA  
PRIVATE PURPOSE TRUST FUNDS  
STATEMENT OF NET ASSETS  
JUNE 30, 2012

	Successor Agency to the Redevelopment Agency Private-Purpose Trust Fund
<hr/>	
ASSETS	
Restricted cash and investments held by fiscal agents	\$5,414,597
Receivables, net:	
Interest	20,657
Bond costs	363,200
Capital assets:	
Land	35,480
Depreciable	82,638
Less: Accumulated depreciation	(77,036)
	<hr/>
Total Assets	5,839,536
	<hr/>
LIABILITIES	
Accounts payable	41,360
Accrued interest payable	258,013
Unearned revenue	949,027
Loan payable to the City	811,299
Long-term debt	
Due within one year	1,800,000
Due in more than one year	15,490,000
	<hr/>
Total Liabilities	19,349,699
	<hr/>
NET ASSETS	
Held in Trust for private purpose	(\$13,510,163)
	<hr/> <hr/>

CITY OF NAPA  
PRIVATE PURPOSE TRUST FUNDS  
STATEMENT OF CHANGES IN NET ASSETS  
JUNE 30, 2012

	Successor Agency to the Redevelopment Agency Private-Purpose Trust Fund
ADDITIONS	
Intergovernmental revenue	\$2,607,750
Charges for services	17,856
Investment earnings	<u>61,567</u>
Total additions	<u>2,687,173</u>
DEDUCTIONS	
Community development	144,515
Depreciation expense	430
Debt service:	
Interest and fiscal charges	<u>2,687</u>
Total deductions	<u>147,632</u>
Change in net assets before extraordinary item	<u>2,539,541</u>
EXTRAORDINARY ITEM	
Assets transferred to/ liabilities assumed by Successor Agency	<u>(16,049,704)</u>
Net assets - beginning	<u>                    </u>
Net assets (deficits) - end	<u><u>(\$13,510,163)</u></u>

CITY OF NAPA  
AGENCY FUNDS  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
FOR THE YEAR ENDED JUNE 30, 2012

	Balance July 1, 2011	Additions	Deductions	Balance June 30, 2012
<u>PAYROLL</u>				
Assets				
Cash and investments	\$682,179	\$142,546	(\$682,179)	\$142,546
Accounts receivable	134	1,322	(134)	1,322
Loan receivable	96,000	88,536		184,536
Total Assets	<u>\$778,313</u>	<u>\$232,404</u>	<u>(\$682,313)</u>	<u>\$328,404</u>
Liabilities				
Accounts payable	<u>\$778,313</u>	<u>\$232,404</u>	<u>(\$682,313)</u>	<u>\$328,404</u>
<u>NAPA VALLEY CORPORATE PARK ASSESSMENT DISTRICT</u>				
Assets				
Cash and investments	\$366,333		(\$284,597)	\$81,736
Restricted cash and investments	214,505		(214,505)	
Interest receivable	1,434	\$241	(1,434)	241
Total Assets	<u>\$582,272</u>	<u>\$241</u>	<u>(\$500,536)</u>	<u>\$81,977</u>
Liabilities				
Due to bondholders	<u>\$582,272</u>	<u>\$241</u>	<u>(\$500,536)</u>	<u>\$81,977</u>
<u>TOTAL AGENCY FUNDS</u>				
Assets				
Cash and investments	\$1,048,512	\$142,546	(\$966,776)	\$224,282
Restricted cash and investments	214,505		(214,505)	
Accounts receivable	134	1,322	(134)	1,322
Interest receivable	1,434	241	(1,434)	241
Loan receivable	96,000	88,536		184,536
Total Assets	<u>\$1,360,585</u>	<u>\$232,645</u>	<u>(\$1,182,849)</u>	<u>\$410,381</u>
Liabilities				
Accounts payable	\$778,313	\$232,404	(\$682,313)	\$328,404
Due to bondholders	582,272	241	(500,536)	81,977
Total Liabilities	<u>\$1,360,585</u>	<u>\$232,645</u>	<u>(\$1,182,849)</u>	<u>\$410,381</u>



**CITY OF NAPA  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS  
  
FOR THE YEAR ENDED  
JUNE 30, 2012**

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**CITY OF NAPA  
MEMORANDUM ON INTERNAL CONTROL  
AND  
REQUIRED COMMUNICATIONS**

**For the Year Ended June 30, 2012**

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## MEMORANDUM ON INTERNAL CONTROL

April 24, 2013

To the City Council of  
the City of Napa, California

We have audited the financial statements of the City of Napa for the year ended June 30, 2012, and have issued our report thereon dated April 24, 2013. In planning and performing our audit of the financial statements of the City of Napa as of and for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. We identified certain deficiencies in internal control that we consider to be material weaknesses that are included on the Schedule of Material Weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We identified certain deficiencies in internal control that we consider to be significant deficiencies that are included on the Schedule of Significant Deficiencies.

Included in the Schedule of Other Matters are recommendations not meeting the above definitions that we believe to be of potential benefit to the City.

The City's written responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, City Council, others within the organization, and agencies and pass-through entities requiring compliance with generally accepted government auditing standards, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Maze Associates' in a cursive, flowing script.

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**CITY OF NAPA  
MEMORANDUM ON INTERNAL CONTROL  
JUNE 30, 2012**

**SCHEDULE OF MATERIAL WEAKNESSES**

**2012-01 – Preparation of Financial Statements**

**Criteria:** The City's financial statements must be complete and accurate prior to the start of the final phase of the audit in order for the audit to be completed on a timely basis.

**Condition:** The City's financial statements provided for our audit in October 2012 were not completed. As a result, the financial statements were significantly revised several times between October 2012 and March 2013.

**Effect:** Substantial amount of time was spent in order to get the City's financial statements to its final version. As a result, the audit opinion could not be issued until April 2013.

**Cause:** The combination of the City's goal to provide roll-ups to the auditors (for the first time), along with the separation of the Finance Manager in March 2012, and the additional work resulting from the dissolution of the Redevelopment Agency impacted the City's ability to meet the October deadline for preparation of the preliminary financial statements.

**Recommendation:** In order to ensure that the financial statements are ready for the audit timely, adequate staff resources should be allocated for the financial statements preparation. A detailed time schedule should be mapped out for the process. In addition, proper support in the form of education and training throughout the year should be provided to staff that prepares the financial statements.

**Management Responses:** The City has been able to create backup reports in the financial system that will significantly reduce the amount of time required by staff to prepare the financials in anticipation of the audit team's arrival.

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**CITY OF NAPA**  
**MEMORANDUM ON INTERNAL CONTROL**  
**JUNE 30, 2012**

**SCHEDULE OF SIGNIFICANT DEFICIENCIES**

**2012-02 – Timely Preparation of Bank Reconciliations**

**Criteria:** Cash and investments are the asset at greatest risk of misappropriation. Reconciliations of these items play an important role in the effectiveness of an entity's internal control structure. Reconciliations should be prepared on a timely basis, generally within 30 day of receiving the statements from the financial institutions, and reviewed by an employee other than the preparer.

**Condition:** During our interim and final phase of the audit, we tested the City's bank and investment reconciliations and noted the following:

Investment accounts: We reviewed the State of California Local Agency Investment Fund (LAIF) reconciliations for Napa Community Redevelopment Agency (NCRA), the City of Napa Public Facilities Financing Authority (NPFFA), the Housing Authority of the City of Napa, and the City for the month of January 2012 and noted that the City accountant prepared the reconciliations. However, there was no evidence of a review.

Checking accounts: We reviewed bank reconciliations for the City's general checking account, MDF collections, and MDF refunds for the months of August 2011 and January 2012 and noted that a City accountant prepared the reconciliations. However, there was no evidence of a review. In addition, we also reviewed reconciliations for the credit card, liability insurance, CRD recware, and the Housing Authority of the City of Napa account for the month of August 2011. We noted a City accountant prepared the reconciliations but the reconciliations were not reviewed until February 2012. We also noted the June 2012 bank reconciliations were not prepared and/ or reviewed timely for the following bank accounts: primary checking account, credit card, CDR recware, the Housing Authority of the City of Napa, Laurel Manner, MDF collection, Rapid Pay, RSSS escrow account, and the Successor Agency to the Napa Community Redevelopment Agency.

**Effect:** Any errors and/or check fraud may not be detected in a timely manner. The Uniform Commercial Codes provides that under certain conditions, the most important being timely bank reconciliation, depositors who detect fraudulent transactions and inform their banks timely may not be responsible for the fraud loss.

**Cause:** Although the preparation and review of bank reconciliations is a high priority of the Finance Department (both the Accountants, the Audit & Accounting Supervisor, and the Finance Manager), the impact of the Finance Manager's departure resulted in a number of items falling off-schedule.

**Recommendation:** The City should consider reconciliation of bank and investment accounts as a high priority. Review and approval of all bank reconciliations should be completed timely.

**Management Reponses:** In order to more appropriately distribute the workload, and ensure the bank reconciliations are completed in a timely manner, the preparation of a number of the bank reconciliations has been reassigned to Account Technicians in the department. Additionally, a full-time Accountant was hired in September, 2012 replacing a part-time consultant, which will also enable the timely review and reconciliation of the City's Investment and Checking accounts.

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**SCHEDULE OF SIGNIFICANT DEFICIENCIES**

**2012-03 – Internal Controls Over Wire Transfers**

**Criteria:** For a good internal control in wire transfers, all wire transfers should be initiated by one employee and authorized by a different employee.

**Condition:** During our testing of wire transfers, we noted a wire transfer from the City's liability insurance account to the City's operating checking account, initiated on January 31, 2012, was prepared and phoned in by the same employee.

**Effect:** The lack of segregation of duties in wire transfers created potential risk for undetected fraud and error.

**Cause:** The City has set up an online banking system that does not allow the same person to prepare and authorize the same wire transaction. However, we were informed by City staff that the City had technical issues with using the software. As a result, the phone-in system was used instead.

**Recommendation:** We recommend the City work with the bank to resolve issues of the online banking in order to utilize the online wire transfer feature in the system.

**Management Responses:** The City now requires the on-line entry of a wire transfer by one employee (Accountant), and the on-line authorization of the wire transfer (via the use of a token) by a second employee (Director of Finance, Finance Manager, Accounting & Audit Supervisor). It is no longer possible for a single employee to conduct a wire transfer from City accounts.

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**SCHEDULE OF OTHER MATTERS**

**2012-04 - Outstanding Checks**

**Criteria:** The City should have a policy to follow up on stale dated checks that have been outstanding for a period of time.

**Condition:** Per review of the outstanding checklists accompanying the January 2012 bank reconciliation, we noted the following:

General checking: There were 96 checks that totaled to \$19,250 in the City's checking bank account that had been outstanding for more than 6 months. These checks are dated as far back as 7/16/09.

MDF refunds: There were 30 checks that totaled to \$19,751 in the MDF refunds bank account that had been outstanding for more than 6 months. These checks are dated as far back as 12/10/07.

The Housing Authority of the City of Napa: There were 130 checks that totaled to \$8,825 in the Housing Authority checking account that had been outstanding since 5/1/07.

Per review of the outstanding checklists accompanying the June 2012 bank reconciliation, we noted the following:

There were 267 accounts payable checks that totaled \$43,339. These checks are dated as far back as 6/3/2005. There were 29 Payroll Checks that totaled \$2,577. These checks are dated as far back as 4/15/2005.

**Effect:** The City's cash balance could have been misstated due to the stale dated checks.

**Cause:** The City does not have an established procedure in handling for outstanding checks.

**Recommendation:** The City should implement a policy to follow up, every six months, on checks that have been outstanding for a period of time.

**Management Responses:** In accordance with the approved policy, each year the Finance department will identify each item in an amount greater than \$15.00 that has remained unclaimed for three (3) years or more. After following the outlined procedure, the funds will be transferred to the General Fund. Checks of less than \$15.00 that have remained unclaimed for a period of one (1) year or more will be transferred to the General Fund after going through the procedure outlined in the policy. HUD funds that have remained unclaimed for a period of three (3) years or more as of the fiscal year end, will be transferred to the State of California in accordance with the policy (and California Code of Civil Procedure Sections 1500).

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**MEMORANDUM ON INTERNAL CONTROL**  
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**SCHEDULE OF OTHER MATTERS**

**2012-05 - The Accounting and Audit Supervisor's Access to Disbursements and Payroll Modules**

**Criteria:** Employees who have access to the electronic signatures and blank check stock should not have access to the general ledger, payroll module or the accounts payable module. In addition, payroll and accounts payable processing should be segregated from the function of check register review and bank reconciliations.

**Condition:** During our internal control testing, we noted that the Accounting and Audit Supervisor who has full-access to the general ledger, payroll module and the accounts payable module, is also responsible for reviewing the check registers and has access to the electronic signatures and blank check stock.

**Effect:** An employee who has full access to the various modules, as noted above, could potentially run their own registers and payments without anyone knowing.

**Cause:** The City feels that the Accounting and Audit Supervisor needs full access to the accounts payable and payroll module because she is the back-up person for the payroll and accounts payable functions.

**Recommendation:** The City should review the various duties assigned to the Accounting and Audit Supervisor. Her access to the payroll and accounts payable modules should be limited to inquiry only. If she needs full access to the payroll or the account payable module, the function of payroll or accounts payable review should be performed by another employee who cannot run payroll or process accounts payable, and does not have access to blank check stock or electronic signatures.

**Management Responses:** The electronic signatures access for payroll checks will be removed from the Accounting and Audit Supervisor as soon as the Finance Department staffing level has stabilized. She currently provides this service in a backup capacity only - however due to numerous vacancies in the department it would not be prudent to not have sufficient backup when two of the three accountants are not in the office every other Friday. Currently the Accountants and the Finance Manager who have read only access to the Payroll module currently have access to the electronic signatures. The creation of all new employees, full time, part time, extra help and retired annuitants, is performed in the Human Resource department (HR). HR department creates the new record, assigns the job classification and step which is tied to the salary or pay rate range. The record is then sent to Finance Department where the benefits are assigned and any other special types of pay such as automobile allowance or telephone stipend. In addition the system has login which is turned on for the Employee Master screen. Any and all changes are logged. The log includes what change was made, the user who made the change, and the date and time stamp for when the change was made. The check stock is locked in a cabinet and the key is held by the Finance Manager.

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**SCHEDULE OF OTHER MATTERS**

**Upcoming Governmental Accounting Standards Board Pronouncements**

The following pronouncements are effective in fiscal year 2012/13:

**GASB 60 - *Accounting and Financial Reporting for Service Concession Arrangements***

The objective of this proposed Statement is to establish accounting and financial reporting requirements for service concession arrangements (SCAs), which are a type of public-private or public-public partnership arrangement. As used in this proposed Statement, an SCA is an arrangement between a transferor (a government) and an operator (governmental or nongovernmental) in which:

- a. The transferor conveys to the operator the right and related obligation to provide public services through the operation of a capital asset (referred to in this standard as “facility”).
- b. The operator collects and is compensated with fees from third parties.
- c. The transferor is entitled to significant residual interest in the service utility of the facility at the end of the arrangement.
- d. The transferor determines or has the ability to modify or approve what services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services.

Service Concession Arrangements include, but are not limited to:

- a. Arrangements in which the operator will design and build a facility and will obtain the right to collect fees from third parties (for example, construction of a municipal complex for the right to lease a portion of the facility to third parties).
- b. Arrangements in which the operator will provide an up-front payment or a series of payments in exchange for the right to access an existing facility (for example, a parking garage) and collect fees from third parties for its usage.
- c. Arrangements in which the operator will design and build a facility (for example, a new tollway), finance the construction costs, provide the associated services, collect the associated fees, and convey the facility to the government at the end of the arrangement.

**Disclosures Related to Service Concession Arrangements (SCA)**

The following information should be disclosed in the notes to financial statements of transferors and governmental operators for SCAs:

- a. A general description of the arrangement in effect during the reporting period, including management’s objectives for entering into it and, if applicable, the status of the project during the construction period.

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b. The nature and amounts of assets, liabilities, and deferred inflows of resources related to an SCA that are recognized in the financial statements.

c. The nature and extent of rights retained by the transferor or granted to the governmental operator under the arrangement.

**GASB 61 - *The Financial Reporting Entity – Omnibus – An Amendment for GASB Statement No. 14 and No. 34 – Component Unit Focus***

This Statement modifies certain requirements for inclusion of component units in the financial reporting entity. **For organizations that previously were required to be included as component units by meeting the fiscal dependency criterion, a financial benefit or burden relationship also would need to be present between the primary government and that organization for it to be included in the reporting entity as a component unit.** Further, for organizations that do not meet the financial accountability criteria for inclusion as component units but that, nevertheless, should be included because the primary government's management determines that it would be misleading to exclude them, this Statement clarifies the manner in which that determination should be made and the types of relationships that generally should be considered in making the determination.

This Statement also amends the criteria for reporting component units as if they were part of the primary government (that is, blending) in certain circumstances. **For component units that currently are blended based on the “substantively the same governing body” criterion, it additionally requires that (1) the primary government and the component unit have a financial benefit or burden relationship or (2) management (below the level of the elected officials) of the primary government have operational responsibility (as defined in paragraph 8a) for the activities of the component unit.** New criteria also are added to require blending of component units whose total debt outstanding is **expected to be repaid entirely or almost entirely with resources of the primary government.** The blending provisions are amended to clarify that funds of a blended component unit have the same financial reporting requirements as a fund of the primary government. Lastly, additional reporting guidance is provided for blending a component unit if the primary government is a business-type activity that uses a single column presentation for financial reporting.

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**GASB 62 - *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements***

The objective of this Statement is to incorporate into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements:

1. Financial Accounting Standards Board (FASB) Statements and Interpretations
2. Accounting Principles Board Opinions
3. Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedure.

This Statement also supersedes Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting, thereby eliminating the election provided in paragraph 7 of that Statement for enterprise funds and business-type activities to apply post-November 30, 1989 FASB Statements and Interpretations that do not conflict with or contradict GASB pronouncements. However, those entities can continue to apply, as other accounting literature, post-November 30, 1989 FASB pronouncements that do not conflict with or contradict GASB pronouncements, including this Statement.

The provisions of this Statement are organized by topic. Each topic contains provisions derived from FASB and AICPA pronouncements that address the subject matter. The order in which the topics are presented corresponds to the order of the primary locations within the GASB *Codification of Governmental Accounting and Financial Reporting Standards*, where the topics are codified.

The requirements in this Statement will improve financial reporting by contributing to the GASB's efforts to codify all sources of generally accepted accounting principles for state and local governments so that they derive from a single source. **This effort brings the authoritative accounting and financial reporting literature together in one place**, with that guidance modified as necessary to appropriately recognize the governmental environment and the needs of governmental financial statement users. It will eliminate the need for financial statement preparers and auditors to determine which FASB and AICPA pronouncement provisions apply to state and local governments, thereby resulting in a more consistent application of applicable guidance in financial statements of state and local governments.

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**GASB 63 - Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position**

This Statement provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. *Concepts Statement No. 4, Elements of Financial Statements*, introduced and defined those elements as a consumption of net assets by the government that is applicable to a future reporting period, and an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities.

*Concepts Statement 4* also identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in *Statement No. 34, Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by **renaming that measure as net position, rather than net assets.**

**The objective of this Statement is to provide guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures.**

State and local governments enter into transactions that result in the consumption or acquisition of net assets in one period that are applicable to future periods. *Concepts Statement No. 4, Elements of Financial Statements*, identifies those consumptions or acquisitions as deferred outflows of resources and deferred inflows of resources, respectively, and distinguishes them from assets and liabilities. This Statement provides guidance for reporting deferred outflows of resources and deferred inflows of resources balances.

*Concepts Statement 4* identifies net position as the residual of all other elements presented in a statement of financial position. It is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. This Statement provides guidance for reporting net position within a framework that includes deferred outflows of resources and deferred inflows of resources, in addition to assets and liabilities.



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**SUMMARY:**

- Statement of Net Position The statement of net position should report all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. Governments are encouraged to present the statement of net position in a format that displays assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, although a balance sheet format (assets plus deferred outflows of resources equals liabilities plus deferred inflows of resources, plus net position) may be used. Regardless of the format used, the statement of net position should report the residual amount as net position, rather than net assets, proprietary or fiduciary fund balance, or equity. Net position represents the difference between all other elements in a statement of financial position and should be displayed in three components—net investment in capital assets; restricted (distinguishing between major categories of restrictions); and unrestricted.
- Net Investment in Capital Assets Component of Net Position The net investment in capital assets component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.
- Restricted Component of Net Position The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.
- Unrestricted Component of Net Position The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.
- Financial Reporting for Governmental Funds Deferred outflows of resources and deferred inflows of resources that are required to be reported in a governmental fund balance sheet should be presented in a format that displays assets plus deferred outflows of resources, equals liabilities plus deferred inflows of resources, plus fund balance.

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**CITY OF NAPA  
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**SCHEDULE OF CURRENT STATUS OF PRIOR YEAR SIGNIFICANT DEFICIENCIES**

**2011-01: Internal Controls over Wire Transfers**

**Criteria:** Wire transfers should be initiated by one employee and authorized by another. Furthermore, employees who authorize wire transfers should not perform bank or investment account reconciliation.

**Condition:** During the interim phase of the audit, we noted that the City's bank only performed call-back confirmations on wire transactions over \$1,000,000. In addition, out of the six employees who could authorize wire transfers, one was a super-user to the City's financial system and three others performed bank or investment account reconciliations.

**Effect:** Allowing an employee to generate a wire transfer as well as to perform account reconciliations creates an opportunity for undetected fraud and error.

**Cause:** The City was in the process of setting up an online banking system that will not allow the same person to prepare and authorize/approve wire transactions.

**Recommendation:** During the interim phase of the audit, we recommended the City implement the online banking system as soon as possible.

**Management Response 2010-2011:** While there are 6 employees who can initiate wire transfers, the City's internal practice was to have a wire transfer initiated by one employee, and approved by a second employee who does not perform bank reconciliations. The bank performed call back verifications on wire transfers over \$1 million, but the wires were internally approved by a supervisor regardless of amount. The City has since implemented call back verifications for wire transfers of any amount, and is working toward completing the implementation of the online wire transfer system which requires one person to initiate a wire, and a second person to approve the wire before it is released by the bank.

**Current Year Status:** See Current Year Significant Deficiency 2012-03.

**Management Response:** The City now requires the on-line entry of a wire transfer by one employee (Accountant), and the on-line authorization of the wire transfer (via the use of a token) by a second employee (Director of Finance, Finance Manager, Accounting & Audit Supervisor). It is no longer possible for a single employee to conduct a wire transfer from City accounts. Although these transfers also now require authorization via a token, it should be noted that in this particular transfer, funds moved between City Accounts, and never left the bank.

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**SCHEDULE OF CURRENT STATUS OF PRIOR YEAR OTHER MATTERS**

**2011-02: The Accounting and Audit Supervisor's access over Payroll**

**Criteria:** Employees who have access to electronic signatures should not also have access to blank check stock or payroll module.

**Condition:** The Accounting and Audit Supervisor who has full-access to the payroll module is responsible for reviewing payroll register. The Accounting and Audit Supervisor also has access to electronic signatures, blank check stock, and general ledger module.

**Effect:** Without proper review by another employee, one who has various accesses as mentioned above could create a fake employee or adjust one's pay without being detected.

**Cause:** The City feels that the Accounting and Audit Supervisor needs full access to the payroll module because she is the back-up person to run payroll, and because the City is still in process of implementing the remainder of the HR and Payroll modules, and the Accounting and Audit Supervisor is the project manager for that implementation. In addition, as a mitigating factor, the Accounting and Audit Supervisor needs the Finance Manager's approval to access the check stock.

**Recommendation:** The City should review the various duties assigned to the Accounting and Audit Supervisor. Her access to the module should be limited to inquiry only. If she needs full access to the payroll module, the function of payroll review should be done by another employee who cannot run payroll run, and do not have access to the blank check stock or electronic signatures.

**Management Response 2010-2011:** The electronic signatures access for payroll checks can be removed from the Accounting and Audit Supervisor. Currently the Accountants and the Finance Manager who have read only access to the Payroll module currently have access to the electronic signatures. The creation of all new employees, full time, part time, extra help and retired annuitants, is performed in the Human Resource department (HR). HR department creates the new record, assigns the job classification and step which is tied to the salary or pay rate range. The record is then sent to Finance Department where the benefits are assigned and any other special types of pay such as automobile allowance or telephone stipend. In addition the system has logging which is turn on for the Employee Master screen. Any and all changes are logged. The log includes what change was made, the user who made the change, and the date and time stamp for when the change was made. The check stock is locked in a cabinet and the payroll technician obtains the key from the Finance Manager.

**Current Year Response:** See Current Year Other Matter 2012-05.

**Management Response:** The electronic signatures access for payroll checks will be removed from the Accounting and Audit Supervisor as soon as the Finance Department staffing level has stabilized. She currently provides this service in a backup capacity only - however due to numerous vacancies in the department it would not be prudent to not have sufficient backup when two of the three accountants are not in the office every other Friday. Currently the Accountants and the Finance Manager who have read only access to the Payroll module currently have access to the electronic signatures. The creation of all new employees, full time, part time, extra help and retired annuitants, is performed in the Human Resource department (HR). HR department creates the new record, assigns the job classification and step which is tied to the salary or pay rate range. The record is then sent to Finance Department where the benefits are assigned and any other special types of pay such as automobile allowance or telephone stipend. In addition the system has login which is turned on for the Employee Master screen. Any and all

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**SCHEDULE OF CURRENT STATUS OF PRIOR YEAR OTHER MATTERS**

changes are logged. The log includes what change was made, the user who made the change, and the date and time stamp for when the change was made. The check stock is locked in a cabinet and the key is held by the Finance Manager.

**2011-03: Long-Term Debt Continuing Disclosure**

**Criteria:** Under the covenants of the City's Parkway Plaza Redevelopment Bond Series 2003 A and B, the 2004 Solid Waste Revenue Bonds, and the 2007 Water Revenue Bonds, the City must prepare an Annual Report no later than nine months after the end of the City's fiscal year. The Report should be filed by either the City or the bond trustee with the Municipal Securities Rule making Board (MSRB). These covenants have been made in order to comply with Securities Exchange Commission Rule 15c2-12(B)(5).

**Condition:** As of June 8, 2011, the City had not filed the Annual Reports, due March 31, 2011, for the Parkway Plaza Redevelopment Bond Series 2003 A and B, the and the 2007 Water revenue bonds.

**Effect:** The City was not in compliance with the Bond covenant.

**Cause:** The trustee is responsible for filing the Annual Report for the City's Parkway Plaza Redevelopment Bonds Series 2003 A and B, and the 2007 Water Revenue Bonds. The City is responsible for filing the Annual Disclosure for the 2004 Solid Waste Revenue Bonds. The Annual Report for the 2004 Solid Waste Revenue Bonds was filed on March 29, 2011. Due to significant changes in staffing, the City did not have a mechanism in place to ensure that the trustee filed the Annual Reports for the Parkway Plaza Redevelopment Bond Series 2003 A and B or the 2007 Water Revenue Bonds.

**Recommendation:** The City should ensure that the Annual Report is filed timely with MSRB. If the Trustee is responsible for the filing, the City should follow up to make sure that the filing is being completed by the deadline.

**Management Response 2010-2011:** The City has set up automatic reminders with both the trustee and internal staff to be sure the Annual Reports are filed timely in the future.

**Current Year Status:** Although the City did provide the trustee with disclosure information on March 30, 2012 for the 2004 Solid Waste Revenue Bonds, the information was not filed on the website until April 12, 2012 the 2004 Solid Waste Revenue Bonds. In addition, the Parkway Plaza Redevelopment Bond Series 2003 A, B and C also were not posted to the website until April 12, 2012.

**Management Response:** The City has set up automatic reminders with both the trustee and internal staff to be sure the Annual Reports are filed timely in the future. Additionally the City has now established an account on MSRB (EMMA) as a backup to file the disclosures ourselves, in the event Union Bank does not upload our disclosure by the requested date.

**2011-04: Capital Asset Physical Inventory**

**Criteria:** The City should conduct a physical inventory of their capital assets periodically to ensure that its capital assets records are complete and physical assets are safeguarded. In addition, the City should tag its capital assets for tracking purposes.

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**SCHEDULE OF CURRENT STATUS OF PRIOR YEAR OTHER MATTERS**

**Condition:** The City has not performed a physical inventory of its capital assets since May 2009. In addition, the City's capital assets are not tagged.

**Effect:** Movable capital assets are subject to the risk of misplacement or theft.

**Cause:** The City capitalizes assets over \$5,000. The City feels that most of these assets are fixtures such as roads and bridges that are deemed as unnecessary to inventory.

**Recommendation:** We recommend that the City annually performs a physical inventory on capital assets a rotational basis to verify the existence of capital assets recorded in the City's books. We also recommend that the City tags its movable capital assets to prevent theft.

**Management Response 2010-2011:** The City is considering the option of increasing the capitalization threshold to \$25,000. Fleet assets are tracked within the FleetFocus module and are on a maintenance schedule by which the vehicles are serviced every year. The inventory is thus completed over the duration of the year when the vehicles are brought in for service. The City is currently developing a Capital Asset Policy and Procedure manual, which will include an annual inventory of all assets.

**Current Year Status:** The City still has not performed a physical inventory of its capital assets since May 2009 and the City's continues not to tag their capital assets.

**Management Response:** The City is considering the option of increasing the capitalization threshold to \$25,000. Fleet assets are tracked within the Fleet Focus module and are on a maintenance schedule by which the vehicles are serviced every year. The inventory is thus completed over the duration of the year when the vehicles are brought in for service. The City is currently developing a Capital Asset Policy and Procedure manual, which will include an annual inventory of all assets. Additionally the City is in the final stages of implementing the Fixed Asset Module in IFAS, which will be finalized to operate as a parallel system for the FY 2012-13 audit.

**2011-05: Evidence of Review of Check Register's**

**Criteria:** To ensure proper review of the check register has taken place, there should be documentation indicating the employee who reviewed the check registers and the date that review occurred.

**Condition:** During the interim phase of the audit, we were informed that the Accounting and Audit Supervisor reviewed the City's check registers. However, there was no indication on the current year check registers that reviews have taken place.

**Effect:** The lack of physical evidence of review made it hard for the City to ensure that the procedure was in place.

**Cause:** It was the City's procedure to review the check register electronically. At the time of the interim audit, there was no report developed within set up in the system to indicate a review had been performed.

**Recommendation:** During the interim phase of the audit, we recommended that the City implement a log to indicate who reviewed the check register and when the review takes place.

**CITY OF NAPA  
MEMORANDUM ON INTERNAL CONTROL  
JUNE 30, 2012**

**SCHEDULE OF CURRENT STATUS OF PRIOR YEAR OTHER MATTERS**

**Management Response 2010-2011:** The City has developed a report within the financial system to show the review and electronic approval of each invoice prior to the printing of the checks.

**Current Year Status:** The City's check registers continue to lack evidence that there is a review procedure in place. Also see Significant Deficiency 2012-02.

**Management Response:** The City has developed a report within the financial system to show the review and electronic approval of each invoice prior to the printing of the checks. Additionally a process providing independent review of the payroll register was developed and is currently in the final review stages.

**2011-06 -- Information System Review**

We conducted an Information Systems Review with our audit which encompassed the financial information system and the network environment that houses it. Currently, there are no Information Technology standards to which local governments are required to conform. Indeed there are a wide variety of informal guidelines and suggested controls from many different organizations which local governments can use to implement appropriate controls to ensure adequate security over information technology. Our Information Technology staff has reviewed these informal guidelines and concluded that the certification and accreditation framework developed by the National Institute of Standards and Technology (NIST) for the Federal Information Security Management Act (FISMA) are the most appropriate for local government<sup>1</sup>. NIST and FISMA represent the minimum security requirements for federal government agencies information systems. NIST recommends these for state and local governments. Our procedures included performing an external network scan based on NIST criteria and in determining that internal control provides for:

- Internet access defenses including hacker prevention, detection and deterrent systems
- Security of data from physical or network access
- Adequately protecting data from unauthorized internal access
- Reasonable measures to ensure continuation of service
- Information systems risk management

While the results of our work did not indicate material weaknesses, we noted the following which could be improved.

***Payment Card Industry Compliance***

The City is not in compliance with the Payment Card Industry Data Security Standard (PCI-DSS). Any organization that processes credit cards is required to comply with PCI-DSS, even if the processing is outsourced. Failure to meet compliance requirements results in higher transaction fees and liability if a security breach is found. Since the City accepts credit cards as a form of payment, the City must be compliant with the applicable controls.

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<sup>1</sup> "State, local, and tribal governments, as well as private sector organizations are encouraged to consider using these guidelines, as appropriate." NIST SP 800-37 Rev 1 pg 11



**CITY OF NAPA  
MEMORANDUM ON INTERNAL CONTROL  
JUNE 30, 2012**

**SCHEDULE OF CURRENT STATUS OF PRIOR YEAR OTHER MATTERS**

***Management Response:***

A policy delineating the steps for the City to comply with the PCI standards is nearing final approval. Following adoption of this policy, the City will conduct training regarding data security for staff who handling credit card data and conduct the tests called for in the policy and the PCI-DSS.

***Current Year Status:*** No change in current year.

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## REQUIRED COMMUNICATIONS

April 24, 2013

To the City Council of  
The City of Napa, California

We have audited the financial statements of the City of Napa as of and for the year ended June 30, 2012, and have issued our report thereon dated April 24, 2013. Professional standards require that we advise you of the following matters relating to our audit.

**Financial Statement Audit Assurance:** Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit in accordance with generally accepted auditing standards does not provide absolute assurance about, or guarantee the accuracy of, the financial statements. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is an inherent risk that material errors, fraud, or illegal acts may exist and not be detected by us.

**Other Information Included with the Audited Financial Statements:** Pursuant to professional standards, our responsibility as auditors for other information in documents containing the City's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. Our responsibility also includes communicating to you any information that we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements. This other information and the extent of our procedures is explained in our audit report.

**Accounting Policies:** Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during 2012. The following pronouncement became effective but did not have a material effect on the financial statements:

**GASB 64 - *Derivative Instruments: Application of Hedge Accounting Termination Provisions, an amendment of GASB Statement No. 53***

Some governments have entered into interest rate swap agreements and commodity swap agreements in which a swap counterparty, or the swap counterparty's credit support provider, commits or experiences either an act of default or a termination event as both are described in the swap agreement. Many of those governments have replaced their swap counterparty, or swap counterparty's credit support providers, either by amending existing swap agreements or by entering into new swap agreements. When these swap agreements have been reported as hedging instruments, questions have arisen regarding the application of the termination of hedge accounting provisions in Statement No. 53, Accounting and Financial Reporting for Derivative Instruments. Those provisions require a government to cease hedge accounting upon the termination of the hedging derivative instrument, resulting in the immediate recognition of the deferred outflows of resources or deferred inflows of resources as a component of investment income.

The objective of this Statement is to clarify whether an effective hedging relationship continues after the replacement of a swap counterparty or a swap counterparty's credit support provider. This Statement sets forth criteria that establish when the effective hedging relationship continues and hedge accounting should continue to be applied.

**Unusual Transactions, Controversial or Emerging Areas:** No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during 2012.

- As discussed in Note 17 to the financial statements, the State enacted laws which dissolved Redevelopment Agencies effective January 31, 2012. The City elected to become a Housing Successor to the Redevelopment Agency and pursuant to the laws it is recipient to the encumbered housing assets of the former Redevelopment Agency. All other assets were distributed to and all of the Redevelopment Agencies liabilities were assumed by a Successor Agency governed by an Oversight Board. This Successor Agency is reported as a private purpose trust fund.

**Estimates:** Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The most sensitive accounting estimates affecting the financial statements are fair values of investments and depreciation of capital assets.

As of June 30, 2012, the City, held approximately \$108.5 million of cash and investments as measured by fair value. Fair value is essentially market pricing in effect as of June 30, 2012. These fair values are not required to be adjusted for changes in general market conditions occurring subsequent to June 30, 2012.

Management's estimate of depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 1H to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

**Disagreements with Management:** For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Retention Issues:** We did not discuss any major issues with management regarding the application of accounting principles and auditing standards that resulted in a condition to our retention as the City's auditors.

**Difficulties:** We encountered no serious difficulties in dealing with management relating to the performance of the audit.

**Audit Adjustments:** For purposes of this communication, professional standards define an audit adjustment, whether or not recorded by the City, as a proposed correction of the financial statements that, in our judgment, may not have been detected except through the audit procedures performed. These adjustments may include those proposed by us, but not recorded by the City, that could potentially cause future financial statements to be materially misstated, even though we have concluded that the adjustments are not material to the current financial statements.

We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the City's financial reporting process.

**Uncorrected Misstatements:** Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the audit committee.

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This report is intended solely for the information and use of the City Council and management and is not intended to be and should not be used by anyone other than these specified parties.

*Mage & Associates*

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CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.H.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Chris Burgeson, Fleet Manager

Subject: Approve Accelerated Purchase of Scheduled Replacement Police Patrol Cars

**ISSUE STATEMENT:**

Adopt a resolution approving a purchase order with Courtesy Chevrolet for five 2013 Chevrolet Caprice 9C1 PPV patrol cars and authorizing a budget appropriation.

**DISCUSSION:**

For the 2013-2014 fiscal year, five patrol cars are due for scheduled replacement. Those cars are unit #s 2207, 2215, 2217, 2218, and 2219. The planned replacement vehicles are 2013 Chevrolet Caprice 9C1 PPV sedans.

The order-to-delivery window is a large one with this particular model, estimated at 6 to 9 months.

The City of Napa's regional Government Sales representative for Chevrolet contacted the Fleet Division about the immediate availability of five (5), 2013 year model Caprice 9C1 PPV sedans; 3 with partial upfits and 2 base cars without upfits. These cars are currently at Courtesy Chevrolet in San Jose and available for purchase. Due to the dealership's mistake in ordering, they have reduced the prices for these vehicles. The specifications for these vehicles match up perfectly with the City of Napa's patrol car specifications, down to the exact same key code.

The five Caprice PPV sedans currently available are a limited opportunity purchase. Staff recommends the City take advantage of this opportunity by accelerating this purchase by 6 months and purchasing in FY2012-2013. The City benefits positively in two areas:

- Eliminate the 6 - 9 month order-to-delivery delay, while still getting vehicles with the exact specification we require.
- Save over \$2,100 per car by taking advantage of this opportunity now.

**FINANCIAL IMPACTS:**

The base price quote of \$27,783 per car is \$2,131 less than our last purchase order for the same year model cars. The issuance of that purchase order was a result of a bid process involving 3 vendors, one of which was a local Napa vendor. That vendor responded with an intent to bid; however, no bids were received from them, and no responses were received to several follow-up emails and phone calls.

These five replacement vehicles were planned for replacement in FY2013-14. If this action is approved, the FY 2013-14 budget request will be adjusted downward to reflect the adjusted timing. The funding for this purchase is available in the Fleet Fund.

This action increases the Fleet Replacement Fund appropriation for Vehicles (61004-57402) by \$160,342.56 and accelerates the purchase of five Police patrol cars approximately 6 months to take advantage of a \$2,000/car, or \$10,000 total savings. There is no negative impact.

**CEQA:**

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

1. Attachment 1: Resolution approving a purchase order with Courtesy Chevrolet for five patrol cars and authorizing a budget appropriation
2. Attachment 2: Courtesy Chevrolet Quote #280381 (with options)
3. Attachment 3: Courtesy Chevrolet Quote #280386 (no option)

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution approving a purchase order with Courtesy Chevrolet for five 2013 Chevrolet Caprice 9C1 PPV patrol cars and authorizing a budget appropriation.



RESOLUTION R2013\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, APPROVING A  
PURCHASE ORDER WITH COURTESY CHEVROLET FOR  
FIVE 2013 CHEVROLET CAPRICE 9C1 PPV PATROL  
CARS AND AUTHORIZING A BUDGET APPROPRIATION

WHEREAS, five (5) patrol cars are scheduled and funded for replacement in fiscal year 2013-2014; and

WHEREAS, the Chevrolet Caprice 9C1 PPV is the City of Napa standardized platform for Police patrol cars; and

WHEREAS, five (5) Chevrolet Caprice 9C1 PPV patrol cars that meet City of Napa specifications are available for immediate delivery from Courtesy Chevrolet at a one-time reduced price; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby determines that the Recommended Action is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

3. The City Council hereby approves a purchase order with Courtesy Chevrolet for a total amount of \$160,342.56 for five (5) Chevrolet Caprice 9C1 PPV vehicles and makes the following findings in support of the purchase of this specialty item in accordance with the requirements of Napa Municipal Code 2.91.050(A)(1)-(5):

a. City staff has taken the steps to evaluate the choices of patrol car replacements available to serve the City's needs including a competitive bidding process – all choices have a 6 - 9 month order-to-delivery window.

b. The City's needs are met by this purchase by eliminating the delivery time lag with vehicles immediately available. Additionally, this purchase saves the City \$2,131 per car over our current order price based on recent bids.

## ATTACHMENT 1

4. The City Council hereby authorizes the appropriation increase of \$160,342.56 to the Fleet Replacement Fund for Vehicles (61004-57402) for fiscal year 2012-2013.

5. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21<sup>st</sup> day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

# *Courtesy* Chevrolet Fleet Department

## Quick Quote

**Company Name:** City of Napa # 280381  
C/O Chris Burgeson  
Fleet Manager

**Model:** 2013 Chevrolet Caprice PPV **Engine:** 3.6L **Trans :** Auto

	<u>Fleet Price</u>
<b>Selling Price</b>	\$ 27,783.65
<b>Additional Options</b>	
KERR Industries * As Per Invoice	\$ 2,718.50
<b>Total Selling Price</b>	<b>\$ 30,502.15</b>
<b>Sales Tax</b>	\$ 2,668.93
<b>Lic. Fee/Doc</b>	\$ 80.00
<b>OTD Price</b>	<b>\$ 33,251.08</b>

* <b>Delivery Per Car</b> ( Optional )	\$ 85.00
--	----------

### David Xepoleas

Commercial / Fleet manager

Courtesy Chevrolet

O. 408.572.8981

C. 650.455.6683



# *Courtesy* Chevrolet Fleet Department

## Quick Quote

**Company Name:** City of Santa Rosa #280386  
C/O Chris Burgeson  
Fleet Manager

**Model:** 2013 Chevrolet Caprice PPV **Engine:** 3.6L **Trans :** Auto

	<u>Fleet Price</u>
<b>Selling Price</b>	\$ 27,783.65
<b>Additional Options</b>	
* No Kerr upfits	
<b>Total Selling Price</b>	<u>\$ 27,783.65</u>
<b>Sales Tax</b>	\$ 2,431.01
<b>Lic. Fee/Doc</b>	\$ 80.00
<b>OTD Price</b>	<u>\$ 30,294.66</u>

* <b>Delivery Per Car</b> ( Optional )	\$ 85.00
--	----------

Note \* No Charge - If kerr will deliver

### David Xepoleas

Commercial / Fleet manager

Courtesy Chevrolet

O. 408.572.8981

C. 650.455.6683



CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 4.I.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Julie Lucido, Senior Civil Engineer

Subject: Budget Appropriation for Evaluation Study of City Hall Consolidation Alternatives

**ISSUE STATEMENT:**

Adopt a resolution authorizing a budget appropriation in the amount of \$120,000 from the CIP Building Reserve Account to the General Fund non-recurring account (49320) for an evaluation study of City Hall consolidation alternatives.

**DISCUSSION:**

The City has completed several studies over the past decade to examine the feasibility of consolidating City facilities. A comprehensive evaluation of alternatives tiering off previous studies is the required next step in order to determine current costs and opportunities, options for phasing, and potential financing strategies available.

Currently, the City's administrative staff is scattered among seven separate office buildings in the downtown area. The City owns five of these buildings while two are leased spaces. The City spends approximately \$200,000 per year on leases for office space. The Parks and Recreation Services Department will also be required to relocate when the Flood Project's Bypass construction contract begins, creating an additional need for space.

The current facilities do not fully support the operational needs of the departments and the buildings are inefficient to operate and maintain due to their age and separation. Some of the operational deficiencies include:

- Public access is confusing or difficult to obtain City services; due to the number of locations of administrative staff, the customer can be confused and may be required to go to multiple locations for service.
- Redundancy of support spaces exists due to separation of offices; these include restrooms, reception areas, break rooms, storage and conference rooms.
- Expansion is needed; several departments have outgrown the available office space resulting in overcrowding and reduced productivity.

-- Uneven standards exist; many of the structures were modified to offices from other uses which has led to less effective work areas, inefficient use of space, and non-standard furniture systems.

-- Service areas are inappropriate, lacking or redundant; in some buildings the space dedicated to document storage is subject to flooding or other water damage and some janitorial/maintenance spaces are either redundant or lacking.

-- Sustainability objectives could be better obtained; well-planned consolidated facilities could reduce operation and maintenance costs, reduce Green House Gas emissions, and be a catalyst for downtown housing and private reinvestment on existing City properties or adjacent sites.

The proposed evaluation of consolidation alternatives will address operational deficiencies and tie-in the recent facility study for Police and Fire Administration that conducted an operational needs assessment and prepared recommended facility program requirements. The upcoming evaluation will recommend the most favorable locations for safety and non-safety consolidated facilities in order to best leverage City property assets and create the greatest economic impacts by potentially making some of the City's downtown properties available for redevelopment.

The consultant previously hired to prepare the feasibility analysis of the joint City/County facilities, Jones Lang LaSalle (JLL), has studied the City's operations and downtown facilities, has the specific experience, and is capable of preparing the consolidation evaluation efficiently for the City. Authorization of the requested appropriation will fund a professional services agreement with JLL to prepare a consolidated facilities alternative evaluation and make recommendations on actions to proceed. JLL will also provide brokerage services to the City for property acquisition, if necessary, for the preferred alternative under a separate contract.

#### **FINANCIAL IMPACTS:**

The Recommended Action will appropriate funds in the amount of \$120,000 from the CIP Building Reserve Account (30199-62301-CIPBLDGRSV-62301) to the General Fund non-recurring account (49320-61301-49320-53201). As of April 30, 2013, approximately \$2.7 million was available in the Capital Reserve for funding of future activities. Approval of the pending action will reduce this balance to \$2.58 million.

#### **CEQA:**

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

#### **DOCUMENTS ATTACHED:**

1. Attachment 1: Resolution authorizing budget appropriation



**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution authorizing a budget appropriation for an evaluation study of City Hall consolidation alternatives.



RESOLUTION R2013 \_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, AUTHORIZING A BUDGET  
APPROPRIATION FOR AN EVALUATION STUDY OF CITY  
HALL CONSOLIDATION ALTERNATIVES

WHEREAS, the City requires specialized services to determine current costs and opportunities, options for phasing, and potential financing strategies available for consolidating City Hall facilities; and

WHEREAS, it is proposed to fund the evaluation of City facilities consolidation alternatives using funds available in the CIP Building Reserve Account; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.
2. The City Council hereby determines that the Recommended Action is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).
3. The City Council hereby authorizes the appropriation of funds in the amount of \$120,000 from the CIP Building Reserve Account (30199-62301-CIPBLDGRSV-62301) to the General Fund non-recurring account (49320-61301-49320-53201).
4. This Resolution shall take effect immediately upon its adoption.

## ATTACHMENT 1

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21<sup>st</sup> day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

ADMIN CALENDAR  
AGENDA ITEM 5.A.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Mark Tomko, Senior Civil Engineer

Subject: 911 Memorial Garden Project Update

**ISSUE STATEMENT:**

Update on the progress of the 911 Memorial Garden Project.

**DISCUSSION:**

In September 2009, the City received a notice from the September 11th Families' Association indicating that the Port Authority was accepting requests from organizations to obtain portions of the World Trade Center steel for the purpose of creating public memorials across the country. This prompted City staff to contact local business owners in order to gauge the level of interest in providing volunteer services in support of a potential September 11 memorial project. Staff learned that there was broad and enthusiastic community support behind the creation of a local public memorial to honor the memory of those who lost their lives on September 11, 2001. That community interest allowed Napa to obtain six artifact steel pieces and start a community project that melded City and community resources in order to move the project forward.

On December 7, 2010, City Council directed staff to initiate the project and move forward on design details and implementation of the project. Based on Council direction, staff worked with community volunteers which ultimately turned into the formation of the "Napa September 11 Coalition" (9/11 Coalition) lead by Napa resident Jim Asbury. The Coalition is comprised of volunteers throughout the community and includes architects, engineers, project managers, contractors, logistic specialists, and other community members necessary to complete the project. City staff from Public Works, Fire, Community Development, Parks and Recreation, City Attorney's and City Manager's office have worked together with the Coalition to move this project forward.

On February 15, 2011, City Council selected a City-owned park site adjacent to Napa Creek west of Main Street for the September 11 Memorial. The site has access and visibility, is located along a prominent section of Main Street, and is connected to key pedestrian linkages along Brown Street. The proximity to the Napa Creek provides a tranquil setting and fits in with the reflective nature of the project design intent.

The project design is anchored by a sculpture that will place four steel beam artifacts vertically in a pattern encircled by a low stone wall. Glass panels containing the names of the victims and details of the project and how it came to Napa will be attached to the beams. The steel will remain in its natural form, and be situated in a manner that will allow people to touch and walk through the steel. Earthen embankments behind the stone seat wall will help to create a sense of space within a relatively flat area. From Main Street, a concrete pathway will break into two paths – one toward the memorial space and another with direct connection to Brown Street and Dwight Murray Plaza. The site will be landscaped and include numerous new trees. A portion of the site adjacent to Napa Creek will remain open, providing a view corridor over the creek and Main Street Bridge to the hills along east Napa. The space will create a gathering place along the Downtown pedestrian trail system and the proposed park improvements and memorial will provide for a place of reflection, learning, healing, and inspiration for Napa and visitors to our community.

Construction on the project began in April of this year. The site has been demolished and cleared. Excavation has begun for all three concrete and steel foundations that will hold the art pieces. The steel pieces are currently being worked on to add steel plates to the bottom of each piece to allow anchorage to the foundations. Once the foundations are complete, work will begin on the various underground utilities needed to serve this project – electrical, storm drain and irrigation. It is anticipated that the steel pieces and glass panels will be in place by the end of June. This will be followed by concrete flat work and landscaping which is expected to be completed by August.

To date, the 9/11 Coalition is continuing to raise funds for this project. The City has contributed \$120,000 to the project already from its Public Art Fund. These funds helped pay for the manufacture of the glass panels and the steel fabrication. Additional funds are still needed in the amount of approximately \$35,000 to complete the entire project. That is above and beyond what staff is anticipating to be donated in the way of materials (i.e. concrete, pipe, wire, etc.) and labor and equipment. The 9/11 Coalition has mobilized and is actively approaching the community in an effort to obtain other donations.

The project provides an exciting opportunity for Napa to both honor the victims of the September 11, 2001, tragedy and re-affirm the commitment of Napa's residents to the community by creating a well-designed memorial. The partnership with the City of Napa and the Napa 9/11 Coalition has been the driving force behind the project and all aspects of the project are being completed in good faith to serve as a model for future projects of this nature.

#### **FINANCIAL IMPACTS:**

The project is being funded by the City's Public Art Fund and donations. In addition, there is donated labor by several area contractors. City staff time is being absorbed into individual division budgets.

#### **CEQA:**

The project is Categorically Exempt pursuant to CEQA Guidelines Section 15301(c), modifying an existing park area into the 911 Memorial Garden.

**DOCUMENTS ATTACHED:**

1. Attachment 1: 911 Memorial Garden Plan

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

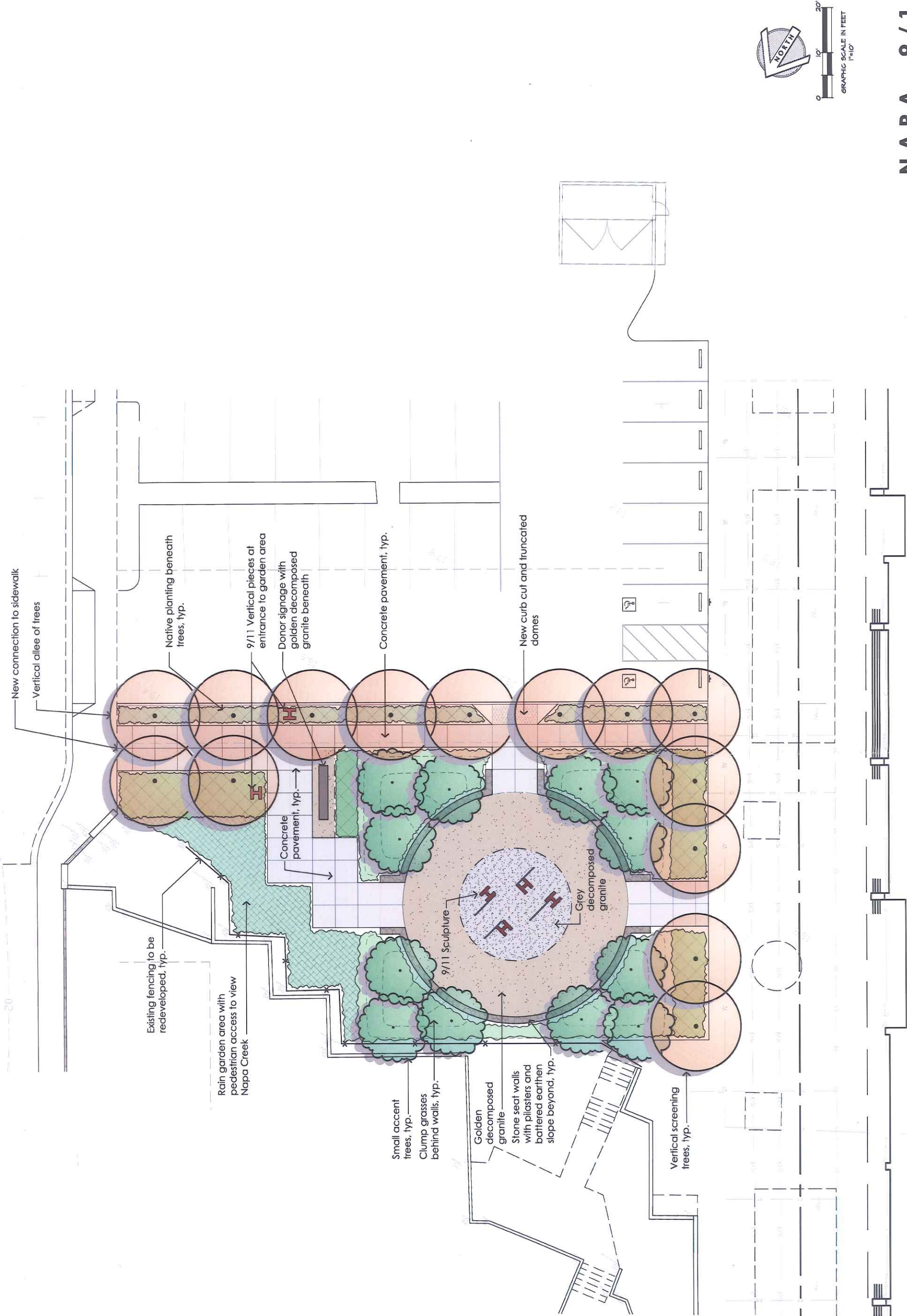
No formal action necessary.

None.





NAPA 9/11  
MEMORIAL PROJECT  
4/20/11







CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

ADMIN CALENDAR  
AGENDA ITEM 5.B.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Mike Parness, City Manager

Prepared by: Deanna Andrews, Finance Manager

Subject: Fiscal Year 2012-2013 Third Quarter Report

**ISSUE STATEMENT:**

Adopt a Resolution Approving and Adopting Amendments to the Budget for the 2012-13 Fiscal Year.

**DISCUSSION:**

The attached document is the City's Third Quarter Report for Fiscal Year 2012-13 (January 1 through March 31, 2013). The report includes a financial section which provides information on General Fund revenue and expenditures through the first quarter of this fiscal year. The report compares revenue sources and department expenditures to the budgeted amounts for each category, as well as to the average revenue and expenditure amounts for the same periods over the past five years. An analysis of each of the three major revenues categories (property tax, sales tax, and transient occupancy tax) is provided. Information about national, state and local economic indicators and concerns is also provided.

The report also includes a section discussing the City's Investment Portfolio. This section includes an overview of the portfolio's performance for the period, a detailed listing of investment assets, and a copy of the City's Investment Policy.

The third section of the report includes a description and status report of some of the key work program items that were scheduled for the 2012-13 fiscal year. The project reports, which focus on the project tasks occurring within this fiscal year are presented to keep the Council and the general public apprised of the priorities that have been assigned to the departments and to provide information on the progress achieved through the second quarter of this fiscal year. Significant progress has been made and staff is moving forward on several projects. Twelve of the 24 projects are in process to be completed on time and five projects have been completed. There are five projects behind schedule, one is on hold, and one has been withdrawn. A brief synopsis of the contributing factors for the change in schedule for the five projects that are behind, the one project that has been withdrawn, and the one that is on hold, is provided below:

--Public Art Master Plan – the Community Development Department has been impacted by an employee's extended medical leave resulting in the responsibility for shepherding the project through to completion to be shifted to the CDD Director and Planning Manager. Additionally, this is a newly-formed committee and time was set aside by staff to inform the Public Art Steering Committee of the regulations contained in the art ordinance, its roles and responsibilities, and familiarize the group with public process.

-Heritage Napa – this project was scheduled to be completed on June 30, 2013 but due to shifts in staff workload the completion date has been delayed to August 2013.

- AMR Ambulance Contract – the project was originally scheduled to be completed by March 31, 2013. Due to delays in AMR's review of the agreement, staff is optimistically requesting that the due date be adjusted to June 30, 2013.

- Geographic Neighborhood Policing - The community survey information tabulation has taken longer than expected coupled with the employee assigned to this project had an unexpected absence from work. This has caused the entire project to fall behind and staff is requesting an adjusted due date of June 30, 2013.

-- Kennedy Park Master Plan – at the request of City Council, a joint City Council and Parks and Recreation Commission meeting was added to the schedule. Due to scheduling conflicts a meeting could not be scheduled until April 2013. In addition, City Council requested that the Napa Valley Community College also be included in the planning process for this project. These additions to the project scope have added an additional 30-60 days to the project schedule. Staff now anticipates that this project will not be completed until October 2013.

-Analyze & Implement Police Reserve Officer Program - This program is on hold until the department fills the full time Police Officer positions.

-Analyze & Implement Plan for 311 Non-Emergency No. - This project is being withdrawn due to the lack of available staff resources to complete this project at this time.

The fourth section contains our project reports on the City's Capital Improvement Projects. Summary status reports on select Capital Improvement Projects are provided for review and consideration.

The final section of the Quarterly Report is the summary information collected from our Customer Service software system for City Council review and consideration. These reports allow the Council to track the nature and number of service requests received from the public and to monitor the administration's responsiveness to those requests. The Quarterly Report is a public document that will be made available on the City's website, in the City Clerk's Office and at the Finance Department.

## **FINANCIAL IMPACTS:**

Approval of the recommended budget adjustments will result in a net \$0 impact to General Fund Operating Revenues, and an increase of \$0.3 million in Non-Recurring revenues.

**CEQA:**

The City Manager has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: Resolution to approve and adopt amendments to the budget for the 2012-2013 fiscal year.

Attachment 2: Third Quarter Report as of March 31, 2013

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a Resolution approving and adopting Amendments to the Budget for the 2012-13 Fiscal Year.



RESOLUTION R2013 \_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, APPROVING AND  
ADOPTING AMENDMENTS TO THE BUDGET FOR THE  
2012-13 FISCAL YEAR

WHEREAS, the City Council adopted the budget for the 2012-13 fiscal year on June 21, 2011; and

WHEREAS, the City Council adopted the Mid-Cycle Budget Adjustments for the 2012-13 fiscal year on June 5, 2012; and

WHEREAS, based upon information received subsequent to the adoption of the budget and mid-cycle reviews, the City Manager has prepared and proposed amendments to the budgeted revenues for the 2012-13 fiscal year; and

WHEREAS, the City Council has considered all information related to this matter, as presented at public meetings of the City Council, including any supporting reports by City Staff, and any information provided during those public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby approves and adopts amendments to the Budget for the 2012-13 fiscal year as provided in the attached Exhibit A.
2. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.
3. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21<sup>st</sup> day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

## EXHIBIT A

## Amendments to Fiscal 2012-13 General Fund Budget

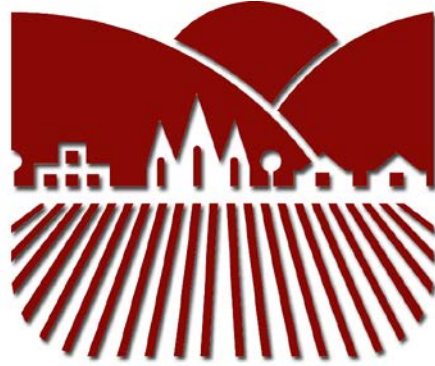
**Revenue**

<b>General Fund</b>	<b>FY 12-13 Adopted Budget</b>	<b>Projection</b>	<b>Adjustment</b>
Property Tax	23,109,826	23,109,826	-
Sales Tax	13,415,172	13,915,172	<b>500,000</b>
Transient Occupancy Tax	12,840,293	12,840,293	-
Business License Tax	2,800,000	2,800,000	-
Other Taxes	1,709,922	1,484,922	<b>(225,000)</b>
Licenses and Permits	1,200,000	1,200,000	-
Charges for Services	4,997,855	4,997,855	-
Intergovernmental	792,537	617,537	<b>(175,000)</b>
Investment Earnings	150,000	150,000	-
Miscellaneous Revenues	304,239	204,239	<b>(100,000)</b>
Transfers In	4,033,452	4,033,452	-
<b>Total Operating Revenues</b>	<b>\$65,352,917</b>	<b>\$65,352,917</b>	<b>\$0</b>

**Non Recurring Revenue**

<b>General Fund</b>	<b>FY 12-13 Adopted Budget</b>	<b>Projection</b>	<b>Adjustment</b>
Property Tax	2,115,591	2,119,384	-
Charges for Services	1,696,583	1,696,583	-
Intergovernmental	647,235	647,235	-
Miscellaneous Revenues	6,000	339,258	<b>333,258</b>
<b>Total Non-Recurring Revenues</b>	<b>\$4,465,409</b>	<b>\$4,802,460</b>	<b>\$333,258</b>





# CITY of NAPA

## Third Quarter Report FY 2012-2013



**CITY MANAGER**  
955 School Street  
Mailing Address:  
P.O. Box 660  
Napa, California 94559-0660  
(707)- 257-9501  
FAX (707) 257-9534

May 21, 2013

Honorable Mayor and Council Members:

Presented for your review and approval is the City of Napa's 3<sup>rd</sup> quarter financial report for FY2012-13. The intent of this report is to provide Council with current information regarding the status of the City's financial position and to provide regular updates regarding the status of departmental priority projects. The report describes the revenue collection numbers from major sources and also provides information on fiscal year expenditures.

The report also includes a section addressing the City's investment portfolio. This section outlines the status of the investment portfolio and provides information on the performance, or return on investments.

In addition, the report contains reports describing ongoing priority projects being addressed by the various City departments. Each project includes a description of the underlying goal for the project, describes the process and timeline being followed to complete the effort, and assigns responsibility for each activity. These reports are intended to keep the Council informed of the status of projects that have been assigned with priority status. It also serves as a communication vehicle to ensure that the City Council and staff are working on the right priorities and the direction of each project is consistent with the goals of the City Council. We anticipate coming back to you in future reports with updates to project timelines as we continue to adjust City priorities based on workload demand and changing resources.

The fourth section of the report contains a summary status of select Capital Improvement Projects for review and consideration. These reports provide an overview and map of the projects, as well as updates on the status, schedule, and costs to-date.

The last section of the report provides information collected from our *Customer Service* software system. This information allows the Council to track the nature and number of service requests received from the public and to monitor the administration's responsiveness to those requests.

In order to better serve your needs, please let me know if you have comments or suggestions regarding the content or organization of this report.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Parness', with a stylized, flowing script.

Mike Parness  
City Manager



## Quarterly Financial Report *As of March 31, 2013*

### **Introduction**

This report provides an analysis of the City's General Fund revenues and expenditures for the third quarter of the 2012-13 fiscal year.

### **Management's Overview**

The City's two year budget for fiscal years 2011-12 and 2012-13 was adopted by the City Council on June 21, 2011. The Mid-Cycle review, which included adjustments to structurally balance FY 2012-13 was adopted by the City Council on June 5, 2012. The 1<sup>st</sup> Quarter report was presented to the City Council on November 20, 2012. The City Council reviewed the 2<sup>nd</sup> Quarter report on February 19, 2013. The purpose of the quarterly report is to provide regular updates regarding revenue and expenditure trends to ensure the City Council has an understanding of the City's current financial condition. The numbers in this report are based on revenues and expenditures through March 31, 2013. A discussion of the significant budget items is presented below.

### **FY 2012-13 Budget**

The FY 2012-13 Budget as originally adopted estimated revenues of \$59.2 million to fund expenditures of \$63.1 million with the resulting \$3.9 million shortfall to be funded from operating reserves. The June 2012 Mid-Cycle adjustment increased the FY2012-13 revenue projection by \$3.0 million to \$62.2 million and reduced expenditure appropriations by \$1.0 million to \$62.1 million, resulting in a balanced General Fund budget. The Mid-Cycle increase of revenues and expenditure reductions (made of up programmatic reductions and employee concessions) combined to not only balance the FY 2012-13 budget, but also to provide for balanced budgets through the six-year Long Term Financial Plan period.

The projected operating position for the FY2012-13 budget (resulting from approved budget adjustments) increased the anticipated June 30, 2013 operating surplus to \$2.1 million.

### **Budget Update**

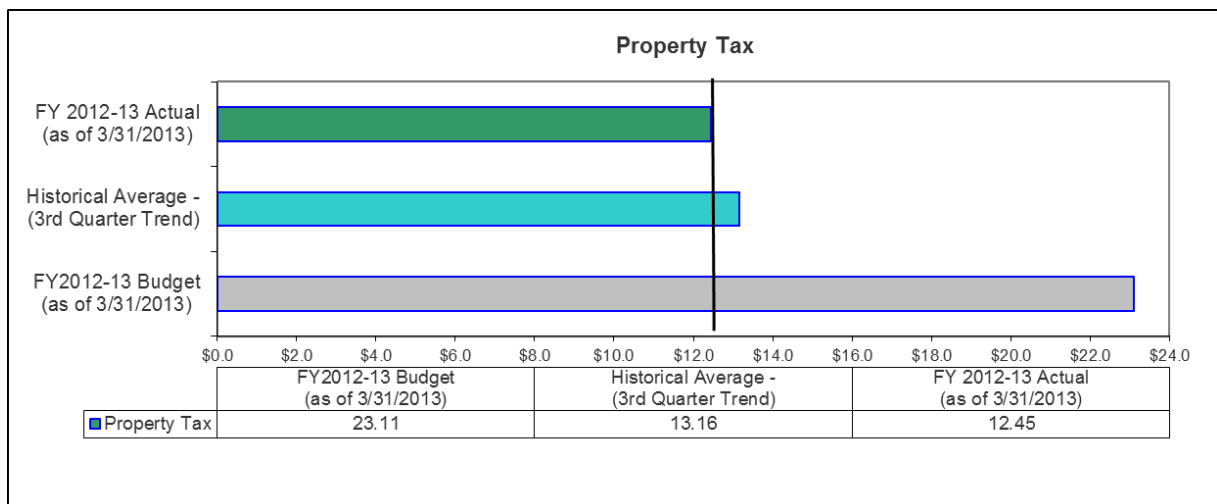
Staff has recently completed a thorough analysis of the City's major revenue sources and expenditure trends through March 31, 2013. Operating revenues are currently projected to be consistent with the \$65.4 million budget amount while operating expenditures are projected to end the year at \$62.3 million which is \$1.0 million under the budgeted allocation. This will increase the projected year

end operating surplus to \$3.1 million. Of this amount, \$0.3 million is considered to be one-time in nature, as it is related to existing position vacancies (e.g. Public Safety, Human Resources, Finance) and departmental operating cost savings. The remaining \$2.8 million, consisting of property tax (increased home values and sales activity), sales tax (increased activity) and transient occupancy tax (higher occupancy rates) is considered to be on-going and sustainable.

## **Major Revenues**

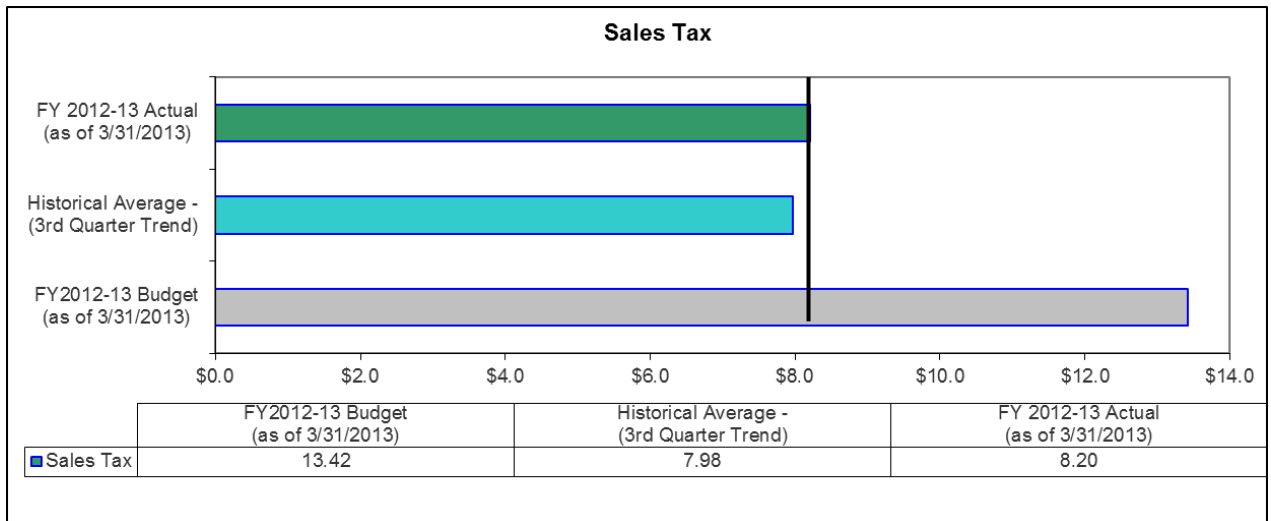
**Property Tax** - The FY 2012-13 Property Tax Receipts were originally budgeted at \$22.4 million, then increased to \$22.7 million during the Mid-Cycle budget review. Property Tax revenue was further increased by \$0.4 million in November (to \$23.1 million) as part of the 1<sup>st</sup> Quarter report, due to increased activity in the real estate market.

The City's major source of property tax revenue to the General Fund is residential property (77.6%), followed by commercial property (12.2%) and industrial property (5.1%). The \$12.45 million received to date is the first installment of FY2012-13 property tax revenue from the County. The second installment is typically received in the 4<sup>th</sup> Quarter. Although it appears we are behind the 5-year trend by approximately \$0.7 million, we are confident that FY 2012-13 property tax revenues will be near the estimated budget.



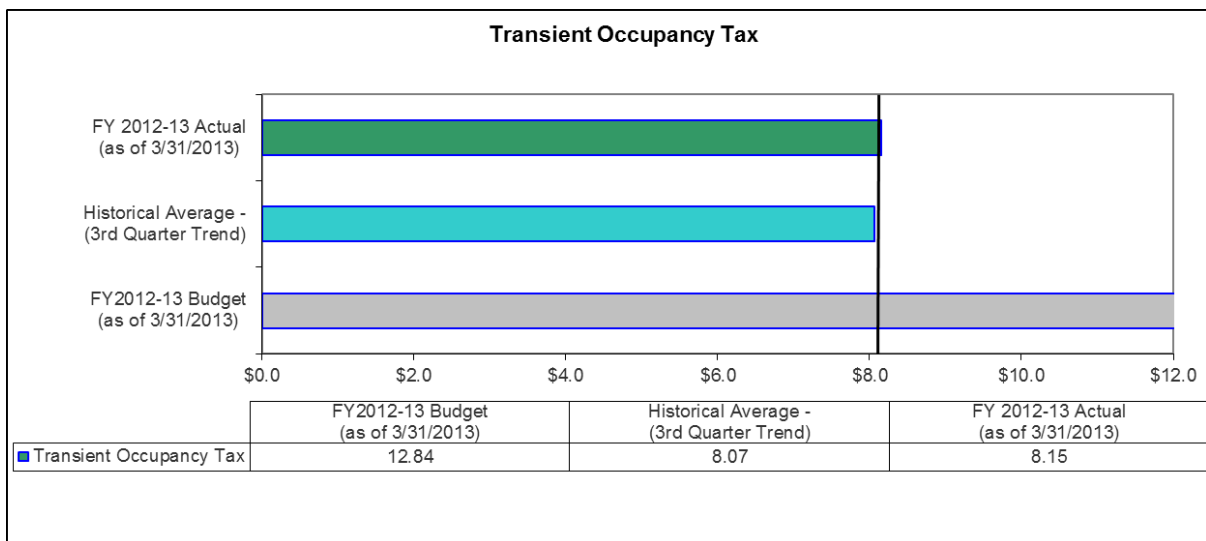
**Sales Tax** – Sales Tax for FY 2012-13 was originally budgeted at \$12.3 million, and then amended to \$12.7 million during the Mid-cycle review. An additional increase of \$0.7 million was approved during the 1<sup>st</sup> Quarter report, increasing the total Sales Tax revenue projection for FY 2012-13 to \$13.4 million.

The following graph tracks the Sales Tax (on sales through December 31, 2012) as compared to the third quarter average trend over the past five years and indicates that we are ahead of that trend by \$0.2 million. It is projected the Sales Tax revenue will exceed the budget by \$0.5 million (\$13.9 million) based on the most recent data from MuniServices.



**Transient Occupancy Tax** - Tourism in the Napa Valley continues to strengthen, providing additional indication of the economic recovery. FY 2012-13 TOT Revenue was originally budgeted at \$10.6 million then increased to \$10.8 during the Mid Cycle review. The 1<sup>st</sup> Quarter report further increased this revenue projection by \$0.7 million for a total of \$11.5 million, and the 2<sup>nd</sup> Quarter report increase estimates by an additional \$1.3 million to \$12.8 million. There are currently 24 hotels, 19 bed and breakfast establishments and 36 vacation rentals generating transient occupancy tax revenue within the City.

The following graph tracks the Transient Occupancy Tax (as remitted by hotels, inns, etc. for stays through October 31, 2012) as compared to the second quarter average trend over the past five years and indicates that we are slightly ahead of that trend by \$0.08 million.



## **Other Revenues**

Based on receipts through March 31, 2013, the following Revenue adjustments are recommended:

Other Taxes (primarily made up from Franchise Fee Revenues), was over-stated in the Budget, and should be reduced by \$225,00 to \$1.5 million.

Intergovernmental Revenue budget is recommended to be reduced by \$175,000 to reflect the VLF revenue that is no longer being passed through to the City by the State.

Miscellaneous Revenues are recommended to be reduced by \$100,000 (to \$0.2 million)

## **Expenditures**

As of March 31, 2013, all departments were operating within their approved budget allocations. The following table provides the expenditure budget and actual spent to date for each department through March 31, 2013. Although Public Works expenditures appear high at this time, increased Capital Project activity during the 4<sup>th</sup> Quarter is anticipated to significantly reduce the charges to General Fund, bringing the projected annual expenditures in line with the approved budget.

<b>Expenditures by Department</b>	<b>Budget 3/31/2013 (\$ in Millions)</b>	<b>Actual 3/31/2013 (\$ in Millions)</b>	<b>%</b>
City Council / City Clerk	1.00	0.63	62.99%
City Manager	1.17	0.74	62.83%
Finance	5.33	3.52	66.08%
City Attorney	0.93	0.60	64.42%
Human Resources	1.07	0.65	60.65%
Community Development	3.17	2.06	64.95%
General Government	3.46	2.55	73.76%
Police Department	21.17	15.04	71.06%
Fire Department	12.91	9.59	74.29%
Public Works	6.59	5.28	80.16%
Parks & Recreation	6.48	4.75	73.28%
<b>Subtotal Expenditures</b>	<b>63.26</b>	<b>45.40</b>	<b>71.76%</b>

## **Operating Position**

As noted in the Budget Update section beginning on page 1 of this report, the FY 2012-13 General Fund budget is currently projecting a positive operating position of \$3.1 million (4.9% of the General Fund expenditure budget).

## Other City Funds

In addition to the General Fund, the Quarterly Report also provides a snapshot of the City's Proprietary Funds. These funds are made up of Enterprise Funds and Internal Service Funds. A listing of these funds and summary of the quarterly activity follows below:

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

**Internal Service Funds** - Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments of the city. Napa's Internal Service Funds include: Fleet Management, Central Stores, Information Technology Replacement, Risk Management, and Post-Employment Benefits.

The table below lists the activity for each of the Enterprise or Internal Service Funds through March 31, 2013.

Proprietary Fund		FY 2012-13 Budget (as of 3/31/2013)	FY 2012-13 Actual (as of 3/31/2013)	Actual to Date %
Solid Waste & MDF	Revenues	28,406,100	18,533,239	65.24%
Solid Waste & MDF	Operating Expenditures	28,617,056	15,777,070	55.13%
Solid Waste & MDF	Capital & Non Recurring Expenditures	4,521,869	166,212	3.68%
Fund Balance Addition/(Reduction)		(4,732,825)	2,589,958	-
Golf Operating Revenue	Operating Revenues	1,834,137	1,178,808	64.27%
Golf Operating Expenditures	Operating Expenditures	1,788,186	1,179,097	65.94%
Fiscal Year Net Operating Position		45,951	(289)	
Fund Balance Addition/(Reduction)		45,951	(289)	-
Water	Revenues	26,333,971	15,893,936	60.36%
Water	Operating Expenditures	26,598,512	13,640,060	51.28%
Water Capital Expenditures	Capital & Non Recurring Expenditures	6,006,703	1,653,059	27.52%
Fund Balance Addition/(Reduction)		(6,271,244)	600,817	-
Fleet Replacement Revenues		3,188,600	2,446,322	76.72%
Fleet Replacement Expenditures		3,471,516	2,702,922	77.86%
Fund Balance Addition/(Reduction)		(282,916)	(256,600)	
Central Stores	Revenues	674,957	510,849	75.69%
Central Stores	Expenditures	644,432	411,356	63.83%
Fund Balance Addition/(Reduction)		30,525	99,493	
IT Replacement	Revenues	169,550	126,142	74.40%
IT Replacement	Expenditures	169,550	94,931	55.99%
Fund Balance Addition/(Reduction)		-	31,211	
Risk Management	Revenues	4,319,214	2,318,814	53.69%
Risk Management	Expenditures	5,291,001	3,112,466	58.83%
Fund Balance Addition/(Reduction)		(971,788)	(793,652)	
Post Employment Benefit	Revenues	1,255,969	714,935	56.92%
Post Employment Benefit	Expenditures	1,255,969	1,351,219	107.58%
Fund Balance Addition/(Reduction)		-	(636,284)	

Four funds currently are experiencing a negative operating position as of March 31, 2013.



- a. As has been the case for quite some time, **Golf Operations** expenditures are outpacing revenues. Although the deficit does not appear to be large at this point it is important to note the \$125K contribution from General Fund approved in December 2012 (R2012 153)
- b. The **Fleet Fund** expenditures do not follow a consistent pattern, but rather are related to the value and replacement schedule of the equipment planned each year. The revenues, however, do follow a consistent pattern of 1/12 being assessed and received each month.
- c. The **Risk Fund** expenditures do not follow a consistent pattern, but rather are related to current litigation or settlement negotiations. The budgeted short-fall in the risk fund in FY 2012-13 is the result of a carry forward of funds that were originally approved in FY 2011-12, however the payment was not made until FY 2012-13.
- d. Expenditures from the **Post Employment Benefit Fund** are made both to the Trust Fund, and also as health plan reimbursement to our Retirees. After the final payroll, but prior to the closing of the fiscal year, a reimbursement will be made from the Trust Fund to the Post Employment Benefit Fund which will bring this fund into a net \$0 operating position.

### **What We Are Watching**

#### **Nationally:**

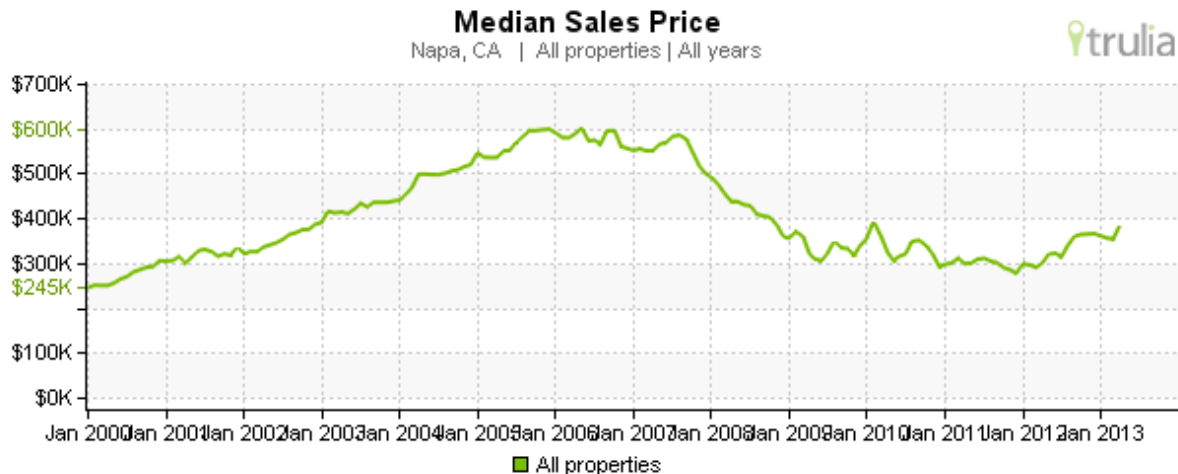
We continue to be cautiously optimistic for the future as the recovery from the economic recession makes slow but steady progress. In particular, we will continue to pay close attention to the unsettled financial climate in Washington from the impact of the January actions on the fiscal cliff to the impending debt ceiling discussion, to make sure we understand and are able to adjust to how resulting decisions or policies will affect the national, state and local economies.

#### **State:**

At the State level, the condition of the economy remains fragile. Even with the passage of Proposition 30 on the November ballot, the true economic impact to the state remains uncertain as the tax increases will have an impact on both businesses and citizens. Additionally, the financial impacts to local communities of the dissolution of the Redevelopment Agencies across the state continue to be unclear. On a positive note, the unemployment rate in the state, although still high (9.4% in March as reported by the U.S. Bureau of Labor Statistics) has fallen 1.2% since the beginning of the fiscal year (July, 2012 unemployment was 10.6%)

#### **Local Economic Condition:**

The City of Napa continues to realize growth in its major taxes (property, sales and TOT). Additionally the housing market is continuing to strengthen, as the median house prices rose 28.5% between March 2012 and March 2013.



The local unemployment rate has also shown signs of recovery as the number has fallen 1.0% from 7.7% in July, 2012 to 6.7% in March 2013. The impact from the upcoming BottleRock event is unknown at this time; however the Sales tax projections have been modified assuming a strong May and June. We will continue to monitor these trends to ensure we remain responsive to growing needs, yet cautious through the remainder of the fiscal year.

### **Recommendation**

Adopt a Resolution Approving and Adopting Amendments to the Budget for the 2012-13 Fiscal Year, with the following adjustments:

#### **Operating Revenues:**

- Increase Sales Tax Revenues by \$0.5 million (IFAS 41940.31301)
- Decrease Other Tax Revenues by \$0.2 million (IFAS 41940.316xx)
- Decrease Intergovernmental Revenues by \$0.2 million (IFAS 41940.33551)
- Decrease Miscellaneous Revenues by \$0.1 million (IFAS 41940.35001)

#### **Non-Recurring Revenues:**

- Increase Miscellaneous Revenues by \$0.3 million (IFAS 49940.35001)

# Financial Update - General Fund Attachment A

	<b>FY 2012-13 Budget</b> <i>(as of 3/31/2013)</i>	<b>FY 2012-13 YTD</b> <i>(as of 3/31/2012)</i>	<b>% to date</b> <i>(Budget to Actual)</i>	<b>Projected</b> <i>(as of 3/31/2013)</i>	<b>Third Quarter Adjustment</b>
<b>Operating Revenues</b>					
Property Tax	23,109,826	12,445,791	54%	23,109,826	-
Sales Tax	13,415,172	8,201,215	61%	13,915,172	500,000
Transient Occupancy Tax	12,840,293	8,149,852	63%	12,840,293	-
Business License Tax	2,800,000	2,190,357	78%	2,800,000	-
Other Taxes	1,709,922	833,173	49%	1,484,922	(225,000)
Licenses and Permits	1,200,000	917,605	76%	1,200,000	-
Charges for Services	4,997,855	4,067,347	81%	4,997,855	-
Intergovernmental	792,158	436,982	55%	617,158	(175,000)
Investment Earnings	150,000	90,187	60%	150,000	-
Miscellaneous Revenues	304,239	111,824	37%	204,239	(100,000)
Transfers In	4,033,452	3,018,737	75%	4,033,452	-
<b>Sub-Total Operating Revenues</b>	<b>65,352,917</b>	<b>40,463,070</b>	<b>62%</b>	<b>65,352,917</b>	<b>-</b>
<b>Operating Expenditures</b>					
City Council / City Clerk	999,332	629,515	63%	938,218	-
City Manager	1,174,363	737,888	63%	1,170,150	-
Finance	5,326,865	3,520,175	66%	5,167,634	-
City Attorney	929,657	598,844	64%	913,885	-
Human Resources	1,065,887	646,494	61%	941,152	-
Community Development	3,169,855	2,058,953	65%	3,060,795	-
General Government	3,455,785	2,549,039	74%	3,237,856	-
Police Department	21,173,114	15,044,778	71%	20,932,268	-
Fire Department	12,906,520	9,588,657	74%	12,872,315	-
Public Works	6,585,231	5,278,464	80%	6,583,860	-
Parks & Recreation	6,476,279	4,745,718	73%	6,440,130	-
<b>Sub-Total Operating Expenditures</b>	<b>63,262,887</b>	<b>45,398,524</b>	<b>72%</b>	<b>62,258,263</b>	<b>-</b>
<b>Operating Surplus/ (Deficit)</b> <i>(Operating Revenues less Total Expenditures)</i>	<b>2,090,031</b>			<b>3,094,654</b>	

	<b>FY 2012-13 Budget</b> <i>(as of 3/31/2013)</i>	<b>FY 2012-13 YTD</b> <i>(as of 3/31/2013)</i>	<b>% to date</b> <i>(Budget to Actual)</i>	<b>Projected</b> <i>(as of 3/31/2013)</i>	<b>Third Quarter Adjustment</b>
<b>Non-Recurring Revenues</b>					
Property Tax (Excess ERAF)	2,115,591	2,119,384	100%	2,119,384	-
Charges for Services	1,696,583	90,285	5%	1,696,583	-
Intergovernmental	647,235	348,105	54%	647,235	-
Miscellaneous Revenues	6,000	6,000		339,258	333,258
<b>Non-Recurring Revenues</b>	<b>4,465,409</b>	<b>2,563,775</b>	<b>57%</b>	<b>4,802,460</b>	<b>333,258</b>
<b>Non Recurring Expenditures</b>					
City Council / City Clerk	151,315	1,221	1%	151,315	-
Finance	-	550		-	-
Human Resources	38,647	-	0%	-	-
Community Development	708,913	96,150	14%	708,913	-
General Government	1,525,000	1,525,000	100%	1,525,000	-
Police Department	1,068,272	254,820	24%	1,068,272	-
Fire Department	14,881	-		14,881	-
Public Works	1,027,180	20,686	2%	1,027,180	-
<b>Non-Recurring Expenditures</b>	<b>4,620,769</b>	<b>1,898,426</b>	<b>41%</b>	<b>4,582,122</b>	<b>-</b>
<b>Net Impact of Non Recurring</b>	<b>(155,360)</b>			<b>220,338</b>	<b>333,258</b>

In accordance with Resolution R2011 93 Section 8 and 9 the City Manager is authorized to increase appropriations for specific purposes, as long as the

expenditure appropriations do not exceed the amount of the donation, and the adjustment is reported to the City Council as part of the Quarterly Financial Report.

The appropriations authorized by the City Manager in FY 2012-13 are listed below:

<b>Budget Adjustment Summary</b>	<b>Revenues</b>	<b>Expenditures</b>
Police Department - Reimbursements	9,621.00	9,621.00
Fire Department - Reimbursements	22,477.09	22,477.09
Parks & Recreation - Donations	1,000.00	1,000.00
Franchise Taxes - Reimbursements	15,637.00	15,637.00
Public Works - Reimbursements for Consultant Services	49,818.00	49,818.00
CDD - Reimbursement for Consultant Services	23,309.00	23,309.00
Risk Management - Reimbursement for Legal Services	380,569.74	380,569.74
<b>TOTAL</b>	<b>502,431.83</b>	<b>502,431.83</b>



**City of Napa**  
**Quarterly Investment Report**  
as of March 31, 2013

**Introduction**

This report represents the City's investment portfolio as of March 31, 2013. The report includes all invested City funds with the exception of bond proceeds. All investments are in compliance with the City's adopted Statement of Investment Policy.

**Investment Approach**

The City's investments are guided by an Investment Policy which is reviewed and approved by the Council annually. The Investment Policy was last approved by the City Council in June 2012 and is provided as an appendix to this report for reference. The policy directs that investment goals, in order by priority, are safety, liquidity, and yield. This conservative approach ensures assets are available for use while also allowing the City to earn additional resources on idle funds. The City relies on an investment advisor to structure a portfolio of securities customized to meet the City's specific investment goals. The City also invests funds in the State investment pool known as the Local Agency Investment Fund (LAIF).

**Current Market Conditions**

The U.S. economy seems to have gained some momentum at last, driven by strong consumer spending and an unmistakable rise in values for housing and equity securities, but this is played out against the backdrop of European drama. The bailout negotiations in Cyprus, Italy's difficulties creating a new government, and weakness in many European economies pushed the euro lower against the dollar and kept U.S. Treasury prices high and yields low. The City will continue to monitor all investments for negative market exposures and react as necessary to preserve assets. LAIF rates have remained fairly constant around 0.28% – 0.30% since December 2012.

**Total Return Comparison**  
**Periods Ending March 31, 2013**

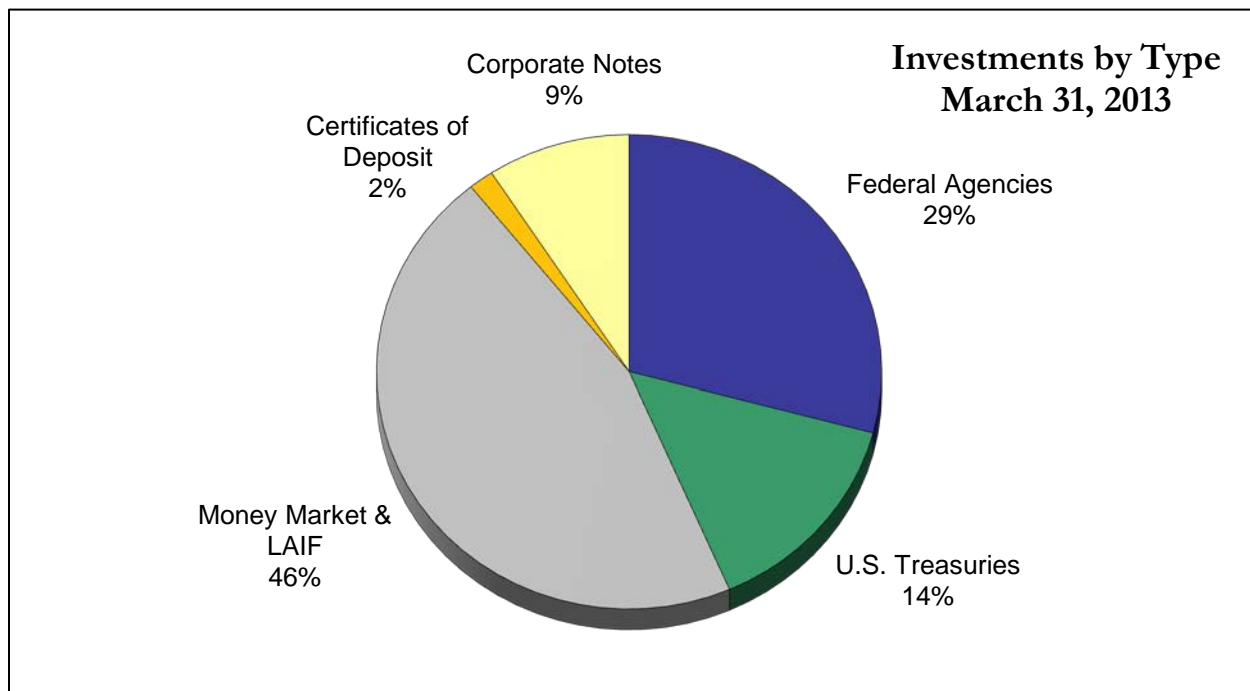
	Past Quarter	Past Year	Past 3 Years	Past 5 Years
City of Napa	0.21%	1.51%	2.38%	3.33%
Merrill Lynch 1-5 Year Government Index	0.15%	1.25%	2.29%	2.68%
LAIF	0.07%	0.33%	0.41%	0.94%

*\* Returns for periods under one year are periodic; all other returns are annualized.*

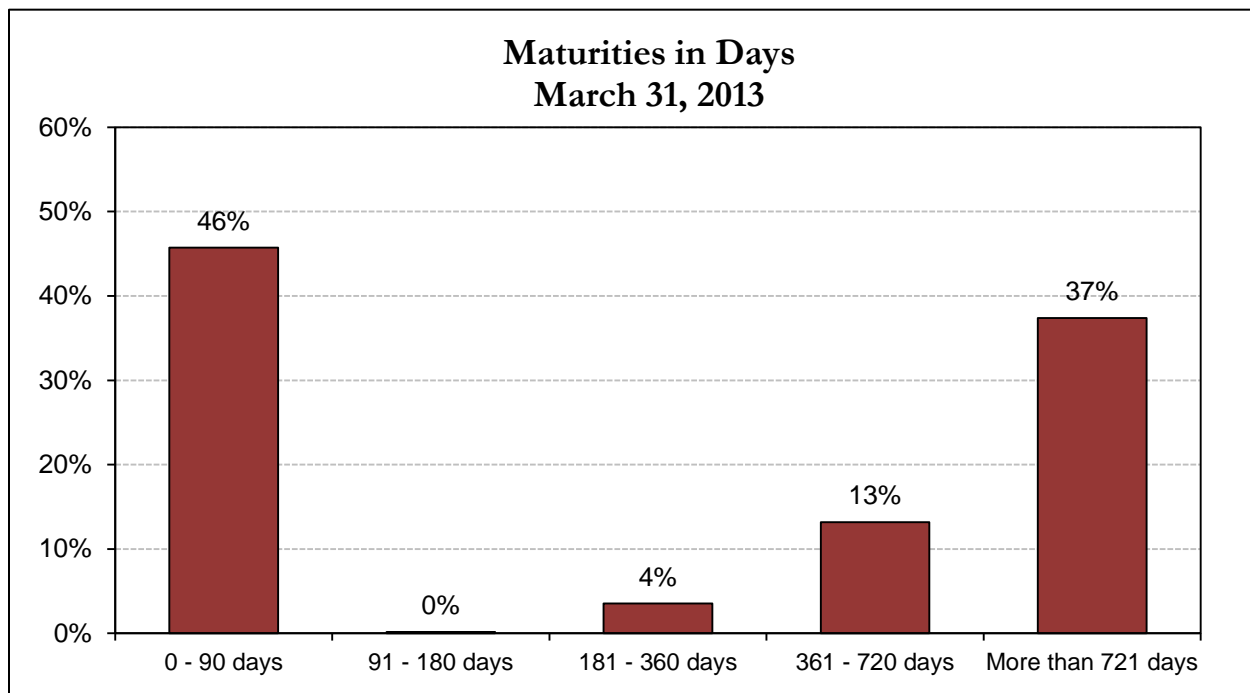
### **Portfolio Information**

The City's cash, excluding bond proceeds, is pooled for investment purposes. As of March 31, 2013 invested funds totaled \$93,910,040. These investments belong to the General Fund and to restricted funds such as the Developer, Special District, Water, Solid Waste, and Recycling Funds.

The current City portfolio consists of six types of investments: U.S. Treasuries, Federal Agencies, Corporate Debt, Negotiable Certificates of Deposit, and Cash instruments such as money markets and LAIF. As noted in the chart below and on the attached investment detail report, the City's investment portfolio as of March 31, 2013 was heavily weighted towards the State Local Agency Investment Fund (LAIF) and high-quality (AA+ rated) Federal Agency securities to maintain the focus on safety and liquidity.



The City's Investment Policy allows for a 5-year time horizon with an emphasis on liquidity. As of March 31, 2013, 46% of the City's funds were invested in very short-term liquid investments, 17% of the funds were invested with maturities between six months and 2 years, and 37% of the investment portfolio had a maturity ranging from 2 to 5 years. This distribution allows the City the necessary liquidity to meet operational and emergency cash needs while maximizing returns on funds not needed in the immediate future.



### **Conclusion**

All City funds are invested in accordance with the approved Investment Policy with an emphasis on safety, liquidity, and yield (in that order). The City's investment strategy of balancing the investment portfolio between short-term investments (to meet cash flow needs) and longer-maturity investments (to realize a higher rate of return) is appropriate given the current market conditions. With short-term interest rates anchored by the Federal Reserve's zero interest rate policy through mid-2015, longer-term rates continue to trade within a set range.

The investment portfolio will continue to be closely monitored to ensure the avoidance of risk and to respond to changes in market conditions.



**City of Napa**  
**Quarterly Investment Report - Holdings Report**  
as of March 31, 2013

CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter									
		2Q13	3Q13								
<b>LAIF and Money Market</b>											
N/A	California Asset Management Trust	AAAm	AAAm	268,939.27	3/31/2013	0.14%	4/1/2013	268,939.27	0.14%	-	268,939.27
N/A	Local Agency Investment Fund	NR	NR	42,680,764.63	3/31/2013	0.29%	4/1/2013	42,680,764.63	0.29%	-	42,680,764.63
<b>Total LAIF and Money Market</b>				<b>42,949,703.90</b>				<b>42,949,703.90</b>	<b>0.29%</b>	<b>-</b>	<b>42,949,703.90</b>
<b>U.S. Treasuries</b>											
912828LC2	U.S. Treasury	AA+	AA+	935,000.00	10/31/2011	2.63%	7/31/2014	990,223.44	0.46%	4,068.02	965,205.18
912828RQ5	U.S. Treasury	AA+	AA+	1,000,000.00	11/30/2011	0.38%	11/15/2014	999,375.00	0.40%	1,419.20	1,002,383.00
912828MH0	U.S. Treasury	AA+	AA+	315,000.00	1/27/2012	2.25%	1/31/2015	333,297.07	0.31%	1,174.72	326,603.32
912828MH0	U.S. Treasury	AA+	AA+	785,000.00	6/29/2012	2.25%	1/31/2015	822,808.79	0.38%	2,927.49	813,916.21
912828MR8	U.S. Treasury	AA+	AA+	100,000.00	3/2/2010	2.38%	2/28/2015	100,296.87	2.31%	206.52	104,050.80
912828MR8	U.S. Treasury	AA+	AA+	205,000.00	3/30/2010	2.38%	2/28/2015	203,118.17	2.57%	423.37	213,304.14
912828NF3	U.S. Treasury	AA+	AA+	505,000.00	11/13/2012	2.13%	5/31/2015	528,178.71	0.31%	3,596.74	525,081.83
912828PJ3	U.S. Treasury	AA+	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	921.70	205,531.20
912828PJ3	U.S. Treasury	AA+	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	3,064.66	683,391.24
912828PS3	U.S. Treasury	AA+	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	2,154.70	680,214.60
912828QA1	U.S. Treasury	AA+	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	39.96	686,562.50
912828KZ2	U.S. Treasury	AA+	AA+	1,500,000.00	2/23/2012	3.25%	6/30/2016	1,660,488.28	0.75%	12,254.83	1,637,109.00
912828LP3	U.S. Treasury	AA+	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	90.16	1,196,593.20
912828LU2	U.S. Treasury	AA+	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	10,497.24	875,249.60
912828SM3	U.S. Treasury	AA+	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	19.26	717,282.42
912828NR7	U.S. Treasury	AA+	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	1,200.62	327,755.75
912828TG5	U.S. Treasury	AA+	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	592.54	710,922.27
912828UE8	U.S. Treasury	AA+	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	1,084.08	575,763.60
912828UE8	U.S. Treasury	AA+	AA+	300,000.00	1/31/2013	0.75%	12/31/2017	298,136.72	0.88%	565.61	300,398.40
912828UR9	U.S. Treasury	AA+	AA+	930,000.00	3/8/2013	0.75%	2/28/2018	925,567.97	0.85%	606.52	929,782.38
<b>Total U.S. Treasuries</b>				<b>12,940,000.00</b>				<b>13,478,865.77</b>	<b>0.83%</b>	<b>46,907.94</b>	<b>13,477,100.64</b>
<b>Federal Agencies</b>											
3133XSP93	Federal Home Loan Banks	AA+	AA+	230,000.00	6/29/2011	3.13%	12/13/2013	243,220.40	0.76%	2,156.25	234,789.98
3134G3BF6	Federal Home Loan Mortgage Corporation	AA+	AA+	800,000.00	12/21/2011	0.63%	12/23/2013	802,312.80	0.48%	1,361.11	802,489.60
313376UF0	Federal Home Loan Banks	AA+	AA+	650,000.00	2/6/2012	0.38%	1/29/2014	650,754.00	0.32%	419.79	651,054.95
3137EACR8	Federal Home Loan Mortgage Corporation	AA+	AA+	280,000.00	2/4/2011	1.38%	2/25/2014	280,817.60	1.28%	385.00	283,025.96
31331GTJ8	Federal Farm Credit Bureau	AA+	AA+	615,000.00	10/6/2010	2.63%	4/17/2014	649,230.90	1.02%	7,354.38	630,657.90
31398AXJ6	Federal National Mortgage Association	AA+	AA+	450,000.00	11/23/2011	2.50%	5/15/2014	470,106.00	0.68%	4,250.00	461,610.00
31331JQA4	Federal Farm Credit Bureau	AA+	AA+	825,000.00	6/14/2010	1.90%	6/2/2014	822,995.25	1.96%	5,181.46	841,336.65
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	AA+	520,000.00	8/5/2009	3.00%	7/28/2014	521,024.40	2.96%	2,730.00	538,769.92
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	AA+	775,000.00	8/8/2009	3.00%	7/28/2014	775,406.10	2.99%	4,068.75	802,974.40
3137EACU1	Federal Home Loan Mortgage Corporation	AA+	AA+	250,000.00	12/14/2011	1.00%	7/30/2014	252,517.50	0.61%	423.61	252,631.50
3137EACV9	Federal Home Loan Mortgage Corporation	AA+	AA+	250,000.00	7/5/2011	1.00%	8/27/2014	249,515.00	1.06%	236.11	252,852.75
31331GL80	Federal Farm Credit Bureau	AA+	AA+	160,000.00	12/4/2009	3.00%	9/22/2014	164,934.40	2.32%	120.00	166,599.36
31331GL80	Federal Farm Credit Bureau	AA+	AA+	285,000.00	12/4/2009	3.00%	9/22/2014	293,880.60	2.31%	213.75	296,755.11
31331GL80	Federal Farm Credit Bureau	AA+	AA+	330,000.00	1/7/2010	3.00%	9/22/2014	333,903.90	2.73%	247.50	343,611.18
31398AZV7	Federal National Mortgage Association	AA+	AA+	255,000.00	5/27/2011	2.63%	11/20/2014	266,505.60	1.29%	2,435.78	264,967.70
3135G0KM4	Federal National Mortgage Association	AA+	AA+	890,000.00	4/19/2012	0.50%	5/27/2015	887,427.90	0.59%	1,532.78	892,946.79





**City of Napa**  
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CUSIP	Description	S&P Rating		Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value
		FY Quarter									
		2Q13	3Q13								
3135G0NG4	Federal National Mortgage Association	AA+	AA+	2,300,000.00	8/7/2012	0.50%	8/7/2015	2,299,770.00	0.50%	1,725.00	2,299,912.60
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	224.58	227,320.94
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	1,000,000.00	9/9/2011	1.75%	9/10/2015	1,036,030.00	0.83%	1,020.83	1,033,277.00
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	AA+	1,450,000.00	9/30/2011	1.75%	9/10/2015	1,494,312.00	0.96%	1,480.21	1,498,251.65
313370JB5	Federal Home Loan Banks	AA+	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	631.94	671,472.10
31398A4M1	Federal National Mortgage Association	AA+	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	6,996.53	1,031,185.00
3135G0SB0	Federal National Mortgage Association	AA+	AA+	675,000.00	11/16/2012	0.38%	12/21/2015	673,427.25	0.45%	703.13	674,202.15
31331J6C2	Federal Farm Credit Bureau	AA+	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	2,391.13	389,530.82
3136FPDC8	Federal National Mortgage Association	AA+	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	415.28	339,843.73
3135G0AL7	Federal National Mortgage Association	AA+	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	645.00	678,970.86
3135G0VA8	Federal National Mortgage Association	AA+	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	22.78	1,641,887.64
3135G0BA0	Federal National Mortgage Association	AA+	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	7,289.93	688,289.55
3135G0BA0	Federal National Mortgage Association	AA+	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	8,131.08	767,707.58
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	5,468.06	674,855.78
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	4,090.28	504,813.38
313373SZ6	Federal Home Loan Banks	AA+	AA+	650,000.00	7/29/2011	2.13%	6/10/2016	658,989.50	1.83%	4,258.85	683,782.45
3135G0ES8	Federal National Mortgage Association	AA+	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	8,129.31	1,611,730.90
3135G0JA2	Federal National Mortgage Association	AA+	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	3,489.06	738,231.25
313379DD8	Federal Home Loan Banks	AA+	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	2,222.22	807,698.40
3135G0MZ3	Federal National Mortgage Association	AA+	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	632.92	842,189.88
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	61.11	1,107,680.20
3135G0PQ0	Federal National Mortgage Association	AA+	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	2,769.01	735,983.43
<b>Total Federal Agencies</b>				<b>26,740,000.00</b>				<b>27,172,231.86</b>	<b>1.09%</b>	<b>95,914.51</b>	<b>27,365,891.04</b>
<b>Certificates of Deposit</b>											
96121TLT3	Westpac Bank	AA-	AA-	500,000.00	2/16/2012	1.26%	2/14/2014	500,000.00	1.47%	793.56	503,934.00
85325BVS0	Standard Chartered Bank	N/A	AA-	500,000.00	3/18/2013	0.36%	3/18/2014	500,000.00	0.37%	70.00	499,975.00
06417FPL8	Bank of Nova Scotia	N/A	A-1	500,000.00	3/6/2013	0.58%	3/6/2015	500,000.00	0.59%	195.00	499,904.00
<b>Total Certificates of Deposit</b>				<b>1,500,000.00</b>				<b>1,500,000.00</b>	<b>0.81%</b>	<b>1,058.56</b>	<b>1,503,813.00</b>
<b>Corporate Notes</b>											
06406HBK4	Bank of New York Mellon	A+	A+	160,000.00	8/29/2008	5.13%	8/27/2013	160,593.60	5.04%	774.44	163,041.44
717081AR4	Pfizer	AA	AA	225,000.00	5/11/2009	4.50%	2/15/2014	236,047.50	3.37%	1,293.75	232,980.30
717081AR4	Pfizer	AA	AA	30,000.00	5/21/2009	4.50%	2/15/2014	31,590.00	3.28%	172.50	31,064.04
24422ERA9	Deere & Company	A	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	93.33	75,855.60
459200GW5	IBM	AA-	AA-	650,000.00	5/12/2011	1.25%	5/12/2014	649,389.00	1.28%	3,137.15	656,856.20
36962G4C5	General Electric Capital Corporation	AA+	AA+	345,000.00	8/12/2009	5.90%	5/13/2014	365,903.55	4.47%	7,802.75	365,550.96
46625HHN3	JPMorgan Chase	A	A	130,000.00	1/9/2012	4.65%	6/1/2014	137,361.90	2.21%	2,015.00	135,855.33
06406HBZ1	Bank of New York Mellon	A+	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	1,559.28	264,902.82
713448BM9	PepsiCo	A-	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	1,374.33	219,887.85
713448BM9	PepsiCo	A-	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	654.44	104,708.50
713448BM9	PepsiCo	A-	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	458.11	73,295.95
713448BM9	PepsiCo	A-	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	589.00	94,237.65
46625HHP8	JPMorgan Chase	A	A	210,000.00	3/23/2010	3.70%	1/20/2015	212,662.80	3.41%	1,532.42	220,472.70
46625HHP8	JPMorgan Chase	A	A	100,000.00	3/25/2010	3.70%	1/20/2015	100,810.00	3.51%	729.72	104,987.00
46625HHP8	JPMorgan Chase	A	A	165,000.00	2/24/2011	3.70%	1/20/2015	169,849.35	2.90%	1,204.04	173,228.55



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		FY Quarter									
		2Q13	3Q13								
084670AV0	Berkshire Hathaway	AA+	AA+	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	1,755.56	414,551.71
084670AV0	Berkshire Hathaway	AA+	AA+	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	311.11	73,464.86
742718DM8	Procter & Gamble	AA-	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	1,118.06	263,455.75
06406HCC1	Bank of New York Mellon	A+	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	594.50	439,924.20
14912L5D9	Caterpillar Financial	A	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	1,975.72	536,054.19
24422ERV3	Deere & Company	A	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	183.75	350,452.90
46623EJR1	JPMorgan Chase	A	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	1,344.75	270,383.40
36962G4T8	General Electric Capital Corporation	AA+	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	5,680.00	661,883.52
742718DS5	Procter & Gamble	AA-	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	1,020.00	155,158.05
36962G6R0	General Electric Capital Corporation	N/A	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	518.75	225,097.20
14912L5N7	Caterpillar Financial	N/A	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	72.33	119,917.44
713448CE6	PepsiCo	N/A	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	78.36	130,022.23
931142DC4	Wal-Mart Stores	AA	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	3,873.33	319,117.80
478160AY0	Johnson & Johnson	AAA	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	2,030.56	261,677.25
25468PCS3	Walt Disney	A	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	776.25	540,406.08
25468PCS3	Walt Disney	A	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	431.25	300,225.60
166764AA8	Chevron	AA	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	924.91	260,220.22
084670BH0	Berkshire Hathaway	N/A	AA+	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	796.53	374,594.29
<b>Total Corporate Notes</b>				<b>8,405,000.00</b>				<b>8,492,573.60</b>	<b>1.94%</b>	<b>46,875.98</b>	<b>8,613,531.58</b>
<b>Total LAIF and Securities</b>				<b>92,534,703.90</b>				<b>93,593,375.13</b>	<b>0.76%</b>	<b>190,756.99</b>	<b>93,910,040.16</b>



**City of Napa**  
**Quarterly Investment Report - Maturity Report**  
as of March 31, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
<b>LAIF and Money Market</b>											
N/A	California Asset Management Trust	AAAm	268,939.27	3/31/2013	0.14%	4/1/2013	268,939.27	0.14%	-	268,939.27	1
N/A	Local Agency Investment Fund	NR	42,680,764.63	3/31/2013	0.29%	4/1/2013	42,680,764.63	0.29%	-	42,680,764.63	1
<b>Total LAIF and Money Market</b>			<b>42,949,703.90</b>				<b>42,949,703.90</b>		<b>-</b>	<b>42,949,703.90</b>	
<b>Other</b>											
06406HBK4	Bank of New York Mellon	A+	160,000.00	8/29/2008	5.13%	8/27/2013	160,593.60	5.04%	774.44	163,041.44	149
3133XSP93	Federal Home Loan Banks	AA+	230,000.00	6/29/2011	3.13%	12/13/2013	243,220.40	0.76%	2,156.25	234,789.98	257
3134G3BF6	Federal Home Loan Mortgage Corporation	AA+	800,000.00	12/21/2011	0.63%	12/23/2013	802,312.80	0.48%	1,361.11	802,489.60	267
313376UF0	Federal Home Loan Banks	AA+	650,000.00	2/6/2012	0.38%	1/29/2014	650,754.00	0.32%	419.79	651,054.95	304
96121TLT3	Westpac Bank	AA-	500,000.00	2/16/2012	1.26%	2/14/2014	500,000.00	1.47%	793.56	503,934.00	320
717081AR4	Pfizer	AA	225,000.00	5/11/2009	4.50%	2/15/2014	236,047.50	3.37%	1,293.75	232,980.30	321
717081AR4	Pfizer	AA	30,000.00	5/21/2009	4.50%	2/15/2014	31,590.00	3.28%	172.50	31,064.04	321
3137EACR8	Federal Home Loan Mortgage Corporation	AA+	280,000.00	2/4/2011	1.38%	2/25/2014	280,817.60	1.28%	385.00	283,025.96	331
24422ERA9	Deere & Company	A	75,000.00	3/3/2011	1.60%	3/3/2014	74,925.75	1.63%	93.33	75,855.60	337
85325BVS0	Standard Chartered Bank	AA-	500,000.00	3/18/2013	0.36%	3/18/2014	500,000.00	0.37%	70.00	499,975.00	352
31331GTJ8	Federal Farm Credit Bureau	AA+	615,000.00	10/6/2010	2.63%	4/17/2014	649,230.90	1.02%	7,354.38	630,657.90	382
459200GW5	IBM	AA-	650,000.00	5/12/2011	1.25%	5/12/2014	649,389.00	1.28%	3,137.15	656,856.20	407
36962G4C5	General Electric Capital Corporation	AA+	345,000.00	8/12/2009	5.90%	5/13/2014	365,903.55	4.47%	7,802.75	365,550.96	408
31398AXJ6	Federal National Mortgage Association	AA+	450,000.00	11/23/2011	2.50%	5/15/2014	470,106.00	0.68%	4,250.00	461,610.00	410
46625HHN3	JPMorgan Chase	A	130,000.00	1/9/2012	4.65%	6/1/2014	137,361.90	2.21%	2,015.00	135,855.33	427
31331JQA4	Federal Farm Credit Bureau	AA+	825,000.00	6/14/2010	1.90%	6/2/2014	822,995.25	1.96%	5,181.46	841,336.65	428
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	520,000.00	8/5/2009	3.00%	7/28/2014	521,024.40	2.96%	2,730.00	538,769.92	484
3137EACD9	Federal Home Loan Mortgage Corporation	AA+	775,000.00	8/8/2009	3.00%	7/28/2014	775,406.10	2.99%	4,068.75	802,974.40	484
3137EACU1	Federal Home Loan Mortgage Corporation	AA+	250,000.00	12/14/2011	1.00%	7/30/2014	252,517.50	0.61%	423.61	252,631.50	486
912828LC2	U.S. Treasury	AA+	935,000.00	10/31/2011	2.63%	7/31/2014	990,223.44	0.46%	4,068.02	965,205.18	487
3137EACV9	Federal Home Loan Mortgage Corporation	AA+	250,000.00	7/5/2011	1.00%	8/27/2014	249,515.00	1.06%	236.11	252,852.75	514
31331GL80	Federal Farm Credit Bureau	AA+	160,000.00	12/4/2009	3.00%	9/22/2014	164,934.40	2.32%	120.00	166,599.36	540
31331GL80	Federal Farm Credit Bureau	AA+	285,000.00	12/4/2009	3.00%	9/22/2014	293,880.60	2.31%	213.75	296,755.11	540
31331GL80	Federal Farm Credit Bureau	AA+	330,000.00	1/7/2010	3.00%	9/22/2014	333,903.90	2.73%	247.50	343,611.18	540
912828RQ5	U.S. Treasury	AA+	1,000,000.00	11/30/2011	0.38%	11/15/2014	999,375.00	0.40%	1,419.20	1,002,383.00	594
31398AZV7	Federal National Mortgage Association	AA+	255,000.00	5/27/2011	2.63%	11/20/2014	266,505.60	1.29%	2,435.78	264,967.70	599
06406HBZ1	Bank of New York Mellon	A+	260,000.00	11/23/2011	1.70%	11/24/2014	259,727.00	1.74%	1,559.28	264,902.82	603
713448BM9	PepsiCo	A-	210,000.00	6/10/2010	3.10%	1/15/2015	216,552.00	2.38%	1,374.33	219,887.85	655
713448BM9	PepsiCo	A-	100,000.00	6/30/2010	3.10%	1/15/2015	102,363.00	2.55%	654.44	104,708.50	655
713448BM9	PepsiCo	A-	70,000.00	10/18/2010	3.10%	1/15/2015	75,110.00	1.32%	458.11	73,295.95	655
713448BM9	PepsiCo	A-	90,000.00	10/26/2010	3.10%	1/15/2015	96,694.20	1.28%	589.00	94,237.65	655
46625HHP8	JPMorgan Chase	A	210,000.00	3/23/2010	3.70%	1/20/2015	212,662.80	3.41%	1,532.42	220,472.70	660
46625HHP8	JPMorgan Chase	A	100,000.00	3/25/2010	3.70%	1/20/2015	100,810.00	3.51%	729.72	104,987.00	660
46625HHP8	JPMorgan Chase	A	165,000.00	2/24/2011	3.70%	1/20/2015	169,849.35	2.90%	1,204.04	173,228.55	660
912828MH0	U.S. Treasury	AA+	315,000.00	1/27/2012	2.25%	1/31/2015	333,297.07	0.31%	1,174.72	326,603.32	671
912828MH0	U.S. Treasury	AA+	785,000.00	6/29/2012	2.25%	1/31/2015	822,808.79	0.38%	2,927.49	813,916.21	671
084670AV0	Berkshire Hathaway	AA+	395,000.00	2/11/2010	3.20%	2/11/2015	394,672.15	3.22%	1,755.56	414,551.71	682
084670AV0	Berkshire Hathaway	AA+	70,000.00	6/14/2010	3.20%	2/11/2015	71,690.50	2.65%	311.11	73,464.86	682
742718DM8	Procter & Gamble	AA-	250,000.00	11/18/2010	3.50%	2/15/2015	268,127.50	1.72%	1,118.06	263,455.75	686



**City of Napa**  
**Quarterly Investment Report - Maturity Report**  
as of March 31, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
06406HCC1	Bank of New York Mellon	A+	435,000.00	9/18/2012	1.20%	2/20/2015	441,520.65	0.58%	594.50	439,924.20	691
912828MR8	U.S. Treasury	AA+	100,000.00	3/2/2010	2.38%	2/28/2015	100,296.87	2.31%	206.52	104,050.80	699
912828MR8	U.S. Treasury	AA+	205,000.00	3/30/2010	2.38%	2/28/2015	203,118.17	2.57%	423.37	213,304.14	699
06417FPL8	Bank of Nova Scotia	A-1	500,000.00	3/6/2013	0.58%	3/6/2015	500,000.00	0.59%	195.00	499,904.00	705
3135G0KM4	Federal National Mortgage Association	AA+	890,000.00	4/19/2012	0.50%	5/27/2015	887,427.90	0.59%	1,532.78	892,946.79	787
14912L5D9	Caterpillar Financial	A	530,000.00	5/30/2012	1.10%	5/29/2015	529,830.40	1.11%	1,975.72	536,054.19	789
912828NF3	U.S. Treasury	AA+	505,000.00	11/13/2012	2.13%	5/31/2015	528,178.71	0.31%	3,596.74	525,081.83	791
3135G0NG4	Federal National Mortgage Association	AA+	2,300,000.00	8/7/2012	0.50%	8/7/2015	2,299,770.00	0.50%	1,725.00	2,299,912.60	859
24422ERV3	Deere & Company	A	350,000.00	9/7/2012	0.70%	9/4/2015	349,762.00	0.72%	183.75	350,452.90	887
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	220,000.00	10/7/2010	1.75%	9/10/2015	222,318.80	1.53%	224.58	227,320.94	893
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	1,000,000.00	9/9/2011	1.75%	9/10/2015	1,036,030.00	0.83%	1,020.83	1,033,277.00	893
3137EACM9	Federal Home Loan Mortgage Corporation	AA+	1,450,000.00	9/30/2011	1.75%	9/10/2015	1,494,312.00	0.96%	1,480.21	1,498,251.65	893
313370JB5	Federal Home Loan Banks	AA+	650,000.00	8/5/2011	1.75%	9/11/2015	665,496.00	1.15%	631.94	671,472.10	894
46623EJR1	JPMorgan Chase	A	270,000.00	10/18/2012	1.10%	10/15/2015	269,889.30	1.11%	1,344.75	270,383.40	928
31398A4M1	Federal National Mortgage Association	AA+	1,000,000.00	9/27/2011	1.63%	10/26/2015	1,027,010.00	0.95%	6,996.53	1,031,185.00	939
36962G4T8	General Electric Capital Corporation	AA+	640,000.00	11/9/2010	2.25%	11/9/2015	639,520.00	2.27%	5,680.00	661,883.52	953
742718DS5	Procter & Gamble	AA-	150,000.00	11/18/2010	1.80%	11/15/2015	148,773.00	1.97%	1,020.00	155,158.05	959
912828PJ3	U.S. Treasury	AA+	200,000.00	11/30/2010	1.38%	11/30/2015	198,554.69	1.53%	921.70	205,531.20	974
912828PJ3	U.S. Treasury	AA+	665,000.00	5/19/2011	1.38%	11/30/2015	657,572.93	1.63%	3,064.66	683,391.24	974
3135G0SB0	Federal National Mortgage Association	AA+	675,000.00	11/16/2012	0.38%	12/21/2015	673,427.25	0.45%	703.13	674,202.15	995
31331J6C2	Federal Farm Credit Bureau	AA+	370,000.00	3/29/2011	2.35%	12/22/2015	371,339.40	2.27%	2,391.13	389,530.82	996
36962G6R0	General Electric Capital Corporation	AA+	225,000.00	1/8/2013	1.00%	1/8/2016	224,277.75	1.11%	518.75	225,097.20	1,013
912828PS3	U.S. Treasury	AA+	650,000.00	5/19/2011	2.00%	1/31/2016	658,711.16	1.70%	2,154.70	680,214.60	1,036
14912L5N7	Caterpillar Financial	A	120,000.00	2/28/2013	0.70%	2/26/2016	119,851.20	0.74%	72.33	119,917.44	1,062
713448CE6	PepsiCo	A-	130,000.00	2/28/2013	0.70%	2/26/2016	129,954.50	0.71%	78.36	130,022.23	1,062
3136FPDC8	Federal National Mortgage Association	AA+	325,000.00	8/25/2011	2.00%	3/8/2016	336,167.00	1.22%	415.28	339,843.73	1,073
3135G0AL7	Federal National Mortgage Association	AA+	645,000.00	7/28/2011	2.25%	3/15/2016	660,848.30	1.70%	645.00	678,970.86	1,080
3135G0VA8	Federal National Mortgage Association	AA+	1,640,000.00	2/15/2013	0.50%	3/30/2016	1,638,130.40	0.54%	22.78	1,641,887.64	1,095
912828QA1	U.S. Treasury	AA+	650,000.00	7/28/2011	2.25%	3/31/2016	676,433.82	1.35%	39.96	686,562.50	1,096
3135G0BA0	Federal National Mortgage Association	AA+	650,000.00	5/24/2011	2.38%	4/11/2016	659,456.85	2.06%	7,289.93	688,289.55	1,107
3135G0BA0	Federal National Mortgage Association	AA+	725,000.00	7/31/2012	2.38%	4/11/2016	773,038.50	0.56%	8,131.08	767,707.58	1,107
931142DC4	Wal-Mart Stores	AA	300,000.00	4/18/2011	2.80%	4/15/2016	298,893.00	2.88%	3,873.33	319,117.80	1,111
478160AY0	Johnson & Johnson	AAA	250,000.00	5/20/2011	2.15%	5/15/2016	249,237.50	2.21%	2,030.56	261,677.25	1,141
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	635,000.00	7/29/2011	2.50%	5/27/2016	656,720.81	1.76%	5,468.06	674,855.78	1,153
3137EACT4	Federal Home Loan Mortgage Corporation	AA+	475,000.00	9/10/2012	2.50%	5/27/2016	508,511.25	0.58%	4,090.28	504,813.38	1,153
313373SZ6	Federal Home Loan Banks	AA+	650,000.00	7/29/2011	2.13%	6/10/2016	658,989.50	1.83%	4,258.85	683,782.45	1,167
912828KZ2	U.S. Treasury	AA+	1,500,000.00	2/23/2012	3.25%	6/30/2016	1,660,488.28	0.75%	12,254.83	1,637,109.00	1,187
912828LP3	U.S. Treasury	AA+	1,100,000.00	11/15/2011	3.00%	9/30/2016	1,209,914.06	0.90%	90.16	1,196,593.20	1,279
912828LU2	U.S. Treasury	AA+	800,000.00	7/6/2012	3.13%	10/31/2016	886,343.75	0.59%	10,497.24	875,249.60	1,310
3135G0ES8	Federal National Mortgage Association	AA+	1,565,000.00	6/7/2012	1.38%	11/15/2016	1,600,431.60	0.85%	8,129.31	1,611,730.90	1,325
25468PCS3	Walt Disney	A	540,000.00	6/14/2012	1.13%	2/15/2017	538,066.80	1.20%	776.25	540,406.08	1,417
25468PCS3	Walt Disney	A	300,000.00	6/14/2012	1.13%	2/15/2017	299,442.00	1.17%	431.25	300,225.60	1,417
912828SM3	U.S. Treasury	AA+	705,000.00	7/31/2012	1.00%	3/31/2017	717,695.51	0.61%	19.26	717,282.42	1,461
3135G0JA2	Federal National Mortgage Association	AA+	725,000.00	8/16/2012	1.13%	4/27/2017	733,678.25	0.86%	3,489.06	738,231.25	1,488
313379DD8	Federal Home Loan Banks	AA+	800,000.00	6/29/2012	1.00%	6/21/2017	803,112.00	0.92%	2,222.22	807,698.40	1,543
912828NR7	U.S. Treasury	AA+	305,000.00	9/10/2012	2.38%	7/31/2017	330,448.44	0.64%	1,200.62	327,755.75	1,583





**City of Napa**  
**Quarterly Investment Report - Maturity Report**  
as of March 31, 2013

CUSIP	Description	S&P Rating	Par Value	Purchase Date	Coupon Rate	Maturity Date	Original Cost	Yield to Maturity	Accrued Interest	Market Value	Days to Maturity
912828TG5	U.S. Treasury	AA+	715,000.00	11/6/2012	0.50%	7/31/2017	708,632.03	0.69%	592.54	710,922.27	1,583
3135G0MZ3	Federal National Mortgage Association	AA+	840,000.00	9/10/2012	0.88%	8/28/2017	842,083.20	0.82%	632.92	842,189.88	1,611
3137EADL0	Federal Home Loan Mortgage Corporation	AA+	1,100,000.00	10/5/2012	1.00%	9/29/2017	1,112,661.00	0.76%	61.11	1,107,680.20	1,643
3135G0PQ0	Federal National Mortgage Association	AA+	735,000.00	10/31/2012	0.88%	10/26/2017	734,147.40	0.90%	2,769.01	735,983.43	1,670
166764AA8	Chevron	AA	260,000.00	12/5/2012	1.10%	12/5/2017	260,000.00	1.10%	924.91	260,220.22	1,710
912828UE8	U.S. Treasury	AA+	575,000.00	1/7/2013	0.75%	12/31/2017	573,068.36	0.82%	1,084.08	575,763.60	1,736
912828UE8	U.S. Treasury	AA+	300,000.00	1/31/2013	0.75%	12/31/2017	298,136.72	0.88%	565.61	300,398.40	1,736
084670BH0	Berkshire Hathaway	AA+	370,000.00	2/11/2013	1.55%	2/9/2018	369,485.70	1.58%	796.53	374,594.29	1,776
912828UR9	U.S. Treasury	AA+	930,000.00	3/8/2013	0.75%	2/28/2018	925,567.97	0.85%	606.52	929,782.38	1,795
<b>Total Other</b>			<b>49,585,000.00</b>				<b>50,643,671.23</b>		<b>190,756.99</b>	<b>50,960,336.26</b>	
<b>Total LAIF and Securities</b>			<b>92,534,703.90</b>				<b>93,593,375.13</b>		<b>190,756.99</b>	<b>93,910,040.16</b>	

## RESOLUTION R2012 77

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, TO ADOPT AN UPDATE TO THE CITY'S STATEMENT OF INVESTMENT POLICY, AND DELEGATE AUTHORITY TO THE CITY TREASURER TO INVEST FUNDS IN ACCORDANCE WITH THE STATEMENT OF INVESTMENT POLICY

WHEREAS, consistent with California Government Code Section 53646, the City Treasurer annually renders to the City Council a statement of investment policy; and

WHEREAS, consistent with Government Code Section 53607, the City Council annually delegates authority to the City Treasurer to make investments on behalf of the City; and

WHEREAS, the Council appointed the Finance Director to serve as the City Treasurer on October 3, 2006; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
2. The City Council of the City of Napa, State of California hereby adopts the update of the City's Statement of Investment Policy attached hereby as Exhibit "A".
3. The City Council hereby delegates authority to the City Treasurer to invest funds in accordance with the City's Statement of Investment Policy.
4. This Resolution shall take effect immediately upon its adoption.

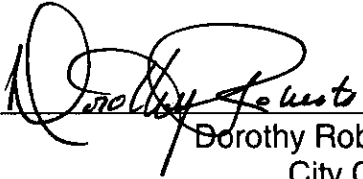
I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 19<sup>th</sup> day of June, 2012, by the following vote:

AYES: van Gorder, Mott, Inman, Krider, Techel


NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:   
Dorothy Roberts  
City Clerk

Approved as to form:

  
Michael W. Barrett  
City Attorney

CITY OF NAPA,  
STATEMENT OF INVESTMENT POLICY  
June 2012

**1. Policy**

It is the policy of the City of Napa to invest public funds in a manner which will provide maximum security, meet the daily cash flow demands of the City, and provide highest investment return while conforming to all California laws and local statutes governing the investment of public funds.

**2. Scope**

This investment policy applies to all the funds and investment activities under the direct authority of the City of Napa, including that of the Housing Authority of the City of Napa and the Napa Community Redevelopment Agency. Excluded from these funds are the employees' retirement funds which are separately administered and the reserve requirements of certain debt issues which are invested by trustees appointed under indenture agreements. Funds are accounted for in the City's Comprehensive Financial Report and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds

**3. Prudence**

All persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

**4. Objective**

The primary objectives in priority order, of the City of Napa's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Napa shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or the City's risk preferences.

4.2 Liquidity: The City of Napa's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.



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4.3 Return on Investment: The City of Napa's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

### **5. Delegation of Authority**

Pursuant to the City of Napa Municipal Code Section 2.32.030(g), the Finance Director/Treasurer is delegated investment authority and is responsible for investment decisions and activities. Section 53607 of the California Government Code requires that delegation of authority is only valid for a one-year period or until the delegation of the authority is revoked or expires. Authority must be renewed each year. The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: Safekeeping, master repurchase agreement, wire transfer agreement, collateral/depository agreement and banking service contract. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No City personnel may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. He or she shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisors Act of 1940.

### **6. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Napa's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City's, particularly with regard to the time of purchases and sales.

### **7. Authorized Money Managers, Financial Dealers and Institutions**

The City may contract with professional money managers to assist in the management of all or part of its investment portfolio in compliance with the investment guidelines detailed in "Appendix A".

If the City Treasurer directly invests in individual securities, then the City will maintain a list of financial institutions and primary dealers authorized to provide investment services. Professional money managers working with the City may maintain their own list. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

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All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the City with the following: audited financial statements, proof of National Association of Security Dealers certification when applicable, trading resolution, proof of State of California registration when applicable, completed questionnaire and certification of having read the City of Napa's investment policy and depository contracts.

A current audited financial statement is required to be on file for each financial institution and dealer.

#### **8. Authorized Investments**

The City is governed by the California Government Code Sections 53600 et seq. Authorized investments of the City are detailed in Appendix "A" which is made part of this investment policy.

#### **9. Collateralization**

Collateralization will be required as indicated in Appendix "A". Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the city and retained. The right of collateral substitution may be granted.

#### **10. Safekeeping and Custody**

All securities owned by the City, shall be held in safekeeping by the City's custodian bank or a third party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City. All securities will be received and delivered using standard delivery-versus-payment (DVP) procedures.

#### **11. Diversification**

The City will diversify its investments by security type and institution as detailed in Appendix "A".

#### **12. Maximum Maturities**

Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of purchase (See exception indicated in Appendix "A").

#### **13. Internal Control**

The Treasurer shall establish a system of written internal controls which shall be reviewed by an independent auditor. This review will provide internal control by assuring compliance with policies and procedures. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the city. Controls deemed most important include: control of collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and code of ethics standards.

#### **14. Performance Standards**

The investment portfolio shall be designed to attain a market average rate of return through budgetary and economic cycles, taking into account the investment risk constraints and cash flow needs. The specific investment performance objective for the portfolio shall be to earn a total rate of return over a market cycle which is approximately equal to a market benchmark index. The current benchmark index for the portfolio is the Merrill Lynch U.S. Treasuries/Agencies 1-5 Year Index.

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**15. Reporting**

Per California Government Code section 53607, the Finance Director/Treasurer shall provide monthly transactions to the City Council.

Per California Government Code section 53646, the Finance Director/Treasurer shall render a quarterly report to the City Council. This report shall include:

- Type of investment, issuer,
- Date of maturity,
- Par and dollar amount invested on all securities,

The quarterly report shall state compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance. The quarterly report shall also include a statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

Monthly statements generated by the City's contracted investment managers shall provide the following information:

- Type of investment
- Issuer
- Maturity date
- Par and dollar amount invested on all securities
- Market value as of the date of the report and source of valuation

**16. Investment Policy Adoption**

The City of Napa's investment policy shall be adopted by City Council resolution. Any modifications made thereto must be approved by the City Council.

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

**A. INVESTMENTS**—all credit and concentration limits shall apply at time of purchase.

**1. U.S. Treasury Securities (bills, notes and bonds)** are sold to finance gaps between the federal government's receipts and expenditures.

A treasury bill (or T-bill) is an obligation of the U.S. government to pay the bearer a fixed sum on a specific date. Bills are sold by the Treasury at a discount from their par (face) value through a competitive auction.

Treasury notes are coupon securities paying interest every six months and have a fixed maturity of not less than one year and not more than 10 years.

Treasury bonds are coupon securities paying interest every six months with maturities of more than 10 years.

California Government Code Section 53601 Requirement: No limit specified:

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum par value total size - None
- 3) Maximum par value per issue - None
- 4) Credit - Full faith and credit of the Federal Government

**2. U.S. Agency & Government Sponsored Enterprise Securities** are not direct obligations of the United States but rather are direct obligations of agencies of the federal government or government-sponsored enterprises.

Securities issued by U.S. government agencies are backed by the full faith and credit of the U.S. government. They include the following agencies:

- Government National Mortgage Association (GNMA)
- Export-Import Bank (EXIMBANK)
- Small Business Administration (SBAs)
- Farmers Home Administration (FHA)
- General Services Administration (GSA)
- Maritime Administration

The federal government has sponsored the creation of, or the financial support of several corporations, also known as government-sponsored enterprises. None of these organizations carry the federal government guarantee.

They include:

- Federal National Mortgage Association (FNMA)
- Federal Farm Credit Bank (FFCB)
- Federal Home Loan Bank (FHLB)
- Federal Home Loan Mortgage Corporation (FHLMC)
- Tennessee Valley Authority (TVA)

FDIC-guaranteed securities were a new fixed-income asset class in 2008 that resulted from the Federal Depositary Insurance Corporation's creation of the Temporary Liquidity Guarantee Program (TLGP). Eligible banking institutions participating in the TLGP Program were able to issue debt guaranteed by the FDIC through 10/31/09. The Program covers commercial paper

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

and corporate debt issued by participating banks and bank holding companies for issues that are greater than 30 days maturity, but maturing on or before 12/31/2012.

California Government Code Section 53601 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity - 5 years
- 2) Maximum par value total size - no limitation
- 3) Maximum par value per issue - no limitation
- 4) Credit - Despite having no statutory limitation concerning this category, prudent investment practice necessitates constant analysis of the issuing agency. Although these issues have either the implicit or explicit guarantee of the federal government, market perception often limits the liquidity of these issues.

**3. Bankers acceptances** are typically created from a letter of credit issued in a foreign trade transaction. It is a time draft drawn on and accepted by a bank to pay a specified amount of money on a specified date.

California Government Code Section 53601 Requirement:

- 1) Purchases may not exceed 180 days.
- 2) Purchases are restricted to 40% of the agency's surplus money.
- 3) No more than 30% of the City's surplus money may be invested in the bankers acceptances of any one commercial bank.
- 4) Include only those that are eligible for discounting with the Federal Reserve System.

1) City of Napa Limitation:

- 1) Maximum par value size 30% of portfolio
- 2) 2) Maximum par value per institution – regardless of sector, \$2,000,000 or 5% whichever is lower.
- 3) Credit - financial institutions that shall only include banks that have short-term credit ratings of A-1, P-1 or equivalent ratings from other recognized rating services.

**4. Certificate of Deposit**

**4A. Certificate of Deposit (Time Deposit)** is a time deposit in a financial institution documented by a certificate that bears a specified dollar amount of the deposit, a specified maturity date and a specified interest rate.

California Government Code Section 53635.8 Requirement: No limit specified.

City of Napa Limitation:

- 1) Maximum maturity - 2 years
- 2) Maximum par value total size - No restriction
- 3) Maximum par value per institution - \$500,000
- 4) Credit - from City authorized financial institutions. Collateralization must comply with statutory regulations.

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

**4B. Negotiable Certificate of Deposits** are issued by large American banks or savings and loan associations and are traditionally trade in lots of at least \$1,000,000.

California Government Code Section 53601 Requirement: Shall not exceed the net worth of the institution.

City of Napa Limitation:

- 1) Maximum Maturity – 2 years
- 2) Maximum par value total size - 30%
- 3) Maximum par value per institution - \$1,000,000
- 4) Credit - Must be rated A or higher by a nationally recognized statistical-rating organization.

**5. Commercial Paper** are short-term unsecured promissory notes issued by various economic entities in the open market to finance certain short-term credit needs.

California Government Code Section 53601 Requirement:

- 1) Prime quality of the highest ranking or of the highest letter and numerical rating as provided for by nationally recognized statistical-rating organization.
- 2) Issuing corporation must be organized and operating within the United States.
- 3) Issuing corporation must have total assets in excess of five hundred million dollars (\$500,000,000).
- 4) Issuing corporation must have an "A" or higher rating by a nationally recognized statistical-rating organization for the issuer's debt, other than commercial paper.
- 5) Purchases may not exceed 270 days maturity.
- 6) Purchases may not represent more than 10% of the outstanding paper of an issuing corporation.
- 7) Purchases may not exceed 25% of the agency's surplus money.

City of Napa Limitation:

- 1) Maximum maturity - 270 days
- 2) Maximum par value per name - 5% per issuer regardless of sector.
- 3) Credit - CA GC Section 53601 requirements.

**6. Medium Term Notes (MTNs)** issued by corporations organized and operating within the United States.

California Government Code Section 53601 Requirement:

- 1) Maximum of five years maturity
- 2) Shall be rated A or better by a nationally recognized statistical ratings organization.
- 3) May not exceed 30% of surplus money

City of Napa Limitation:

- 1) Maximum par value per issuer – 5%
- 2) Credit – from City authorized institutions that shall only include institutions rated A or higher by a nationally recognized statistical-rating organization. Any downgrading of these issues after purchase shall be reported to the Council in the quarterly reports.

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

**7. Local Agency Investment Fund (LAIF)** was established by the State to enable treasurers to place funds in a pool for investments.

City of Napa Limitation: None

LAIF Limitations:

- 1) \$50,000,000 per account
- 2) No more than 15 transactions in a month

**8. A Repurchase Agreement** is not a security but a contractual agreement. It consists of two simultaneous transactions. First, an investor purchases securities (collateral) from a bank or dealer. At the same time, the selling bank or dealer contractually agrees to repurchase the collateral security at the same price (plus interest) at some mutually agreed future date.

California Government Code Section 53601 Requirement:

- 1) Term of repurchase agreements shall be for 1 year or less.
- 2) All securities under a repurchase agreement shall be held by the agency's safekeeping agent.
- 3) The seller of repurchase securities shall not be entitled to substitute securities, except as authorized by the City. New or substitute securities should be reasonably identical to the original securities in terms of maturity, yield, quality and liquidity.

City of Napa Limitation: This investment vehicle, although allowed by the City's policy, is not currently recommended. However, when utilized, the following guidelines will be further followed:

- 1) Maximum maturity - 30 days
- 2) Maximum par value total size - 20%
- 3) Maximum par value per institution - 20%
- 4) Credit -
  - a) Securities shall be marked to market daily and shall be maintained at a value no lower than \$102.
  - b) Securities acceptable as collateral shall be U.S. Treasury obligations only.
  - c) It should be covered by a master repurchase agreement.
- 5) Repurchase agreements shall only be made with primary dealers of the Federal Reserve Bank of New York.

**9. Money market funds** The City is authorized to invest in shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and are subject to either one of the following requirements:

- 1) The institutions shall have the highest rating provided by not less than two nationally recognized rating services.
- 2) The institutions' investment advisors shall be registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares of beneficial interest purchased shall not include any commission that these companies may charge.

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ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES

City of Napa Limitation:

- 1) Maximum par value total size – 20% of agency's funds
- 2) Maximum of 10% per any one money market mutual fund.

**10. California Asset Management Program** The City is authorized to invest in shares of the California Asset Management Program, a joint powers authority established to provide investment services for California public agencies under section 53601(p).

- 1) City of Napa Limitation: None
- 2) CAMP Limitations: City's investment may not comprise more than 10% of the CAMP Pool.

**Other investments not authorized by the City of Napa (with the exception of LAIF and CAMP):**

- 1) Reverse repurchase agreement
- 2) Mutual funds
- 3) Derivatives such as financial futures and options, step-ups, floaters, inverse floaters, collateralized mortgage obligations (CMO's), Interest-only (IOs), Principal-only (POs), forwards, currency and interest rate swaps, caps, floors, collars, STRIPS except those already owned as of 12/31/83), etc.
- 4) Local government investment pools other than LAIF unless specifically approved by the City Council.
- 5) Eurodollar and Yankee CDs
- 6) Federal (Fed) funds.

**B. ADDITIONAL GUIDELINES**

- 1) Adequate liquidity equivalent to six-month expenditures shall be maintained.
- 2) No more than 50% of the overall City portfolio shall mature beyond 2 years.
- 3) Securities shall not be purchased with trading or speculation (such as anticipating an appreciation of capital value through changes in market interest rates) as the dominant criterion for the selection of the security,
- 4) Transfer of funds to any one institution of more than \$5,000,000 should be approved by the Treasurer.
- 5) All new financial institutions or primary dealers not already approved by professional money managers working with the City shall be approved by the Treasurer.
- 6) Trading is prohibited when cash or securities are not available to pay for the securities being purchased. Taking of short position, i.e. selling securities which the City does not own, is also prohibited.
- 7) Written policies and procedures for the delegation of authority for all investment activities shall be strictly followed.
- 8) Written investment procedures shall be strictly followed.
- 9) In case a financial institution or depository is downgraded, the Treasurer shall promptly make and implement an informed decision on whether to sell, withdraw, or retain any security or deposit in the City portfolio issued or held by such affected financial institution or depository.



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**ALLOWABLE INVESTMENTS AND ADDITIONAL INVESTMENT GUIDELINES**

- 10) Written policies and procedures for the selection and maintenance of qualified financial institutions should be strictly followed. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.



# CITY of NAPA

FY 2012-2013

## Project Tracking 3<sup>rd</sup> Quarter

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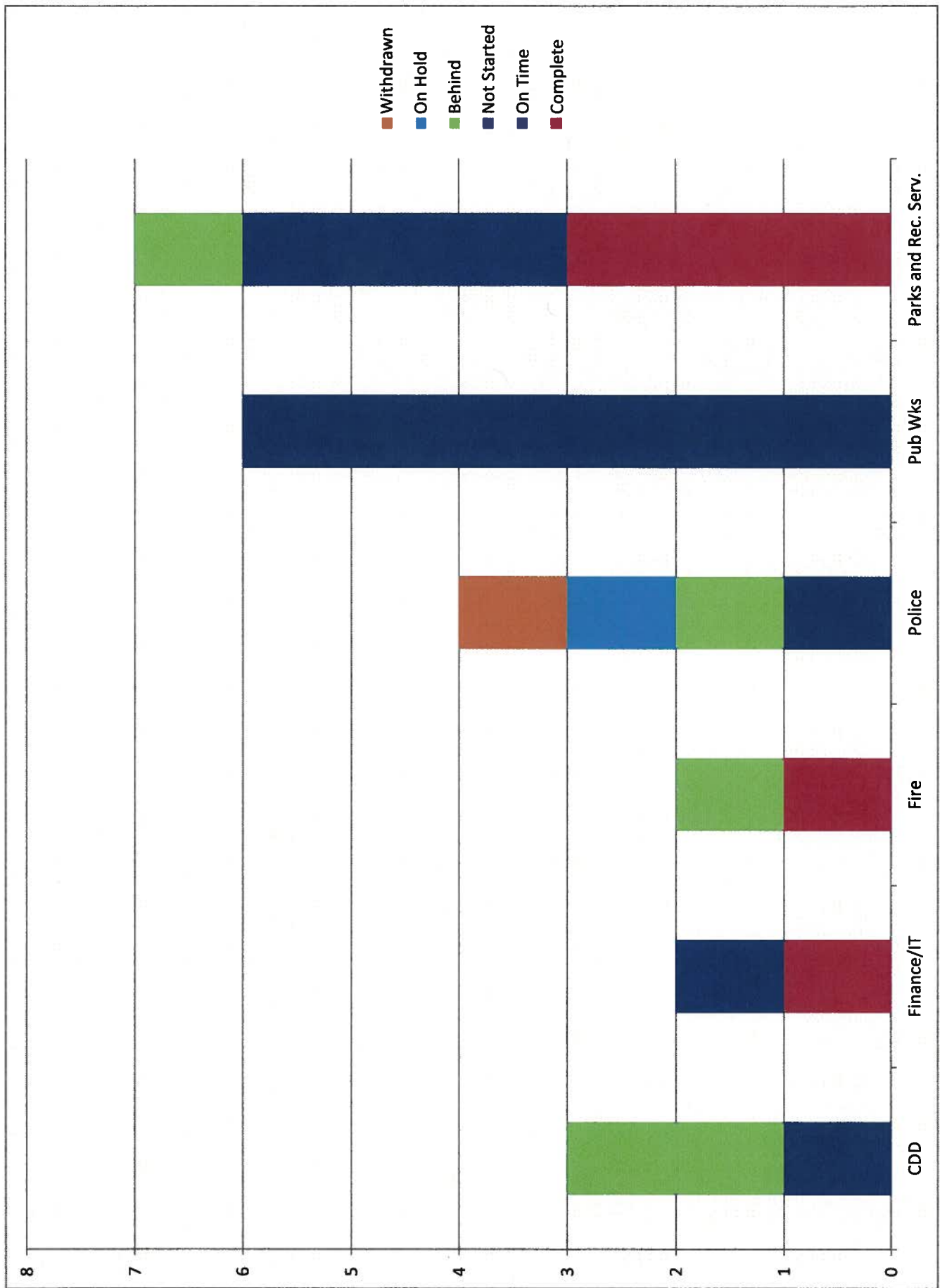
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# Project Status by Department





CITY of NAPA

# Project Tracking Summary

by Department

## CDD, Planning

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
CDD-00594	Public Art Master Plan and Guidelines	2 of 2	Behind	6/30/2013	Julianne Ward
CDD-00610	Heritage Napa	4 of 4	Behind	6/30/2013	Kevin Eberle
Total Projects for CDD, Planning: 2					

## Finance, Administration

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FIN-00615	Finance Operations & Procedures Review	1 of 1	Complete	3/31/2013	Joe Gray
Total Projects for Finance, Administration: 1					

## Fire

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
FD-00571	American Medical Response (AMR) Ambulance Contract	1 of 1	Behind	6/30/2013	Mike Randolph
FD-00572	Fire Station 5 Development Plan	1 of 1	Complete	6/30/2013	Mike Randolph
Total Projects for Fire: 2					

## Housing

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
HSG-00583	Laurel Manor Phase IV Rehabilitation	1 of 3	On Time	6/30/2013	Lark Ferrell
Total Projects for Housing: 1					



**CITY of NAPA**

# Project Tracking Summary

by Department

## Information Technology

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
IT-00618	Key IT Projects for FY 2013	1 of 1	On Time	6/30/2013	Scott Nielsen

Total Projects for Information Technology: 1

## Police

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PD-00576	Geographic Neighborhood Policing	1 of 1	Behind	6/30/2013	Steve Potter
PD-00578	Analyze & Implement Police Reserve Officer Program	1 of 1	On Hold	6/30/2013	Steve Potter
PD-00579	Analyze & Implement Plan for 311 Non-Emergency No.	1 of 1	Withdrawn	6/30/2013	Shirley Perkins
PD-00580	Analyze Housing Authority Building for 9-1-1 Ctr.	1 of 1	On Time	6/30/2013	Shirley Perkins

Total Projects for Police: 4

## PW, Admin

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00560	Napa 9/11 Memorial Garden	3 of 3	On Time	6/11/2013	Whan/Project Team
PW-00563	Sustainability Plan Implementation	1 of 1	On Time	6/29/2013	Julie Lucido
PW-00566	City Hall - Public Safety Facilities Planning	2 of 2	On Time	6/30/2013	Julie Lucido
PW-00613	Downtown Two-Way Street Conversion	1 of 1	On Time	6/28/2013	Julie Lucido

Total Projects for PW, Admin: 4

## PW, Maintenance

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
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5/14/2013

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**CITY of NAPA**

# Project Tracking Summary

by Department

## PW, Maintenance

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00612	Sidewalk Improvement Program	2 of 2	On Time	6/30/2013	Phil Brun

Total Projects for PW, Maintenance: 1

## PW, Transportation Engineering

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
PW-00616	5-Way Intersection	1 of 1	On Time	6/30/2013	Julie Lucido

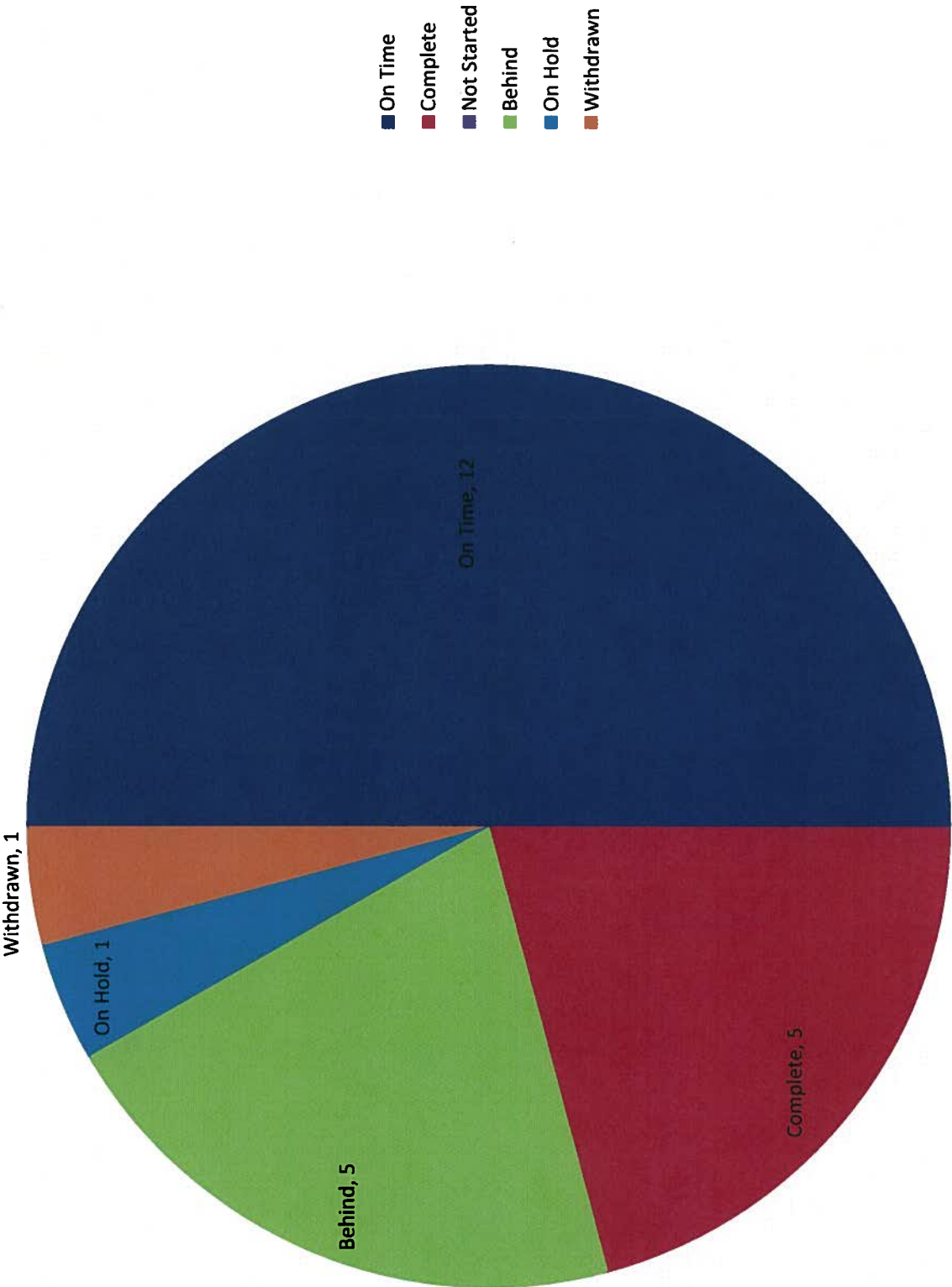
Total Projects for PW, Transportation Engineering: 1

## Recreation

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Status</u>	<u>Due Date</u>	<u>Project Leader</u>
REC-00561	Parking Garage Renovations	1 of 1	On Time	5/30/2013	Dave Perazzo
REC-00562	Playground Equipment Replacement	2 of 2	Complete	3/1/2013	Dave Perazzo
REC-00565	Las Flores Community Center Roof Replacement	1 of 1	On Time	6/28/2013	Dave Perazzo
REC-00573	RecWare Upgrade- Implementation to Active.Net	1 of 1	Complete	1/31/2013	Cindy Bannister
REC-00589	Skate Board Park Project	1 of 2	On Time	6/30/2014	Perazzo
REC-00590	Kennedy Park Master Plan	1 of 1	Behind	10/30/2013	L. Mazzuca
REC-00591	Golf Course Lease/Alternative Use Options	1 of 1	Complete	6/30/2013	Larry Mazzuca

Total Projects for Recreation: 7

Project Summary by Status



Total Projects = 24





**CITY of NAPA**

# Project Tracking Summary

by Project Status

## Behind

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
CDD-00594	Public Art Master Plan and Guidelines	2 of 2	6/30/2013	CDD, Planning	Julianne Ward
CDD-00610	Heritage Napa	4 of 4	6/30/2013	CDD, Planning	Kevin Eberle
FD-00571	American Medical Response (AMR) Ambulance Contra	1 of 1	6/30/2013	Fire	Mike Randolph
PD-00576	Geographic Neighborhood Policing	1 of 1	6/30/2013	Police	Steve Potter
REC-00590	Kennedy Park Master Plan	1 of 1	10/30/2013	Recreation	L. Mazzuca

Total Projects with Behind Status: 5

## Complete

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
FD-00572	Fire Station 5 Development Plan	1 of 1	6/30/2013	Fire	Mike Randolph
FIN-00615	Finance Operations & Procedures Review	1 of 1	3/31/2013	Finance, Administration	Joe Gray
REC-00562	Playground Equipment Replacement	2 of 2	3/1/2013	Recreation	Dave Perazzo
REC-00573	RecWare Upgrade- Implementation to Active.Net	1 of 1	1/31/2013	Recreation	Cindy Bannister
REC-00591	Golf Course Lease/Alternative Use Options	1 of 1	6/30/2013	Recreation	Larry Mazzuca

Total Projects with Complete Status: 5

## On Hold

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00578	Analyze & Implement Police Reserve Officer Program	1 of 1	6/30/2013	Police	Steve Potter

Total Projects with On Hold Status: 1



**CITY of NAPA**

# Project Tracking Summary

by Project Status

## On Time

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
HSG-00583	Laurel Manor Phase IV Rehabilitation	1 of 3	6/30/2013	Housing	Lark Ferrell
IT-00618	Key IT Projects for FY 2013	1 of 1	6/30/2013	Information Technology	Scott Nielsen
PD-00580	Analyze Housing Authority Building for 9-1-1 Ctr.	1 of 1	6/30/2013	Police	Shirley Perkins
PW-00560	Napa 9/11 Memorial Garden	3 of 3	6/11/2013	PW, Admin	Whan/Project Team
PW-00563	Sustainability Plan Implementation	1 of 1	6/29/2013	PW, Admin	Julie Lucido
PW-00566	City Hall - Public Safety Facilities Planning	2 of 2	6/30/2013	PW, Admin	Julie Lucido
PW-00612	Sidewalk Improvement Program	2 of 2	6/30/2013	PW, Maintenance	Phil Brun
PW-00613	Downtown Two-Way Street Conversion	1 of 1	6/28/2013	PW, Admin	Julie Lucido
PW-00616	5-Way Intersection	1 of 1	6/30/2013	PW, Transportation En	Julie Lucido
REC-00561	Parking Garage Renovations	1 of 1	5/30/2013	Recreation	Dave Perazzo
REC-00565	Las Flores Community Center Roof Replacement	1 of 1	6/28/2013	Recreation	Dave Perazzo
REC-00589	Skate Board Park Project	1 of 2	6/30/2014	Recreation	Perazzo
Total Projects with On Time Status: 12					

## Withdrawn

<u>Project #</u>	<u>Project Title</u>	<u>Phase</u>	<u>Due Date</u>	<u>Lead Department</u>	<u>Project Leader</u>
PD-00579	Analyze & Implement Plan for 311 Non-Emergency No.	1 of 1	6/30/2013	Police	Shirley Perkins
Total Projects with Withdrawn Status: 1					



# Project Tracking Report

**Project Priority** High      **Project Number** FIN-00615      **Project Status** Complete  
**Project Title** Finance Operations & Procedures Review      **Phase** 1 of 1  
**Project Start Date** 10/1/2012      **Project Due Date** 3/31/2013  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Finance, Administration      **Project Leader** Joe Gray  
**Project Budget** \$40,000  
**Funding Sources** Finance Admin - Professional Services

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

The purpose of the Financial Operations and Procedures Control review is to evaluate and analyze general processes within the City of Napa Finance Department and how they interact with other city departments. The consultant will understand and evaluate transactions and provide an analysis of where the city does not have adequate financial controls in place. A summary report will analyze operations for efficiency, best practices and provide a comparison to other municipalities in the areas of operations and staff size. The financial operating system will also be reviewed for adequacy and recommendations on useful financial reports for senior level management.

The discovery process will include interviews with key finance department staff, key personnel in other departments and consultants as appropriate, to understand major business processes including: disbursement/purchasing, receipts/billing, accounting/reporting, grants and CIP. Key areas to research are centered around job responsibilities; objectives, risks and controls; current business processes and workflow; capabilities of the financial system; perceived strengths and weaknesses in current process; city management's needs related to accounting and budget information; budgetary (non-GAAP) presentation vs. current presentation for end of year balances; and historical problems/concerns.

The consultant will analyze the data received, and then develop findings and recommendations for improvement (including an assessment of financial operations and financial controls). At conclusion, the consultant will meet with city management to present findings and recommendations, which is expected by March 2013.

## Status Update

5/3/2013 - dandrews: The final document has been received from the Consultant. The City's recommended implementation plan (actions and schedule) will be included in the Finance Department's workplan for FY13-14. A new project tracking sheet will also be created to track these activities in FY13-14.

1/24/2013 - jgray: the consultant has produced a draft document that outlines current procedures, recommended best practices and recommended actions. We are currently in the review stages of the

document for final product.

10/10/2012 - jgray: the consultant has been on site during October conducting interviews and gathering data. Prior to their visit, various documents (eg. The FY11/12 approved budget, Annual Financial Statements, etc.) were provided for their review to provide background and context for their interviews.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Review and Provide Data	Finance, Administration	Joe Gray	10 %	9/21/2012	Complete
Conduct Interviews of Key Staff	Finance, Administration	Joe Gray	30 %	10/19/2012	Complete
Analyze Data & Interviews	Finance, Administration	Joe Gray	20 %	11/30/2012	Complete
Report Findings/Recommendations	Finance, Administration	Deanna Andrews	40 %	2/28/2013	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	<b>Project Number</b>	IT-00618	<b>Project Status</b>	On Time
<b>Project Title</b>	Key IT Projects for FY 2013		<b>Phase</b>	1 of 1
<b>Project Start Date</b>	11/11/2012	<b>Project Due Date</b>	6/30/2013	
<b>Requested Start Date</b>		<b>Requested Due Date</b>		
<b>Lead Department</b>	Information Technology	<b>Project Leader</b>	Scott Nielsen	
<b>Project Budget</b>	\$1,000,000			
<b>Funding Sources</b>	Various			

☐ City Manager's Report    ☒ City Council's Report

## Project Description

### Agenda & Records Management System Upgrade:

With the SIRE Server Upgrade to Version 6.5 the organization is afforded the opportunity to look again at how the Agenda Management system was deployed and how it is used within the organization. As a function of the SIRE systems upgrade interviews of users at all levels agenda approval process will be conducted by the Deputy City Clerk and the Systems Administrator for Administrative Services. This user feedback will be used to redeploy and train staff in advance of the upgraded system rollout.

### Computer systems integration between Napa Central Dispatch and Napa County Fire Dispatch:

Annually, Napa 911 Dispatch processes approximately 5000 Emergency Medical Services (EMS) and Fire 911 emergency calls that are dispatched by Cal Fire ECC for the Napa County Fire, St. Helena and Calistoga Fire Departments. Currently most information is shared via telephone between the dispatch centers. InterCAD will provide rapid up to the second information sharing between dispatch centers that will share emergency event information all the way to field unit Mobile Data Computers (MDC's). InterCAD will also improve emergency response times to EMS/Fire events in these jurisdictions. I/InterCAD is an Intergraph customized interface that will provide an automated means of sending and receiving incident information between Napa 911 Dispatch Intergraph CAD system and Cal Fire ECC Altaris CAD system. This integration will allow Dispatch staff at either dispatch center to create emergency events and share information between CAD systems.

### Municipal Network Expansion and Enhancement:

Currently the City of Napa and the County of Napa computer data networks and Public Safety Radio systems are connected via 32 copper wires running through a conduit just below the asphalt on 4th street between the Police Department and Napa County Administration. The copper connection is limited in bandwidth and is in danger of damage due to the pending reconfiguration of streets in downtown. It is time to move beyond connected networks to shared infrastructure. Opportunities exist to eliminate parallel connections to City and County office buildings that will result in cost saving for both agencies. The municipal network as envisioned is a sharing of City, County, School, and Court infrastructure wherever it is available to connect local government facilities in the most efficient manner possible. Two projects are already under way that begin to build the enhanced data network that will be the backbone of

the future Municipal Network.

1 Project one is the establishment of a new conduit path between the Napa Housing Authority Office at 1115 Seminary and the County Administration Building via Pearl Street. The majority of the path was accomplished through the Napa River Flood Project. The remaining work is being completed via installation of conduit on Pearl St. and Seminary St. Completion of this project is anticipated by October of 2012.

2 Project two is the Lincoln Ave. Signal interconnect. This conduit install from the Napa Corporation Yard to California Ave via Lincoln Ave. will complete a path from the City of Napa Police Department to the City of Napa Corporation Yard. Completion of this project is anticipated by October of 2012.

The City of Napa has taken on the projects listed above because they provided badly needed connectivity to City facilities. Along the path of this new conduit are County, School, and Court facilities that could as well benefit from their use. In order to facilitate the discussion and awareness of opportunities to share infrastructure, Information Technology staff have established a working group of our counter parts within the County, Courts and School District. This group will meet on monthly basis to keep each other aware on new infrastructure projects and needs in an effort to share infrastructure where available.

Online Bidding web portal for City bid processes:

Implement Public Purchase Online Bidding web portal for City bid processes and make available to user departments in order to meet competitive bidding requirements. Additional Online Bidding systems automate complicated processes for bid creation, response and award. Online tools can be accessed and used anytime, anywhere. Online bids can contact all vendors without the need to copy, collate and mail bid documents. Online notifications can also contact current vendors and attract vendors State wide from across the country, decreasing the time and resources necessary for advertising.

Water Utility Billing Application Replacement Request for Proposal:

The City's current water utility billing system was in-house written starting in 1982. The current application though stable lacks any e-government functionality and is costly to maintain. It is long overdue for us to implement this critical function with an updated system that meets our needs to bill and collect our revenue as well as provides improved customer service (i.e. process credit card transactions.)

### **Status Update**

5/6/2013 - snielsen:

The municipal network path improvements to the Napa County Hall of Justice and Napa Corporation Yard continue. The establishment of a conduit path on Pearl St has proven more time consuming than originally anticipated.

InterCAD planning and software development is complete. Live testing of InterCAD is pending the establishment of network connectivity between Cal Fire and Napa Police Department scheduled for June 1st.

Water Utility Billing Request for Proposal has been withdrawn and is planned to be reintroduced in FY15.

1/30/2013 - snielsen:

Agenda Management is complete. A new server and software application have been deployed to production. A new web server dedicated to Public access to electronic documents has been deployed to production.

The municipal network path improvements to 1100 West Street have been completed. A ten fold increase in network bandwidth has been realized. The next step will be the cleaning of Pearl Street conduit of flood

Last updated 5/7/2013

mud. This should take place in March 2013.

InterCAD planning continues. The cross walk of event types has been completed. Configuration of the network trust between Calfire and City of Napa is under way and is scheduled for completion by the end of February.

Municipal Network - Path development has been completed between Napa Police and County Administration ITS Computer Room. Conduit repair and cleaning is still in process.

Dispatch Interconnect - Contracts are in place. Kick-off meeting was held in November 2012.

Agenda Management - Sire Server has been built and software is being installed with completion of this phase by end of November.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Agenda & Records Management	Information Technology	Scott Nielsen	25 %	3/31/2013	Complete
Water Utility Billing RFP	Water	Joy Eldredge	25 %	6/30/2013	Withdrawn
Municipal Network	Information Technology	Scott Nielsen	25 %	6/30/2013	Behind
Dispatch Interconnect	Information Technology	Gus Ulloth	25 %	6/30/2013	On Time

**Project Progress: 25% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	<b>Project Number</b>	CDD-00594	<b>Project Status</b>	Behind	
<b>Project Title</b>	Public Art Master Plan and Guidelines			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	6/30/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	CDD, Planning	<b>Project Leader</b>	Julianne Ward		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	N/A				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

Preparation of a Public Art Master Plan and Guidelines to implement the 2010 Public Art Ordinance. While the ordinance provides a process requiring development on public or private property to either provide public art on the site or contribute to public art by payment of a fee, the Public Art Master Plan and Guidelines will provide a process for identifying sites to place public art, evaluation of proposals for the art, work with artists, acquire pieces and maintenance of the art, among other important issues.

## Status Update

5/3/2013 - rtoker: This project includes two elements: (1) a Master Plan identifying locations on public property acceptable for the placement of art and funding priorities and criteria from the Public Art Fund; and (2) Administrative Policies and Guidelines to implement the Public Art Ordinance requirements and Master Plan priorities. Drafts of both documents were completed in November and after initial review by the Public Art Steering Committee revisions to these drafts were requested. The revised draft Master Plan and Administrative Policies and Guidelines were submitted to the Committee for reconsideration in February. However, at that time the City lost its Project Coordinator to extended illness and the Community Development Director and Planning Manager have now taken a lead role in shepherding the project through to completion. Steering Committee meetings have been held in March, April and two in May to complete this work. Once completed, the drafts will be forwarded to the City Manager and City Attorney for review by the end of May. Stakeholder review and consideration by the Planning Commission and Parks & Recreation Advisory Commission is also required and will occur in June/July with final adoption of the Master Plan anticipated this summer in July/August, slightly behind schedule. The Administrative Policies and Guidelines are adopted by the City Manager ultimately, although they will track simultaneously with Master Plan approval.

1/25/2013 - jward: After completing the draft public art evaluation process, program guidelines and public review procedures with the guidance of the Steering Committee in meetings held between October and November 2012, staff completed the preliminary draft Public Art Master Plan and circulated it for internal review. Comments have been received and revisions are being prepared for follow-up review by the Steering Committee. This task is behind, however, the draft plan will be released to the Steering Committee and a public workshop will be held in March. The revised final plan will be released to the



Planning Commission and Parks & Recreation Commission in April prior to final review by the Council before the end of the fiscal year as scheduled.

12/21/2012 - jward: The Public Art Steering Committee completed their series of meetings providing input on the drafting of the Public Art Master Plan. An administrative draft of the Public Art Master Plan has been prepared including the Committee's input and is currently being reviewed by staff. It is anticipated that in early 2013, following staff review and edits, the draft Public Art Master Plan will be returned to the Steering Committee and released to the public for further feedback.

10/4/2012 - jward: The Public Art Steering Committee has held 3 meetings and has 4 more meetings scheduled in 2012 to provide input on the Draft Public Art Master Plan. The three meetings held addressed the establishment of the Steering Committee and their role; addressed the vision, goals and core values of the Public Art Master Plan, potential locations for public art; and temporary art.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Draft preliminary plan	CDD, Planning	Julianne Ward	50 %	10/31/2012	Complete
Internal staff review	CDD, Planning	Julianne Ward	20 %	11/30/2012	Complete
Steering Committee review	CDD, Planning	Julianne Ward	5 %	12/31/2012	Behind
Public workshop	CDD, Planning	Julianne Ward	5 %	1/31/2013	Not Started
Revise plan and release to public	CDD, Planning	Julianne Ward	10 %	2/15/2013	Not Started
PC and P&R Commission review	CDD, Planning	Julianne Ward	5 %	3/31/2013	Not Started
City Council adoption	CDD, Planning	Julianne Ward	5 %	6/30/2013	Not Started

**Project Progress: 70% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	CDD-00610	<b>Project Status</b>	Behind
<b>Project Title</b>	Heritage Napa			<b>Phase</b>	4 of 4
<b>Project Start Date</b>	7/1/2012		<b>Project Due Date</b>	6/30/2013	
<b>Requested Start Date</b>			<b>Requested Due Date</b>		
<b>Lead Department</b>	CDD, Planning		<b>Project Leader</b>	Kevin Eberle	
<b>Project Budget</b>	\$40,000				
<b>Funding Sources</b>	General fund				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

Heritage Napa is a multi-year project started in 2008 to update the City's Historic Resources Inventory and Historic Preservation Ordinance. For FY 2012/13, staff is continuing with Phase 4 of the project which includes updating the Historic Resources Inventory to include new survey data, switching to the State's resource rating system, and amending the Historic Preservation Ordinance.

## Status Update

5/2/2013 - Kmacnab: In late March the City Attorney's office assumed the lead in drafting the ordinance. A draft of the updated ordinance, to include switching to the State resource rating system, was scheduled to be completed by the end of April, but this was delayed by other pressing issues (e.g., Bottle Rock). While progress has been made, a draft ordinance is expected to be completed in May. CHC and PC review of the draft ordinance is anticipated in June, with Council review and adoption occurring thereafter in July/August depending on the time it takes to develop advisory recommendations by the CHC and PC.

1/25/2013 - keberle: City Attorney requested a more "step by step" approach to this comprehensive re-write of the Historic Preservation Ordinance. A timeline has been developed for City Attorney review, CHC review and Council review to adopt the new ordinance by June 2013.

7/15/2012 - keberle: Draft document completed. Met with City Attorney. Working on second draft.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Update Inventory to include new data	CDD, Planning	Kevin Eberle	20%	4/1/2013	Complete
Revise Historic Preservation Ordinance	CDD, Planning	Peter Spoerl	60%	6/30/2013	Behind
Switch to State resource rating system	CDD, Planning	Peter Spoerl	20%	6/30/2013	Behind
<b>Project Progress: 20% of 100% Complete</b>					



# Project Tracking Report

<b>Project Priority</b>		<b>Project Number</b>	FD-00571	<b>Project Status</b>	Behind	
<b>Project Title</b>	American Medical Response (AMR) Ambulance Contract				<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	3/31/2013			
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	6/30/2013			
<b>Lead Department</b>	Fire	<b>Project Leader</b>	Mike Randolph			
<b>Project Budget</b>	\$0					
<b>Funding Sources</b>	General Fund					

☐ City Manager's Report    ☒ City Council's Report

## Project Description

The City of Napa Fire Department is developing a contract with AMR to provide services in relation to the County ambulance franchise agreement. Specifically we will be discussing the use of facilities, restock of Advanced Life Support supplies, Medical Director oversight, and oversight of training and quality assurance practices.

## Status Update

5/3/2013 - Mrandolph: The delay in the review of the final draft of the agreement is because we are awaiting language to be provided by AMR. We have been waiting for the draft language from AMR since the beginning of February. Regular requests for this language have been made over the past several months. Due to the delay in receiving draft language from AMR, staff is requesting that the due date for this project be adjusted to 6/30/13.

1/25/2013 - Mrandolph: The delay in review by County EMS is because of extensive review by City and AMR Counsel. We anticipate the draft agreement to be provided to County EMS by the end of February.

10/9/2012 - Mrandolph: Draft agreement has been sent to AMR's attorney for review and we are waiting for a response.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review of Draft Agreement Language	Fire	Mike Randolph	40 %	11/30/2012	Behind
Review of Agreement by County EMS	Fire	Mike Randolph	10 %	12/31/2012	Behind
Approval of agreement by Council	Fire	Mike Randolph	20 %	2/28/2013	Behind
Implementation of agreement	Fire	Mike Randolph	30 %	6/30/2013	Not Started

**Project Progress: 0% of 100% Complete**



# Project Tracking Report

**Project Priority**                      **Project Number** FD-00572                      **Project Status** Complete  
**Project Title**                      Fire Station 5 Development Plan                      **Phase** 1 of 1  
**Project Start Date**                      11/1/2012                      **Project Due Date**                      6/30/2013  
**Requested Start Date**                                           **Requested Due Date**  
**Lead Department**                      Fire                      **Project Leader**                      Mike Randolph  
**Project Budget**                      \$0  
**Funding Sources**                      General Fund & Development Fee  
☐ **City Manager's Report**                      ☒ **City Council's Report**

## Project Description

Develop a plan for the construction and staffing of Fire Station 5 for Council review and authorization.

## Status Update

5/3/2013 - Mrandolph: Waiting for City Council approval with adoption of the Capital Improvement Plan (CIP) budget.

1/25/2013 - Mrandolph: Station 5 Conceptual Plan delivered to Council at their workshop in January.

10/9/2012 - Mrandolph: Worked with Public Works to update the cost estimates of Fire Station No. 5 and the estimated costs for a temporary facility.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Provide conceptual plan for retreat	Fire	Mike Randolph	10%	11/26/2012	Complete
Evaluate staffing/deployment options	Fire	Mike Randolph	30%	11/26/2012	Complete
Evaluate construction costs	Fire	Mike Randolph	15%	11/26/2012	Complete
Evaluate site development costs	Fire	Mike Randolph	15%	11/26/2012	Complete
Council presentation on conceptual plan	Fire	Mike Randolph	10%	1/11/2013	Complete
Finalize plan based on input	Fire	Mike Randolph	20%	3/31/2013	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	HSG-00583	<b>Project Status</b>	On Time
<b>Project Title</b>	Laurel Manor Phase IV Rehabilitation			<b>Phase</b>	1 of 3
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	6/30/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Housing	<b>Project Leader</b>	Lark Ferrell		
<b>Project Budget</b>	\$2,700,000				
<b>Funding Sources</b>	CDBG Rehab Ln Fnd & Laurel Mnr Cap Fund				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

The Laurel Manor Phase IV Rehabilitation Project will fully renovate Laurel Manor, the 50-unit senior apartment complex owned by the City of Napa Housing Authority. The rehabilitation will be undertaken in seven consecutive phases over the next three fiscal years. This will minimize the cost and impact of temporarily relocating the residents. The scope of work will include both exterior improvements, including installing more water efficient landscaping, and interior improvements, including window replacement and kitchen and bath updating. Clubhouse renovations will include converting the existing restroom to a single restroom that meets ADA requirements. Work will commence with a community meeting this fall.

Fiscal Year 2012/13 work was originally scheduled to include eight units and the development of landscape and drainage plans. It was later modified to include starting the renovation of 14 units as well as the replacement of all windows and patio doors, new patios, and installation of new privacy fencing for all units in the complex.

During Fiscal Year 2013/14, renovations will continue with work being completed on an estimated 29 additional units. Tenants will be temporarily relocated and work completed on the next three phases of renovation. A new drainage system will be installed.

During Fiscal Year 2014/15, tenants will be temporarily relocated, and work will be completed on the final three phases of renovation of units. Exterior lighting, concrete work, exterior painting of all buildings, clubhouse renovations, and landscaping will also be completed.

## Status Update

5/1/2013 - lferrell: In order to complete the rehab project sooner to meet expenditure milestones associated with the CDBG funds associated with the project, the scope of the first phase of rehab was further increased from ten units to a total of 14 units. It is anticipated bids will be requested for this work in early May, with construction beginning by the end of May. Also, the scope of work to be completed during this fiscal year was modified to include renovations that could easily be done in a single phase on all units in the complex. This included the installation of new windows and patio doors for all units in the complex.

Last updated 5/7/2013

which was completed on April 9, 2013. The tenants are very happy with their new doors and windows. Contracts for new concrete patios for all units in the complex was awarded on April 1, 2013. The contract for upgraded electrical panels for all units in the complex was also awarded on April 1, 2013. Finally, the contract for privacy fences for all of the units in the complex was awarded on April 4, 2013.

After consultation with a landscape architect, it was decided to wait to solicit bids for a landscaping plan until after the patios and fences have been installed because the patio footprints will be larger than the existing patios. Based on this decision, staff anticipates requesting proposals from landscape architects in late June with a contract being awarded by the end of July.

2/8/2013 - Iferrell: Bid packages for the replacement of windows and patio doors in all units were sent out on January 25, 2013. Based on additional vacancies at Laurel Manor, staff expanded the scope for the first phase of unit rehabilitation to include ten units rather than eight as originally envisioned. Requests for bids for these units were sent out on January 25, 2013. Asbestos and lead-based paint testing were completed on a sampling of units and the community room in January. No lead-based paint was found, but asbestos was. Therefore, on February 7, 2013 staff sent out requests for bids for asbestos removal for the first ten units. After further investigation, staff has determined that the landscape architect can be solicited through an informal bid process. Therefore, meetings on site with landscape architects have been planned during the month of February.

1/25/2013 - Iferrell: The bids package for the replacement of windows and patio doors in all of the units has been prepared. Asbestos removal and lead-based paint testing have both been scheduled to occur during the last week of January. Proposals from landscape architects will also be solicited during this same time period.

12/20/2012 - Iferrell: HACN Board approved project budget at the November 20, 2012 Board meeting. The bid package has been prepared for the initial phase of the project and will be sent out to bid in January.

10/26/2012 - Iferrell: Community meeting was held at Laurel Manor on October 25, 2012. The residents in attendance were enthusiastic about the proposed renovations and had lots of questions. Staff passed out a survey to obtain additional feedback.

10/5/2012 - Iferrell: Staff has begun setting up a community meeting to discuss the renovation project with the tenants. The meeting will be held in October.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Community meeting to kick off project	Housing	Lark Ferrell	5 %	10/31/2012	Complete
Bid package prepared	Housing	Joe Wiencek	20 %	12/31/2012	Complete
Asbestos removed from 14 units	Housing	Joe Wiencek	5 %	3/30/2013	Complete
Installation of windows/patio doors	Housing	Joe Wiencek	25 %	4/30/2013	Complete
Bids solicited for 1st phase of 14 units	Housing	Joe Wiencek	10 %	5/15/2013	Not Started
Completion of patios & privacy fencing	Housing	Joe Wiencek	15 %	5/15/2013	On Time
Begin remodel of 1st 14 units	Housing	Joe Wiencek	10 %	5/30/2013	Not Started
RFP for landscape architect	Housing	Joe Wiencek	10 %	6/30/2013	Not Started

**Project Progress: 55% of 100% Complete**

Last updated 5/7/2013





# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00561	<b>Project Status</b>	On Time
<b>Project Title</b>	Parking Garage Renovations			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	5/30/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Dave Perazzo		
<b>Project Budget</b>	\$152,000				
<b>Funding Sources</b>	Parking Fund				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

This is a carryover project from the FY 2011-12 CIP. The project consists of updating the paint, signage and striping in the three downtown parking garages. A consistent color and signage scheme will be selected for all three garages. Plain interior surfaces will be painted light colors to enhance lighting and visibility for the public. Completion of specifications and construction will be performed during this FY2012-13 CIP.

## Status Update

5/1/2013 - dperazzo: The project was advertised for bid in early April. The award of a contract will go before the City Council for approval on May 7. The project will begin once contract documents are completed sometime in May. Work will be phased with one location being completely painted prior to moving on to the next.

1/24/2013 - dperazzo: Parks staff have performed some required work on the garages in advance of the project. Vines and plant material have been removed from the garage walls in all three locations. The wooden trellis had been completely removed from the Pearl Street garage in November with similar work scheduled for Clay and Second Street in February and March. The renovation will include updates to ADA parking and assure that signage is up to date.

10/12/2012 - dperazzo: PRSD and PW staff are currently developing the formal bid specifications for this project.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Preparation of garages - City work force	Recreation	Dave Perazzo	5 %	12/31/2012	Complete
Design of plans and Specifications	PW, Engineering	Andrilla/Perazzo	10 %	2/1/2013	Complete
Bidding	PW, Engineering	Andrilla/Perazzo	15 %	3/31/2013	Complete
Construction	PW, Engineering	Andrilla/Perazzo	70 %	6/30/2013	Not Started

**Project Progress: 30% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00562	<b>Project Status</b>	Complete
<b>Project Title</b>	Playground Equipment Replacement			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	11/4/2012		
<b>Requested Start Date</b>		<b>Requested Due Date</b>	3/1/2013		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Dave Perazzo		
<b>Project Budget</b>	\$760,000				
<b>Funding Sources</b>	Park Quadrant Funds				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

This is a carryover project from the FY 2011-12 CIP. The project will replace aging playground equipment in 11 City parks. The equipment and surfacing no longer meets the State of California standards. Playground locations were chosen from a priority list related to age, condition of existing equipment and use of area. Upgrades will assure these areas are in compliance with State standards and ADA accessibility. The City has entered into a CMAS agreement with the manufacturer for the specific type of equipment and lowest and best possible bid. The design and bidding has been completed. Replacement of two locations are community build and have been scheduled for the third and final installation.

## Status Update

5/1/2013 - dperazzo: The final ADA ramp was completed in February. The project is complete.

1/24/2013 - dperazzo: Majority of project has been completed with all 11 sites receiving new equipment and safety surfacing. All locations are open to the public. Final pathway for access to playground at Fairview Park has yet to be completed due to rain and drainage issues. New pathway should be completed by March 1, 2013.

10/12/2012 - dperazzo: the following 10 park playgrounds have been installed and opened to the public. Dry Creek, Klamath, Valley, Las Flores, Beckworth, Montclair, Norfolk, Tallac, Sequoia and Playground Fantastico. The playground at Fairview Park is set for a community build with help from the Kiwanis Club on November 2-3.

8/20/2012 - dperazzo: Delivery of equipment for first 5 playgrounds was received today. Play area at Dry Creek Park was closed in preparation of demolition this week.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Installation of new walkways			5 %	3/1/2013	Complete
Installation of Equipment and Surfacing	Recreation	Dave Perazzo	95 %	3/1/2013	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	REC-00589	<b>Project Status</b>	On Time
<b>Project Title</b>	Skate Board Park Project			<b>Phase</b>	1 of 2
<b>Project Start Date</b>	9/1/2012	<b>Project Due Date</b>	6/30/2013		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	6/30/2014		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Perazzo		
<b>Project Budget</b>	\$1,400,000				
<b>Funding Sources</b>	Quadrant Funds				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

This is the first phase in the development of a new skate park facility. Once completed the Department, with input and involvement from the community, users, the Parks and Recreation Commission and City staff will present a preferred project site and design to the City Council for approval. This phase will include determining the site location and the selection of a design firm. This phase of the project will begin in September 2012 and be completed by the end of June 2013. A skate board park design firm will be selected to assist staff in developing the preferred site selection. Staff will use an RFP to select the best qualified design firms. Members of the community, Parks and Recreation Commission, skate board park users and staff will participate in a panel interview to select the most qualified design firm.

While the City will not limit its site selection to only city owned properties, selection of city owned property is preferred as land costs could drive up the project cost, thus reducing the actual amount of project funds that can be used for the project. If city owned property is selected as the preferred site, remaining project funds can be used to expand the existing project and include additional and necessary park amenities.

## Status Update

5/1/2013 - dperazzo: The process for site selection has been finalized. A yet to be finalized location within Kennedy Park will be determined as part of the public design process. The Design/Build selection committee process is underway and members of City Staff, the Parks & Recreation Commission and the public have been designated. The RFQ is being prepared for distribution. The selection process for the design/build firm will take place in June.

1/24/2013 - dperazzo: First public meeting to discuss location and process for design and construction was held on January 9, 2013. As a result of that meeting the Park and Recreation Commission has asked staff to discuss key project items at a special meeting to be held on February 13, 2013. The key discussion points are to first determine a location and second to determine the process used to choose a design/build firm for the project. The idea of hiring a qualified, pre-approved firm was discussed in order to save some

Last updated 5/3/2013

time with that part of the process. The public and Commission would like to see what other options are available including utilizing the traditional RFP process to choose the right firm even if it extends the timeframe for project completion. Because of that, this project will need to be split into two phases covering 2 fiscal budget cycles. The site selection and design firm selection process will be completed in fiscal year 2012-13 and design and construction in the following 2013-14 fiscal cycle.

10/12/2012 - Imazzuca: The Feasibility Study and Design RFP have been combined as a single effort since the last update. This was done to ensure "fairness" when selecting a design firm. Staff wants to make sure that the firm selected to conduct the Feasibility Study doesn't get an unfair advantage if that firm were to also demonstrate interest in designing the skate park. The design RFP is remains scheduled to be released towards the end of November.

9/7/2012 - Imazzuca: Staff is in discussions with a skate park design firm to develop the Feasibility Study.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Develop feasibility study/site selection	Recreation	Larry Mazzuca	5%	10/20/2012	Complete
Site Selection	Recreation	Dave Perazzo	30%	2/28/2013	Complete
Design firm selection process	Recreation	Dave Perazzo	65%	6/30/2013	On Time
<b>Project Progress: 35% of 100% Complete</b>					



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	REC-00590	<b>Project Status</b>	Behind
<b>Project Title</b>	Kennedy Park Master Plan			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	12/7/2012	<b>Project Due Date</b>	5/21/2013		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	10/30/2013		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	L. Mazzuca		
<b>Project Budget</b>	\$90,000				
<b>Funding Sources</b>	Quadrant Funds				

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

Development of a Site Master Plan for Kennedy Park. The City's Park and Recreation Facilities Park Master Plan has placed a high priority for the design of future recreation elements at this park. Approximately 40% of the park is currently undeveloped. The City's Parks and Recreation Facilities Master Plan states that future city developed recreation elements should be designed for the unmet space needs at Kennedy Park.

This project will focus on determining where future unmet recreational facility needs will need to be located. Unmet recreational facility needs are prioritized in the City's Park and Facilities Master Plan and were determined by a process that included input from residents and local sports groups and organizations.

## Status Update

5/3/2013 - Imazzuca: This project is currently behind schedule. It was anticipated that the Kennedy Park Site Master Plan would be completed by summer 2013. However, during the annual City Council Retreat last January, the Council directed staff to schedule a City Council and Parks and Recreation Commission workshop to discuss the master plan's project goals. The City Clerk's office and Parks and Recreation Services staff were unsuccessful in finding a mutual meeting date for the City Council and Parks and Recreation Commission until mid April 2013. The addition of the workshop date delayed the project by approximately three months. Staff is currently developing the RFQ and plans to release it around the end of May 2013. Staff now anticipates that this project will not be completed until Fall 2013. As this is not a "high priority" project and its delay does not impact other related department projects, staff does not believe that delaying the Kennedy Park Site Master Plan by 3-4 months will have any significant impacts on other projects or existing/future staff workload schedules. Project task requirement/due dates have been adjusted and will reflect work that will be completed by June 30, 2013. Remaining tasks will be adjusted and will reflect due dates at the beginning of the new fiscal year, July 1, 2013.

1/25/2013 - Imazzuca: Project description has been placed on an earlier Parks and Recreation Commission agenda for review. During the annual City Council Retreat (1/11/2013), the Council asked staff to schedule a Joint Council and Parks and Recreation Commission meeting to discuss the proposed master planning process. Staff is currently scheduling that meeting. Council also asked that Napa Community

Last updated 5/9/2013

College be included in the planning process. On January 24, 2013, the City Manager and Parks and Recreation Services Director met with Napa College's Acting President and Board of Trustee's Chairman to discuss area of mutual interest, specifically in regards to the master planning process. The College is very interested in participating in this planning effort.

The scheduling of the Joint Council/Commission meeting, and continuing dialog with Napa College will result in a delay of approximately 30-60 days in completing the Kennedy Park Site Master Plan; however, staff will continue to strive to complete this plan by June 30, 2013. The Project Tracking TASK Section has been amended to include the Joint Parks and Recreation Commission and City Council meeting. Adjusted dates reflect this addition to the project.

10/12/2012 - Imazzuca: No change. This project is not scheduled to begin until early 2013.

9/7/2012 - Imazzuca: Not started.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Commission/Council Workshop	Recreation	L. Mazzuca	10 %	1/30/2013	Complete
Develop/Distribute RFQ	Recreation	L. Mazzuca	25 %	5/31/2013	On Time
Interview/Select Master Plan Design Firm	Recreation	L. Mazzuca	10 %	6/30/2013	Not Started

**Project Progress: 10% of 45% Complete**





CITY of NAPA

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00573	<b>Project Status</b>	Complete
<b>Project Title</b>	RecWare Upgrade- Implementation to Active.Net			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	1/31/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Cindy Bannister		
<b>Project Budget</b>	\$25,000				
<b>Funding Sources</b>	General Fund				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

Under supervision and direction of Scott Nielsen, Information Technology Manager, replace current RecWare Safari software program with web-based Active.Net software program. Both products are owned by the ActiveNetwork and are considered an upgrade to our current product. By changing to a web-based program, the ActiveNetwork will assume the responsibility to maintain servers, provide the highest level of security for credit card processing and the management of personal information, and overall future upgrades and maintenance of the software. This will reduce the demands on the City's IT Department and provide additional staff capacity for other tasks and projects.

RecWare is no longer supported by the ActiveNetwork. To motivate the City of Napa to upgrade during FY 12/13, the ActiveNetwork offered a number of financial incentives including the waiver of RecWare software maintenance fees for FY 11/12 and 12/13. This results in a \$26,000 savings to the General Fund that can be re-directed to cover the City's costs of implementation.

Once the upgrade is fully implemented, customers using the online product will see an improved platform for viewing and registering for recreation programs. Staff will see improved performance, streamlined report generation, added functionality and increased ease of use. Part of the implementation includes having new capabilities to load city GIS information to help attain accurate addresses and provide facility location information. There is also a financial download component that is stated to streamline staff time for transferring revenue information directly from the software into the City's financial program.

Currently, software maintenance fees are charged by the ActiveNetwork as an annual flat rate, based on the number of licenses. The transition to the Active.Net program results in maintenance charges assessed for a per-transaction fee instead of the flat fee. However, as part of the incentives offered by the ActiveNetwork to upgrade, our new fees will be fixed for the first two year period and will be similar to the software expenses currently budgeted in the operating budget of Parks and Recreation.

## Status Update

1/9/2013 - cbannister: Project is scheduled for an on time "Go Live" date of Thursday, January 10, 2013 which will be the first day of Winter/Spring Recreation Program Registration. Staff training has been

Last updated 2/8/2013

completed and parallel entries are being made for 2013 parks and Pelusi Building rentals to provide test data. In addition, staff has been using the trainer environment to test transactions including the new component of automated, financial integration. Testing has provided positive results and verification of new system integrity.

For those customers that use our online registration system, they will be required to set up new profiles and passwords. The system will be open as of January 2nd for customers to access ActiveNet and set up their new account. Staff is available to assist with account set-up, either over the phone or in our office. Advertisement of this requirement is posted in our office, on the website, on Facebook, and throughout our Winter/Spring Recreation Guide.

10/12/2012 - cbannister: Staff training and system set up began on October 1st, 2012 and continues on a schedule through November 2nd. One of the major changes with implementation is that the new software will be set-up to match the city's modified accrual method of financial recordkeeping. This change will also result in an automated "upload" of financial data from the department transactions directly into the financial software. Staff from the Finance Department have been participating in these discussions and set-up.

The project remains on schedule for a public "go live" date in mid-January 2013.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Technical Assessment and Review	Information Technology	Scott Nielsen	5%	7/1/2012	Complete
Negotiating and Executing Contract	Information Technology	Scott Nielsen	5%	7/1/2012	Complete
Finalize Implementation Plan	Parks and Recreation	Cindy Bannister	5%	9/1/2012	Complete
Data Entry- Go Live For Winter/Spring	Parks and Recreation	Cindy Bannister	15%	11/30/2012	Complete
Software set-up, training, testing	Parks and Recreation	Cindy Bannister	50%	11/30/2012	Complete
Community Outreach	Parks and Recreation	Cindy Bannister	5%	1/15/2013	Complete
Go Live Tasks	Parks and Recreation	Cindy Bannister	10%	1/25/2013	Complete
Debrief and follow-up	Parks and Recreation	Cindy Bannister	5%	2/28/2013	Complete

**Project Progress: 100% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	REC-00591	<b>Project Status</b>	Complete
<b>Project Title</b>	Golf Course Lease/Alternative Use Options			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	8/1/2012	<b>Project Due Date</b>	12/11/2012		
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	6/30/2013		
<b>Lead Department</b>	Recreation	<b>Project Leader</b>	Larry Mazzuca		
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	Not Required				

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

Negotiate a lease agreement with CourseCo, Inc. for the Napa Golf Course at Kennedy Park. If unsuccessful, provide the City Council with alternative use options for the NGC.

## Status Update

5/7/2013 - lmazzuca: The City of Napa and CourseCo have developed a "final" Napa Golf Course Lease Agreement. After final review by the City Attorney's office, staff presented the Lease Agreement to CourseCo May 5, 2013 for signatures and execution. It is anticipated that the City Manager will sign and execute the Lease Agreement on or before May 15, 2013. A Termination Agreement of the current Management Agreement between CourseCo and the City of Napa will accompany the Lease Agreement. Shortly thereafter staff from the City's Finance and Parks and Recreation Services Department and CourseCo will conduct an inventory of all existing and remaining equipment at the golf course. The Lease Agreement becomes effective immediately upon execution by both parties.

1/25/2013 - lmazzuca: This project is approximately two months behind schedule. This is the result of several factors including scheduling a public meeting to discuss the proposed lease and CourseCo needing additional time to craft the draft lease. Both the meeting and draft lease had to be delayed until after the extended December holiday schedule. City staff is currently reviewing the Draft Lease submitted by CourseCo. Staff will submit their lease comments to CourseCo by the end of January 2013. Staff has adjusted the project task timeline to reflect the above delays.

10/12/2012 - lmazzuca: The process of developing a Lease Agreement with CourseCo remains on time with a staff presentation to the City Council scheduled for November 20, 2012.

9/7/2012 - lmazzuca: Staff is in the process of drafting a lease agreement with CourseCo for the Napa Golf Course for golf, food and beverage operations.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Draft discussion points with CourseCo	Recreation	Larry Mazzuca	20%	8/17/2012	Complete
City Manager/Attorney/Staff Review	Recreation	L. Mazzuca	40%	1/23/2013	Complete
Negotiate Final Lease	Recreation	Larry Mazzuca	30%	2/20/2013	Complete
Final CM Review/Approval	City Manager	L. Mazzuca	10%	3/1/2013	Complete

**Project Progress: 100% of 100% Complete**



# Project Tracking Report

**Project Priority** High      **Project Number** REC-00565      **Project Status** On Time  
**Project Title** Las Flores Community Center Roof Replacement      **Phase** 1 of 1  
**Project Start Date** 10/1/2012      **Project Due Date** 6/28/2013  
**Requested Start Date**      **Requested Due Date**  
**Lead Department** Recreation      **Project Leader** Dave Perazzo  
**Project Budget**  
**Funding Sources** Las Flores Fund

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

This project will address issues related to water penetration and damage due to insufficient insulation and ventilation of the roof at the Las Flores Community Center. Condensation buildup from exposed fasteners and lack of an adequate vapor barrier has caused damage to existing insulation and the interior ceiling. The project will remove and replace the existing metal outer roof and damaged insulation. A new vented ridge and standing seam metal roof system along with insulation and vapor barrier will be installed.

## Status Update

5/1/2013 - dperazzo: Working with consultant and received preliminary submittals for repair and replacement of existing roof and replacement of installation and ceiling. Utilizing US Communities for design and construction services.

1/24/2013 - dperazzo: Design work is being completed for the replacement roof. A consultant has looked at the existing roof and issues and developed a proposal for this project.

10/12/2012 - dperazzo: PRSD and PW staff are currently working with a consultant on design for this project.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Design	Recreation	Dave Perazzo	15%	12/31/2012	Complete
Bidding	Recreation	Dave Perazzo	15%	4/11/2013	Complete
Construction	Recreation	Dave Perazzo	70%	6/30/2013	Not Started

**Project Progress: 30% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	<b>Project Number</b>	PD-00576	<b>Project Status</b>	Behind
<b>Project Title</b>	Geographic Neighborhood Policing		<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	3/1/2013	
<b>Requested Start Date</b>		<b>Adjusted Due Date</b>	6/30/2013	
<b>Lead Department</b>	Police	<b>Project Leader</b>	Steve Potter	
<b>Project Budget</b>	\$0			

## Funding Sources

☐ City Manager's Report    ☒ City Council's Report

## Project Description

The purpose of this project is to transition the Police Patrol Bureau to a Geographic Neighborhood Policing model. This change will be used to address quality of life as well as crime issues. The concept of this project is to encourage the established neighborhoods in Napa to address their self-recognized issues and to improve access to the various governmental, private and for-profit organizations that can best address their various concerns. We also believe that a neighborhood focus and better access to Police services will increase interaction between community members and Officers and will help citizens to seek out appropriate non-Police resources. It is understood that issues affecting one area of town are not necessarily the same that affect the other areas of town. To do this we will:

\* Establish a web-based neighborhood map that allows community members to directly contact the Officers assigned to their neighborhood. The Officers will then have a better opportunity to share information and address concerns affecting any given neighborhood.

\* Establish a link that provides community members a list of frequently used federal, state, county, city, non-profit and for-profit organizations. We believe that by providing this information directly to members of the community this will improve customer service and reduce non-emergency calls to the 911 emergency center.

\* Officers will be assigned to work specific neighborhoods for one-year deployment periods. This will allow for more consistent community member/Officer interaction through direct contact and community meetings.

\* Neighborhood residents will be encouraged to interact with their neighbors to heighten awareness, security and address issues in their infancy.

## Status Update

5/2/2013 - spotter: The community survey information tabulation has taken longer than expected coupled with the employee assigned to this project had an unexpected absence from work. This has caused the entire project to fall behind the anticipated completion dates.

Last updated 5/15/2013

2/8/2013 - spotter: The community survey has been completed and information is being tabulated. A list of on-line resources and a policy are both being developed at this time. Neighborhood meetings will begin when the policy and employee training are completed. Our goal is to complete the project right around the first of March.

1/18/2013 - spotter: The community survey closes today and feedback will soon be available. The list of on-line resources is being developed and will soon be complete.

12/26/2012 - porourke: per Captain Potter - Community survey is currently underway. The list/line of Resources is still being compiled.

11/28/2012 - spotter: Sgt Hunter has developed the survey and is exploring distribution methods to maximize community participation. Sgt Hunter is also working of other aspects of the program including deployment, mapping and contact.

10/9/2012 - spotter: Sgt. Hunter continues to address milestones and is on time thus far. She has developed the community survey and is awaiting feedback from other affected departments and organizations.

### **Project Milestones**

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Review/Develop Crime Analysis reports	Police	Steve Potter	30 %	12/31/2012	Not Started
Conduct Community Survey	Police	Steve Potter	20 %	12/31/2012	Complete
Establish a list/line of Resources	Police	Steve Potter	10 %	12/31/2012	Behind
Begin Neighborhood meetings	Police	Steve Potter	10 %	1/31/2013	Behind
Train Department Staff	Police	Steve Potter	30 %	1/31/2013	Behind

**Project Progress: 20% of 100% Complete**



# Project Tracking Report

**Project Priority**                      **Project Number**    PD-00578                      **Project Status**    On Hold  
**Project Title**                      Analyze & Implement Police Reserve Officer Program                      **Phase**    1 of 1  
**Project Start Date**                      7/1/2012                      **Project Due Date**                      6/30/2013  
**Requested Start Date**                                           **Requested Due Date**  
**Lead Department**                      Police                      **Project Leader**                      Steve Potter  
**Project Budget**                      \$0  
**Funding Sources**

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

Development and implementation schedule for Police Reserve Officer. A Police Reserve program will allow the department to have augmented staffing during times of special events, routine patrol and disasters. It will also allow the department to enhance its recruitment capabilities through this program and reduce initial in-service training time.

## Status Update

5/2/2013 - spotter: This program is on hold until the department fills the full time Police Officer positions. We have hired several new Officers and have recently recruited for Police Officer Trainees in which we hope to hire up to four to start the Police Academy in July. If we are able to hire four Officers we will be fully staffed and able to recruit for Reserve Officers.

2/11/2013 - spotter: This program is on hold until the department fills the full time police officer positions.

2/8/2013 - spotter: Lexipol policies are finished for the program and will be included in the policy manual. Hiring has been delayed until full time police officer positions are filled.

1 /18/2013 - spotter: The training program has been approved by POST, the hiring process will mirror that of regular police officers and we will identify potential reserve officers from current and future police officer lists.

1/8/2013 - spotter: Corrections/updates made to manual, as POST has requested. Waiting to hear from them.

12/26/2012 - porourke: Still waiting for POST approval of the Field Training Program manual. Appointment of reserves after appointment of full time police officer positions are filled.

11/28/2012 - spotter: Sergeant Campagna has revised the Department Field Training Program and submitted it to California POST for approval. That approval is expected within the next couple of weeks. The HR/Personnel Department has closed the application period for police officer and we will focus on



this group (after full time positions are filled) for the Reserve Officer candidates. Policies are being developed and will be completed shortly.

10/9/2012 - spotter: This project has not yet been started as focus has been on other operational issues.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Develop training program	Police	Steve Potter	20 %	11/28/2012	Complete
Develop policies and procedures	Police	Steve Potter	10 %	11/28/2012	Complete
Develop a hiring process	Police	Steve Potter	20 %	12/1/2012	Complete
Complete Recruitment process	Police	Steve Potter	20 %	1/1/2013	On Hold
Train the new Police Reserve Officers	Police	Steve Potter	30 %	6/30/2013	Not Started

**Project Progress: 50% of 100% Complete**



# Project Tracking Report

**Project Priority**                      **Project Number** PD-00579                      **Project Status** Withdrawn  
**Project Title**                      Analyze & Implement Plan for 311 Non-Emergency No.                      **Phase** 1 of 1  
**Project Start Date**                      2/1/2013                      **Project Due Date**                      6/30/2013  
**Requested Start Date**                                           **Requested Due Date**  
**Lead Department**                      Police                      **Project Leader**                      Shirley Perkins  
**Project Budget**                      \$0  
**Funding Sources**

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

Analyze and develop an implementation plan for a 311 non-emergency number for future budget consideration.

## Status Update

5/3/2013 - sperkins: The staff resources are not available to complete this project at this time, so the project is being withdrawn.

1/18/2013 - sperkins: No activity on this project for this period.

10/9/2012 - sperkins: As part of the research for the neighborhood based policing model, we are also looking at the various 311 programs.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Discuss use with other City Departments	Police	Shirley Perkins	10 %	3/31/2013	Withdrawn
Research other agencies' implementation	Police	Shirley Perkins	20 %	3/31/2013	Withdrawn
Identify the cost of implementation	Police	Shirley Perkins	30 %	6/30/2013	Withdrawn
Develop a plan of implementation	Police	Shirley Perkins	40 %	6/30/2013	Withdrawn

**Project Progress: 0% of 100% Complete**



# Project Tracking Report

**Project Priority**                      **Project Number** PD-00580                      **Project Status** On Time  
**Project Title**                      Analyze Housing Authority Building for 9-1-1 Ctr.                      **Phase** 1 of 1  
**Project Start Date**                      10/27/2012                      **Project Due Date**                      6/30/2013  
**Requested Start Date**                                           **Requested Due Date**  
**Lead Department**                      Police                      **Project Leader**                      Shirley Perkins  
**Project Budget**                      \$0  
**Funding Sources**

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

Analyze possible Housing Authority Building for 9-1-1 Communications Center and plan for implementation if feasible.

## Status Update

5/3/2013 - sperkins: This project is now a subset of the larger City Hall Consolidation project. Public Works has contracted a structural Engineer to evaluate the Housing Authority building to determine if it meets the standards as an "Essential Services" building.

1/18/2013 - sperkins: Meeting was held with Rick Tooker, Community Development Director, Lark Ferrell, Housing Manager and Scott Nielson, IT Manager to discuss availability of site and space requirements.

10/9/2012 - sperkins: Obtained various documents for the purchase of the Housing Authority building. Meeting scheduled on October 27 with the stakeholders. Goal is to determine if both Housing and Dispatch can reside in this location.

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Determine suitability of site	Police	Shirley Perkins	10%	12/31/2012	Complete
Determine space requirement	Police	Shirley Perkins	10%	12/31/2012	Complete
Determine availability of site	Police	Shirley Perkins	10%	12/31/2012	Complete
Identify 9-1-1 relocation costs	Police	Shirley Perkins	20%	3/31/2013	Not Started
Identify need for any relocations	Police	Shirley Perkins	10%	3/31/2013	Not Started
Identify upgrades required & cost	Police	Shirley Perkins	20%	5/31/2013	Not Started
Develop implementation plan if feasible	Police	Shirley Perkins	20%	6/30/2013	Not Started

**Project Progress: 30% of 100% Complete**

Last updated 5/3/2013



# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00616	<b>Project Status</b>	On Time
<b>Project Title</b>	5-Way Intersection			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	6/30/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Transportation Engineeri	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$2,053,000				
<b>Funding Sources</b>	SIF, Developers, Caltrans				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

As identified in the Soscol Gateway Implementation Plan (2005), the project involves modifying the intersection to improve level of service. This may include widening, travel lane reconfiguration, and signal modification.

In addition to typical engineering, environmental review, and construction phases, the project will include property acquisition, Caltrans design approval and permitting, and significant stakeholder outreach. This highly complex project will take several years to design a preferred alternative and complete construction.

The tasks in FY12/13 will surround the preparation of Project Initiation Documents (PID). Approval of PIDs is the first step in the Caltrans approval process. This will require a Council appropriation of funds and the selection of a consultant through a competitive RFP process.

## Status Update

5/3/2013 - jlucido: With adoption of the budget, staff will pursue a Request for Proposal (RFP) to hire a qualified engineering consultant to assist in the preparation of a Project Study Report. Caltrans requires this step for any significant modifications to their highway system. This process is expected to last up to two years.

1/25/2013 - jlucido: The project lead responsibilities have been transferred to the new Senior Civil Engineer for special projects. Staff continues to research the existing right of way boundaries and will begin more in-depth discussions to support the Project Initiation Document which is required by Caltrans.

10/12/2012 - jholley: City has accumulated special mitigation fees from various private developers towards improvements at this intersection as mitigation for traffic impacts. Staff has begun to research the existing right-of-way boundaries and is exploring various options for preliminary roadway plan lines and lane configuration. Notably, one such option that will be analyzed includes the elimination of the south-bound approach from East Avenue for all movements (west-bound Third Street, south-bound Silverado Trail and east-bound Coombsville Road) except for the right-turn movement onto north-bound Silverado Trail.

Last updated 5/3/2013

## Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
Request appropriation	PW, Transportation Engin	Julie Lucido	25 %	4/2/2013	Complete
Select consultant	PW, Transportation Engin	Julie Lucido	25 %	6/30/2013	Not Started
Prepare RFP	PW, Transportation Engin	Julie Lucido	50 %	6/30/2013	Not Started
<b>Project Progress: 25% of 100% Complete</b>					



# Project Tracking Report

<b>Project Priority</b>	<b>Project Number</b>	PW-00560	<b>Project Status</b>	On Time
<b>Project Title</b>	Napa 9/11 Memorial Garden		<b>Phase</b>	3 of 3
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	6/11/2013	
<b>Requested Start Date</b>		<b>Requested Due Date</b>		
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Whan/Project Team	
<b>Project Budget</b>	\$250,000			
<b>Funding Sources</b>	City Art Fund, Community Donations			
<input checked="" type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>				

## Project Description

The 9/11 Memorial Garden utilizes 6 pieces of artifact steel from the World Trade Center. The memorial location would be off of Main Street across from the Napa Valley Opera House adjacent to Napa Creek. This community project relies on donations and in kind service for completion. Community support of the project comes from the 9/11 Memorial Coalition with project management, contracting and oversight from the City. The memorial includes full park improvement and would be one of the largest 9/11 memorials on the west coast.

## Status Update

4/26/2013 - mtomko: Demolition of the project site has been completed and the area has been fenced off. Excavation for the foundations for the art pieces is underway followed by the installation of reinforcing steel and placement of concrete. Work has also begun on the steel beams to install plates to anchor the beams to their foundations. Installation of underground utilities and storm drain will be completed after that. The art piece installation is expected to be completed by the end of June followed by the construction of the seating wall, hardscape, and landscaping. Additional funding is still needed to complete all aspects planned for the project. This effort is underway by the 9/11 Coalition.

1/25/2013 - ewhan: The 9/11 Project Team met recently with the City Manager and City Staff to discuss overall project status and to confirm next steps needed to move the project towards construction and ultimate completion this year. Public Works has taken a lead role in managing the project. A Construction Management Representative will also be brought on board under contract to organize and oversee the actual construction activities.

The plans are 80% complete. Additional meetings are being held with the designers to discuss specific design elements and details related to construction of the art piece and the surrounding park facilities. It is anticipated that final construction drawings will be generated in March. Fabrication of the glass panels, which will ultimately be attached to the steel columns, are complete and currently in storage at the Corporation Yard. It is anticipated that the steel pieces will be transported to a local steel fabricator for final cleaning, preparation and installation of mounting hardware in late February. Demolition of the existing site will also commence in the next few months. This work will be completed by City crews.

Public Works will also be carrying out needed modifications to the existing parking lot as well as providing power to the site. The Parks Department will be installing irrigation and landscaping for the project.

As noted above, significant work will take place over the next quarter including the development of an overall project cost estimate based on final construction drawings. Many businesses and the members of the public have offered to donate materials to this project. However, additional fund raising efforts may be needed depending on final construction details and estimated costs. The 9/11 Project Team has made a commitment to reenergize those efforts as needed to see this project through to completion. The goal is to complete the memorial prior September 11, 2013.

7/13/2012 - mhinkle: Final Phase of 9/11 Project. Fundraising underway with event planned on 9/11/12. Construction set to commence in February of 2012 pending succesful completion of fundraising. Glass and steel fabrication underway.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Site Demolition	PW, Admin	Whan/Project Team	10 %	5/31/2013	Complete
Project Grand Opening	PW, Admin	Whan/Project Team	10 %	6/30/2013	Not Started
Landscaping	PW, Admin	Whan/Project Team	10 %	6/30/2013	Not Started
Concrete Work	PW, Admin	Whan/Project Team	10 %	6/30/2013	On Time
Steel Installation	PW, Admin	Whan/Project Team	10 %	6/30/2013	On Time
Art and Steel Fabrication	PW, Admin	Whan/Project Team	25 %	6/30/2013	On Time
Fundraising	Fire	Darren Drake	25 %	6/30/2013	On Time

**Project Progress: 10% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	<b>Project Number</b>	PW-00566	<b>Project Status</b>	On Time	
<b>Project Title</b>	City Hall - Public Safety Facilities Planning			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/2/2012	<b>Project Due Date</b>	6/30/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$120,000				
<b>Funding Sources</b>	General Fund				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

Following the 2009 Napa Consolidated City Hall and Asset Analysis Study effort and recent efforts to explore a consolidated City-County Center last year, three options have emerged for further consideration and evaluation. These include the "Do Nothing" status quo approach, construct a new City Hall, or purchase of an existing building or development site. The goal is to consolidate current outlying City departments, including CDD and Public Works (CSB Building), Parks & Recreation, Housing, Water and Human Resources with current City Hall administrative facilities on one site. Short-term and long-term needs as well as service delivery with respect to condition, age and overall function of City Hall and other facilities must be considered. The study will include an updated economic evaluation of City-owned downtown property assets and potential market value. This will provide information that the City can use to move forward in developing a preferred approach.

Evaluation of potential consolidation and relocation of Fire Station #1 and Police Department off the City Hall block is already underway. This would free up the entire City Hall block which in turn provides greater options as part of the overall facilities analysis. The Public Safety Feasibility Study would determine the current and future space needs of both Police and Fire and look into programming a new joint facility at the existing CSB Building site located off of First Street and a combination of sites. This project was initiated as part of the City-County Center concept in FY11-12.

## Status Update

5/1/2013 - jlucido: The consultant has prepared the final program requirements for a new Public Safety facility that would house the City's Police and Fire programs. Since the initiation of this project, there has been a decision to retain Fire Station No. 1 at its current location. The work products of the Public Safety Facilities Planning efforts will be provided to the consultant working on the City Hall consolidation analysis and recommendations. The City's downtown property assets will be evaluated together to determine the most economically advantageous approach for the siting of the City's facilities and vacating property that could be leveraged in financing new facilities. The evaluation of assets will be completed as part of the City Hall Consolidation project.

1/25/2013 - jlucido: The consultant is finalizing the recommendations for the Building Site Program based



on staff direction to identify opportunities to reduce space allocations and costs. The delivery date for the final recommendations has been modified to February 18, 2013 in order to include the revisions.

10/12/2012 - ewhan: Further direction provided to consultant to refine draft final report recommendations on Building Site Program. Delivery is expected later this year and will include a cost estimate and recommended building square footages.

8/7/2012 - mhinkle: Project consultant revising scope and deliverables to reflect changes in project approach in order to reduce overall building footprint and construction costs. New programmatic approach is to place core public safety operations in the downtown site and relocate non downtown operations to other facilities in the community.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Public Safety Building Program	PW, Admin	Julie Lucido	10%	10/1/2012	Complete
Public Safety Cost Estimating	PW, Admin	Julie Lucido	15%	11/1/2012	Complete
CH-Developmt of Consolidation Scenarios	PW, Admin	Julie Lucido	10%	1/25/2013	Complete
Public Safety Final Program	PW, Admin	Julie Lucido	25%	3/1/2013	Complete
CH-Economic Valuation of City Assets	PW, Admin	Julie Lucido	20%	3/29/2013	Withdrawn
CH-Valuation Report	PW, Admin	Julie Lucido	20%	6/30/2013	Withdrawn

**Project Progress: 60% of 100% Complete**



# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00613	<b>Project Status</b>	On Time
<b>Project Title</b>	Downtown Two-Way Street Conversion			<b>Phase</b>	1 of 1
<b>Project Start Date</b>	10/4/2012	<b>Project Due Date</b>	6/28/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Admin	<b>Project Leader</b>	Julie Lucido		
<b>Project Budget</b>	\$900,000				
<b>Funding Sources</b>	General Fund & PBID				

☐ City Manager's Report    ☒ City Council's Report

## Project Description

The Downtown Specific Plan was adopted in May 2012. One of the outcomes of the Specific Plan was the goal to convert the east-west one-way streets in Downtown to two-way. In an effort to achieve that goal, the Public Works Department analyzed each street to assess what changes would be necessary to accommodate the reconfiguration of the Downtown street circulation pattern. Implementation of the conversion will require the completion of many tasks such as: sign replacement, removal or reconfiguration; minor roadway widening; installation of ADA accessible curb ramps; changes to traffic signage; relocation of crosswalks; changes in roadway striping; changes to on-street parking; relocation of storm drain facilities; addition or reconfiguration of left-turn or right-turn pockets; grinding and repaving/resurfacing of road surfaces; reconfiguration of medians and other improvements.

The process will be implemented in two phases. Phase 1 will be First and Second Streets, and Phase 2 will be Third and Fourth Streets. Phase 1 will be further divided with First Street improvements occurring first and Second Street improvements following. It is anticipated that this process will be completed in late 2013.

Each phase will require a coordinated effort not only for the installation of the improvements and reconfigurations, but with regard to the logistics of each improvement element so that it can be accomplished with as little disruption to traffic flow and with as much communication and outreach to downtown merchants and residents as possible.

## Status Update

5/1/2013 - jlucido: Staff is pursuing a design-build delivery method for the modifications to the traffic signal systems, the construction of a left turn pocket at the intersection of First Street and Main Street, and associated demolitions and utility relocations. City crews will be responsible for the signing, striping, and minor street repair work. A future project will address the sidewalk and streetscape enhancements, as well as repaving the streets. A Request for Qualifications is expected to be issued by May 15, 2013 to select a design-build contractor. Refined costs and schedule will be developed upon negotiations with the successful design-build contractor and final designs will be prepared after the execution of the design-build contract. Staff continues to communicate with PBID on project status and will be working to

finalize an MOU.

1/25/2013 - jward: The downtown two-way street conversion project encountered a few delays in the end of 2012. First, pedestrian studies were performed to address the needs at 6 downtown intersections: First/Franklin, First/Randolph, First/Coombs, Second/Franklin, Second/Randolph, Second/Coombs. As a result of this study, it was determined that the signals at First/Franklin, First/Coombs, Second/Franklin and Second/Coombs should be retained and modified to accommodate two-way circulation. This changed the scope, cost and time required for the project. At this time, the scope is nearing completion and plans are in the preliminary stages of development. Concurrent with this is an evaluation of the signing changes that will be necessary to address the two-way circulation, safety, and parking. Staff is in communication with PBID on developing an agreement for their participation in funding for the project.

10/12/2012 - jward: The overall scope of the project has been defined and basic layouts at each location that will be modified have been completed. Efforts are underway to determine material costs and crew hours needed to complete each task. Next steps include further development of an implementation schedule and community outreach plan.

### **Project Milestones**

<b><u>Task</u></b>	<b><u>Department</u></b>	<b><u>Assigned</u></b>	<b><u>Contribution</u></b>	<b><u>DueDate</u></b>	<b><u>Status</u></b>
Project Scoping	PW, Engineering	Julie Lucido	5%	10/19/2012	Complete
Implementation Schedule Development	PW, Engineering	Julie Lucido	5%	3/31/2013	Complete
Cost Estimating	PW, Engineering	Julie Lucido	5%	3/31/2013	Complete
Design Development	PW, Engineering	Julie Lucido	10%	6/1/2013	On Time
Phase 1A	PW, Engineering	Julie Lucido	75%	6/28/2013	Not Started

**Project Progress: 15% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	High	<b>Project Number</b>	PW-00612	<b>Project Status</b>	On Time
<b>Project Title</b>	Sidewalk Improvement Program			<b>Phase</b>	2 of 2
<b>Project Start Date</b>	7/1/2012	<b>Project Due Date</b>	6/30/2013		
<b>Requested Start Date</b>		<b>Requested Due Date</b>			
<b>Lead Department</b>	PW, Maintenance	<b>Project Leader</b>	Phil Brun		
<b>Project Budget</b>	\$1,335,584				
<b>Funding Sources</b>	General Fund CIP, Gas Tax, and CDBG				

☐ **City Manager's Report**    ☒ **City Council's Report**

## Project Description

The Sidewalk Improvement Program consists of a dedicated City crew of street and tree maintenance staff aimed at addressing deteriorated, damaged, and dangerous concrete issues in the City. The crews will replace damaged curb, gutter, and sidewalk and install handicap accessible sidewalk ramps at intersections. 1,200 cubic-yards of concrete will be installed annually. Crews will focus their efforts in the neighborhoods where 10-mile paving is being done so we "complete" the neighborhood in terms of streets and sidewalks. Neighborhoods scheduled for this year include MAC Streets, Young area, Twin Oaks area (west side), and Robinson Lane area.

The program will also complete sidewalk and ADA ramps in CDBG eligible areas. Sidewalk improvements on Central Avenue from Jefferson to Yajome and work in the ABC streets is scheduled this year. Some work in the CDBG areas will be completed by outside contractors.

Additionally, the program will address maintenance needs in other areas of the City for liability claims, tree damage, drainage issues, and other priority repairs.

The program requires integrated coordination and performance from the Parks and Recreation Department to address tree issues associated with concrete repairs. Additionally, the Engineering Division of Public Works is providing design services to identify scope of work.

## Status Update

5/2/2013 - pbrun: The Robinson area is approximately 75% complete. Design work has started on the Central Avenue Sidewalk work (CDBG funded) for an anticipated advertisement for bid from contractors in June. City crews will be focusing on CDBG work in the ABC streets and along Jefferson in order to ensure funds are expended per CDBG requirements.

Total production as of March 31, 2013:

ADA Ramps = 50  
Curb and Gutter = 7,403 feet

Last updated 5/2/2013

Sidewalk =3,885 feet  
Tree Removal and Replacement = 44

Total Concrete = 812 cubic yards  
Production is slightly behind target of 900 cubic yards, however, April-June are expected to be high production months and allow Crews to complete the target 1,200 cubic yards.

2/1/2013 - pbrun: The Young area is complete.

Total production as of December 31, 2012:  
ADA Ramps = 39  
Curb and Gutter = 4,075 feet  
Sidewalk =2,610 feet  
Tree Removal and Replacement = 44

Total Concrete = 550 cubic yards

10/1/2012 - pbrun: The MAC Street area is complete. ADA ramps are nearly complete in the Young area and crews are working on sidewalk and curb repairs.

Total Production in First Quarter:

ADA Ramps = 24  
Curb and Gutter = 700 feet  
Sidewalk =500 feet  
Tree Removal and Replacement = 42

Total Concrete = 270 cubic yards

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
MAC Streets	PW, Maintenance	Jeff Folks	15%	9/30/2012	Complete
Young Area	PW, Maintenance	Jeff Folks	20%	11/16/2012	Complete
Robinson Area	PW, Maintenance	Jeff Folks	15%	1/30/2013	On Time
Twin Oaks Area	PW, Maintenance	Jeff Folks	20%	4/30/2013	Not Started
Maintenance in Other Areas of City	PW, Maintenance	Jeff Folks	10%	6/30/2013	On Time
ABC Streets - CDBG work	PW, Maintenance	Jeff Folks	10%	6/30/2013	On Time
Central Avenue Sidewalk - CDBG work	PW, Maintenance	Mark Andrilla	10%	6/30/2013	On Time

**Project Progress: 35% of 100% Complete**



**CITY of NAPA**

# Project Tracking Report

<b>Project Priority</b>	Medium	<b>Project Number</b>	PW-00563	<b>Project Status</b>	On Time
<b>Project Title</b>	Sustainability Plan Implementation				<b>Phase</b> 1 of 1
<b>Project Start Date</b>	9/10/2012		<b>Project Due Date</b>	6/29/2013	
<b>Requested Start Date</b>			<b>Requested Due Date</b>		
<b>Lead Department</b>	PW, Admin		<b>Project Leader</b>	Julie Lucido	
<b>Project Budget</b>	\$0				
<b>Funding Sources</b>	General Fund, Materials Diversion, Fleet				
<input type="checkbox"/> <b>City Manager's Report</b> <input checked="" type="checkbox"/> <b>City Council's Report</b>					

## Project Description

City Council adopted the Sustainability Plan on July 24, 2012. Staff has identified five (5) actions from the City Government section of the Sustainability Plan to implement in FY12/13. The target areas and associated actions include the following:

### Energy Reduction

1. LED Streetlights - Replace 4,600 high pressure sodium streetlights with LED's. Seek California Energy Commission Loan to fund program using energy cost savings to pay loan payments.

### Vehicle Miles Traveled and Fuel Reduction

1. Commuter Challenge - Promote staff participation in the Napa Commute Challenge sponsored by the Solano-Napa Commuter Information Network.
2. Anti-Idling Policy - Develop, implement, and provide training for City vehicle policy.
3. EV Charging Stations - Identify options, costs, and potential funding sources for electric vehicles and/or plug-in hybrid vehicles in the City's fleet and electric vehicle charging stations at the Corporation Yard and/or in City parking garages or other locations.

### Waste Diversion

1. Implement Sustainable Purchasing Policy - Determine and prioritize products and services to be purchased per the policy.

Additionally, Staff identified the need to participate in the plastic bag reduction initiative in the Community Sustainability Plan section. A staff liaison will be assigned to the community group CanDo which is exploring options for a plastic bag ban. The Staff liaison will be tasked with developing an assessment of the options and risks/rewards associated with a plastic bag ban and will report findings to City Council.

Implementation of each of these action plans will utilize staff currently funded in their respective Departments, therefore the project budget is shown as \$0. However, costs for construction, outside consultants, or other expenses are not currently budgeted and would require grant/loan funding or

consideration for funding in the next budget cycle.

## **Status Update**

5/1/2013 - jlucido:

**Plastic Bag Assessment** - Staff presented an item to Council in March 2013 that discussed several alternatives to reduce the use of single-use retail plastic bags with preliminary cost estimates. Council voted unanimously to budget up to approximately \$110,000 for fiscal year 2013/2014 to pursue a local ordinance. Next steps are to prepare a draft ordinance, conduct public meetings and outreach, and to commence environmental review. Outreach is planned for July 2013 when the new fiscal year begins. County staff has stated a desire to partner with the City on the environmental review task but a formal Board of Supervisors action will still be required. Staff is also contacting the other cities and town in the County to determine if other jurisdictions would be interested in partnering with the City and County on these efforts.

**City Staff Commute Challenge** - We are participating in another round of the Napa Commute Challenge. Seven of our employees are currently participating. The Solano Napa Commuter Information program has calculated that these participants have saved 3,514 pounds of CO2 from April 1, 2013 through May 1, 2013. Complete results may be viewed at the Solano Napa Commuter Information website:  
<https://www.ridematch.511.org/SanFrancisco/rewards/EmployerChallengesRankings.jsp?challenge=106>

**Sustainable Purchasing Implementation** - The sustainable purchasing implementation has been stalled due to the vacancy of the Purchasing Manager position since Decemeber. The Purchasing Manager has a key role in the implementation efforts.

**Anti-Idling Policy** - The policy document is now expected to be prepared by June 2013.

**LED Streetlights** - Staff has prepared a Request for Qualifications (RFQ) to select a design-build contractor to deliver the LED Streetlight Project. An agenda item is expected to be presented to Council on July 23, 2013 for consideration to approve a contract with the design-build contractor selected through the RFQ process. The California Energy Commission has approved a \$2M loan at 1% interest for this project.

**EV Charging Stations** – Staff has identified a potential downtown location adjacent to existing electric systems that could support two to three charging stations without substantial utility upgrades. Staff will be applying for a grant under the Transportation Fund for Clear Air Program in order to pursue a project to install charging stations.

1/25/2013 - pbrun:

**Plastic Bag Assessment** - Staff conducted preliminary discussions with Napa County regarding options for a joint EIR if both agencies decide to move forward with an ordinance. Public Works prepared a reorganization plan to create a special projects division that includes sustainability. Julie Lucido was hired as a Sr. Engineer to lead this new division and will take over the plastic bag assessment with a report planned for Council in March 2013.

**LED Streetlights** - Staff has completed LED testing in the Sierra and Tallac neighborhood. In January, staff will conduct a test in the Silverado Creek subdivision behind Queen of the Valley Hospital. The RFP

for the project is slightly delayed due to additional testing. Staff expects to bring an item to Council in March to authorize issuance of the RFP. The California Energy Commission has approved a \$2M loan at 1% interest for this project.

**Anti-Idling Policy** - The draft anti-idling policy document is being reviewed by operating departments. Due to staff working on their budgets in early 2013, the completion of this initiative is expected to be delayed until May 2013.

**City Staff Commute Challenge** - We have completed this year's participation in the Napa Green Commute Challenge, as one of 18 participating employers in Napa County. Three of our employees participated and each earned the Commute Champion award level by logging the use of a commute alternative on at least 30 workdays between September 1 and November 30, 2012. Complete results may be viewed at the Solano Napa Commuter Information website: <http://www.commuterinfo.net/Content/10116/preview.html>

**Sustainable Purchasing Implementation** - The sustainable purchasing team has identified the items of remanufactured/recycled toner and recycled paper as priority objectives, which have been encouraged for implementation city-wide by the purchasing manager. Additional sustainability efforts include reduced paper usage through the use of centralized and more efficient copiers as equipment lease renewals present themselves. The hiring of a staff person to focus on sustainability and collective work of the sustainable purchasing team will continue these efforts.

10/2/2012 - pbrun:

**Plastic Bag Assessment** - The City's Sustainability Coordinator, Andrea Fox, attended several meetings with CanDo and began preparing an assessment of a potential plastic bag ban in the City. Andrea resigned from the City effective September 7, 2012. Staff is attempting to fill the vacancy for the remainder of the limited term position thru June 30, 2013. Existing staff is not available to pick-up Andrea's involvement with CanDo, therefore, this action is delayed.

**LED Streetlight Upgrades** - The City applied for a loan from the California Energy Commission and expects the loan to be approved in October. Staff has ordered demo LED's from two leading manufacturers to test various wattages in the field to ensure proper sizing of the new lights. Staff expects to complete testing in November. An RFP for a turn-key project to design and install LED's is expected to be complete in December.

**Anti-Idling Policy** - A draft anti-idling policy document has been created. While attending the Green Fleet Conference, the City's Fleet Manager networked with several other agencies that had either planned or existing anti-idling policies. A comparison of policies will be made, and any features that would benefit our own policy will be incorporated. Fleet is looking at some new technologies, also discovered during attendance at the Green Fleet Conference, which will facilitate a reduction in idling in some of our more serious idlers.

**City Staff Commute Challenge** - The City registered for Napa Green Commute Challenge in August 2012 to allow our employees to participate. We have also registered for the Emergency Ride Home Program which is a support program offered to assist commuters with reimbursement for alternative transportation in emergencies. The Napa Green Commute Challenge promotion began in early September; information has been posted on the City's internal web site ICON, posters and brochures were distributed to all work locations for physical posting, and representatives from NCTPA attended the City Employee Picnic on



September 28. The Commute Challenge takes place from September thru November 2012, we will continue to promote throughout the Challenge time frame.

Sustainable Purchasing Implementation - The sustainable purchasing team is working with a consultant, the Responsible Purchasing Network, to develop guidelines on products identified by the team as priority items that provide both environmental and economic sustainability opportunities. Specifically the identified products are remanufactured toner and recycled toner and recycled paper/overall paper usage reduction. Once a Sustainability Coordinator is hired that person will be able to further assist in this process.

### Project Milestones

<u>Task</u>	<u>Department</u>	<u>Assigned</u>	<u>Contribution</u>	<u>DueDate</u>	<u>Status</u>
City Staff Commuter Challenge	PW, Admin	Julie Lucido	15 %	12/3/2012	Complete
Plastic Bag Assessment	PW, Admin	Julie Lucido	20 %	3/22/2013	Complete
Explore Electric Vehicles	Fleet	Chris Burgeson	15 %	6/30/2013	On Time
Sustainable Purchasing Implementation	Finance, Purchasing	Ann Mehta	20 %	6/30/2013	On Hold
LED Streetlight Upgrades	PW, Maintenance	Phil Brun	20 %	6/30/2013	On Time
Anti-Idling Policy for City Vehicles	Fleet	Chris Burgeson	10 %	6/30/2013	On Time
<b>Project Progress: 35% of 100% Complete</b>					



**FY 2012-2013**  
**Capital Improvement Projects**  
**3<sup>rd</sup> Quarter**

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# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## BIG RANCH ROAD WIDENING PROJECT PROJECT NO. ST11PW02

### PROJECT DESCRIPTION:

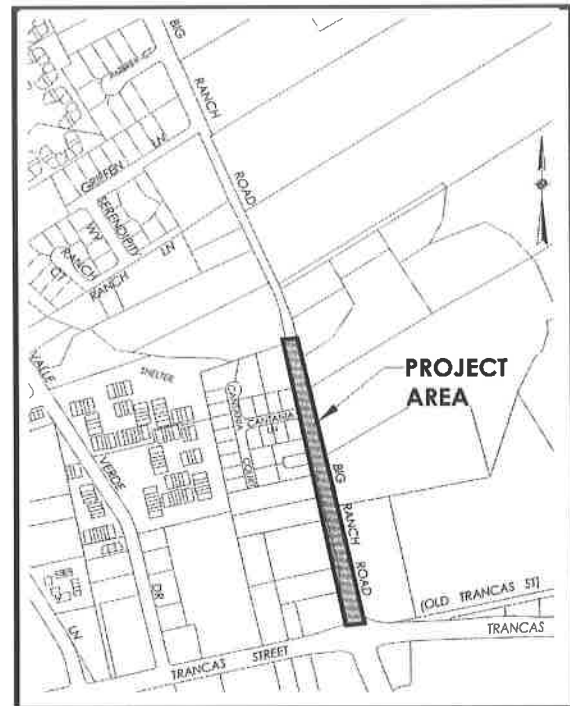
The Big Ranch Road Widening Project will provide four lanes of vehicular traffic on Big Ranch Road between Trancas Street and Salvador Creek.

### PROJECT MANAGEMENT:

Mark P. Andrilla, Senior Civil Engineer  
Public Works Department - Engineering Division

### PROJECT STATUS:

A preliminary design was developed by a consulting engineer pursuant to a development requirement. The road widening requires the acquisition of a strip of land between 20 and 25 feet in width west of the existing right-of-way, across four parcels. A total of \$1,807,000 has been appropriated from the Big Ranch Road Specific Plan Fee Fund to obtain the necessary right-of-way, complete the design, and construct the project. A contract with Riechers Spence Associates to complete the design is underway and is approximately 85% complete. Completion of design is scheduled for the fall of 2013. Right-of-way acquisition documents were completed in January 2012.



### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									82%			
Bid & Award												
Construction												

### BUDGET STATUS:

PROJECT BUDGET: \$1,807,000

BUDGET EXPENDED TO DATE: Approximately \$64,000 was spent on the design prior to 2011, and approximately \$80,000 has been spent to date on the design and preparing right-of-way documents since January 2011.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## CHINA POINT OVERLOOK PROJECT PK06RA03

### PROJECT DESCRIPTION:

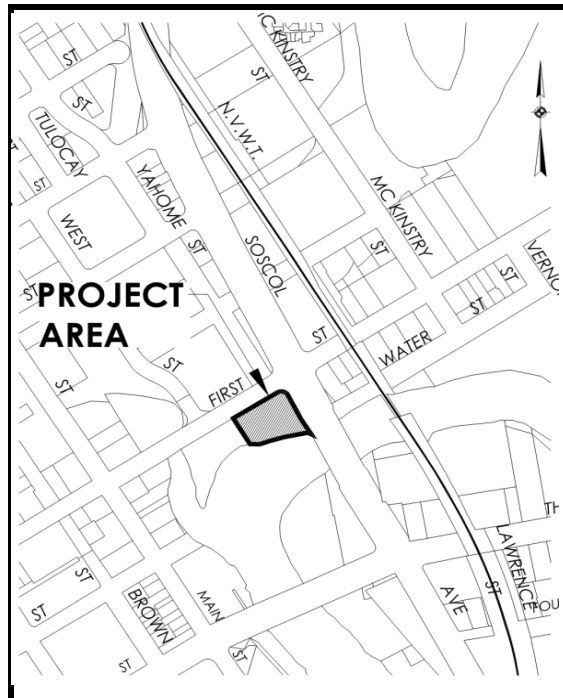
The China Point Overlook Project consists of the development of a park site located at the southwest corner of First Street and Soscol Avenue.

### PROJECT MANAGEMENT:

Mike Socorro, Junior Engineer  
Public Works Department, Engineering Division

### PROJECT STATUS:

The project is in the design phase. It is being designed for the Napa Redevelopment Agency by Gretchen Stranzl McCann Landscape Architects (GSM). Due to the project's location being adjacent to the Napa River, the City will be working closely with the Flood District and the Army Corps of Engineers, as was done with the Napa Riverfront Green project. GSM has provided 95% construction plans for review and comments. Project advertisement was anticipated for Summer 2013 with construction to begin in Fall 2013. However, as of April 2013, project advertisement has been postponed until 2014 per the direction of the City Manager pending State Department of Finance final determination on the availability of Redevelopment Funds.



### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design									95%			
Bid & Award												
Construction												

### BUDGET STATUS:

PROJECT BUDGET: \$660,000

BUDGET EXPENDED TO DATE: Approximately \$7,000 of in-house engineering costs have been expended. The approximate percentage complete reflects the total design task progress to date.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## FIRE STATION NO. 1 SEISMIC RETROFIT PROJECT NO. MS12FD02

### PROJECT DESCRIPTION:

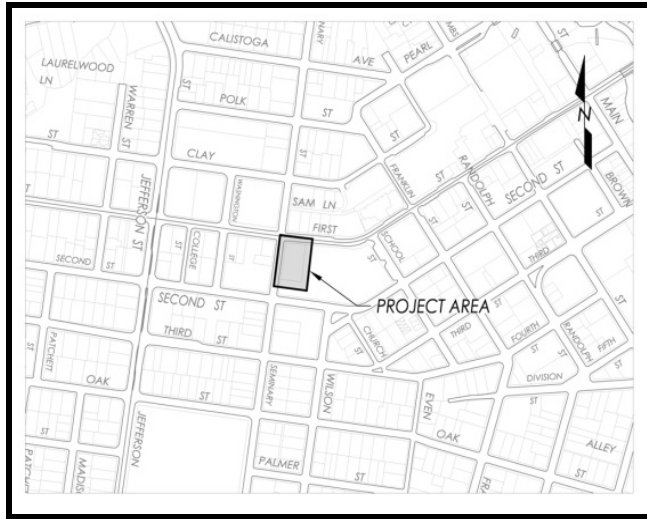
This project will provide seismic retrofit upgrades to the Fire Station No. 1 structure as required to prevent catastrophic structural failure during a large earthquake event and will include the replacement of the chronically leaking roof.

### PROJECT MANAGEMENT:

Ernie Cabral, Associate Civil Engineer  
Public Works Department - Engineering Division

### PROJECT STATUS:

ZFA Structural Engineers is continuing with the detailed design which will result in the delivery of a bid package for the fire station seismic retrofit and roof replacement. The seismic repairs will protect the building occupants and also provide a structure that is designed to be operational following a large seismic event. In addition, replacement of the chronically leaking roof structures over the offices and dormitory will be included as part of the retrofit project. A recently completed hazardous materials report has identified asbestos containing materials which must be removed as part of the construction process. The impacts from the asbestos abatement work and other safety concerns have prompted the need to move all fire station staff from the building throughout the construction process. Temporary facilities to house staff, equipment and vehicles will be provided in the City parking lot adjacent to the fire station. Construction is planned to begin in late summer 2013.



PROJECT SCHEDULE:		Q1			Q2			Q3			Q4		
	2012							2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Design									60%				
Bid & Award													
Construction													

### BUDGET STATUS:

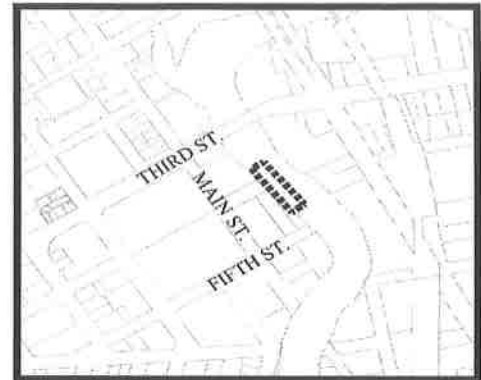
PROJECT BUDGET: \$174,000 for design costs. A request to move \$700,000 to this account from the CIP Building Reserve Fund is being made as part of the 2013/2014 budget to pay for project construction.  
BUDGET EXPENDED TO DATE: Approximately \$68,299.60 has been spent to date on consultant selection, the preliminary analysis and project design.

## CAPITAL IMPROVEMENT PROJECT STATUS REPORT

### MAIN STREET BOAT DOCK PROJECT PROJECT NO. MS07PW01

#### PROJECT DESCRIPTION:

Design and construct a dock with a removable gangway in a flood event. The dock will be larger than the original dock, able to withstand a flood event, and compliment the new Riverfront development.



**PROJECT AREA**

#### PROJECT MANAGEMENT:

Mark P. Andrilla, Senior Civil Engineer  
Public Works Department - Engineering Division

#### PROJECT STATUS:

Schedule	Project scheduled for construction in 2013, pending availability of funding. Per direction from City Management, construction in the 2012 season was postponed due to lack of funding.
Cost / Funding	With a 50' reduced dock length, the total project cost has been reduced to be approximately \$1.5M. Council appropriated the funds to the project in December 2012.
Dredging	All dredge sampling and analysis has been completed.
Permitting	The City obtained its Water Quality Certification from the California Regional Water Quality Control Board in November of 2011 and a permit from the Army Corps of Engineers in March of 2012. The Streambed Alteration Agreement with the California Department of Fish & Game was signed in November 2012. The California State Lands Commission approved the new lease agreement for the dock in December 2012. Permitting for the project is now complete.
Environmental	City Council adopted the Initial Study / Mitigated Negative Declaration and Mitigation Monitoring Program on February 1, 2011. A revised Joint Aquatic Resource Permit Application has been submitted to the Regional Water Quality Control Board.
Design	Per direction from City Council, the dock has been shortened by 50 feet. Revised construction plans were received in June 2011. Final plans were completed in December 2012. Project specifications were completed in March 2013.
Construction	Construction bids were opened on March 28, 2013, with West Coast Contractors, Inc. having the lowest and best bid of \$1,313,937. The contract was awarded to West Coast Contractors at the City Council Meeting of April 16, 2013.

#### PROJECT SCHEDULE

#### Actual Percentage Complete

Component	Start Date	FY End Date	2012 Q1			Q2			2013 Q3			Q4		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design/Permitting	Jan-09	Feb-13								100%				
Bid & Award	Feb-13	Apr-13										100%		
Construction	Aug-13	Oct-13												

CURRENT PROJECT BUDGET: \$1,675,000

BUDGET EXPENDED TO DATE: \$170,000

NOTES: Budget does not include design consultant costs; they are being funded out of NCRA's Riverfront Enhancement budget (12-5072-069-57). The \$1,675,000 includes Public Works administrative charges, permitting, and construction.

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## Napa Creek Box Culverts And Flood Terrace Project

### PROJECT DESCRIPTION:

The Napa Creek Box Culverts and Flood Terrace Project will install box culverts and improve the existing Napa Creek channel to handle a 100-year storm. This is another piece of the Napa River Flood Protection Project.

### PROJECT MANAGEMENT:

Army Corps of Engineers, Napa County Flood Control  
Public Works, Construction Division  
Mark Tomko

### PROJECT STATUS:

Work primarily consisted of the completion of the parking lot at Clinton and Brown, construction on the Behrens Street cul de sac, and the installation of the pedestrian bridge at Behrens Street. The City came to an agreement with the Army Corps of Engineers and the Napa County Flood District to release the contractor from paving by providing funding to the City to complete the work. The paving work by the City may be completed at the end of this year's paving season (October). However, scheduling is dependant upon receipt of funding from the Flood Control District. Formalization of the funding agreement is in developmement. Dependant upon timing of agreement approval, paving could potentially occur in Spring 2014. The pedestrian bridge at Behrens has been completed and the contractor is currently completing punch list items for the project. It is anticipated that all work will be completed by the end of May 2013.



### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award												
Construction											100%	

### BUDGET STATUS:

CONTRACT BUDGET: \$15,000,000

BUDGET EXPENDED TO DATE: Unknown, City is not managing budget

# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

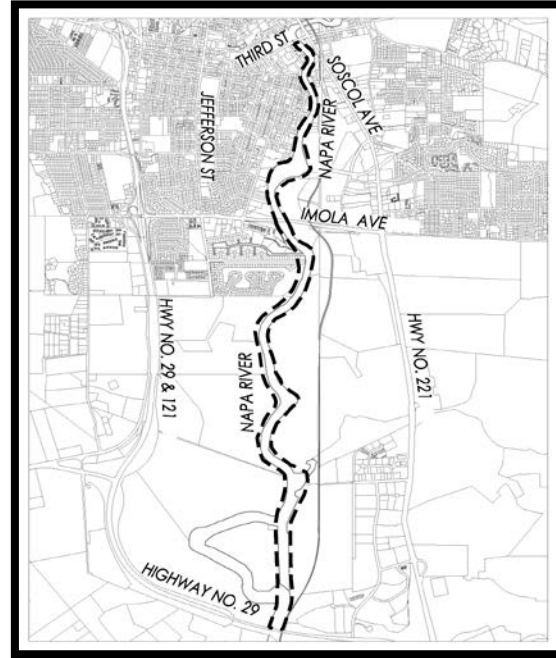
## NAPA RIVER DREDGING PROJECT (NO PROJECT NUMBER CURRENTLY ASSIGNED)

### PROJECT DESCRIPTION:

The Napa River Dredging Project is a limited-scope navigational maintenance dredging project of the Napa River by the Army Corps of Engineers from the Butler Bridge to Third Street.

### PROJECT MANAGEMENT:

Public Works Department - Engineering Division



PROJECT AREA

### PROJECT STATUS:

The Army Corps of Engineers ('Corps') currently has less than \$400,000 out of a rough estimate of \$2M to perform limited maintenance dredging from the State Highway 29 (Butler) Bridge to Third Street (down from an original balance of \$700,000). Nevertheless, the Corps agreed to begin a dredge project for this reach. The Corps completed their new hydrographic survey in May 2012. In addition, the City and the Napa County Flood Control District started the dredge sampling and analysis process with the Corps' Dredged Materials Management Office ('DMMO') both for the river dredge and the City's project to dredge the Boat Ramp at JFK Park in October 2012. Depending on the Corps' ability to fund a river dredge project, the City remains open to contributing available funds as well. In December 2012 the Council approved a \$25,000 appropriation to investigate the formation of a dredge maintenance district composed mainly of properties fronting the Napa River. On May 1, 2013, the City issued a Request for Proposal (RFP) seeking financing district formation services for this project. Responses to the RFP are due on May 23, 2013. We anticipate up to 4-6 weeks before the Assessment District formation team is on board to assist with the district formation.

### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design / Permitting									0%			
Bid & Award												
Construction												

### BUDGET STATUS:

PROJECT BUDGET: \$25,000

BUDGET EXPENDED TO DATE: None



# CAPITAL IMPROVEMENT PROJECT STATUS REPORT

## Saratoga Drive Extension Project (ST04PW02)

### PROJECT DESCRIPTION:

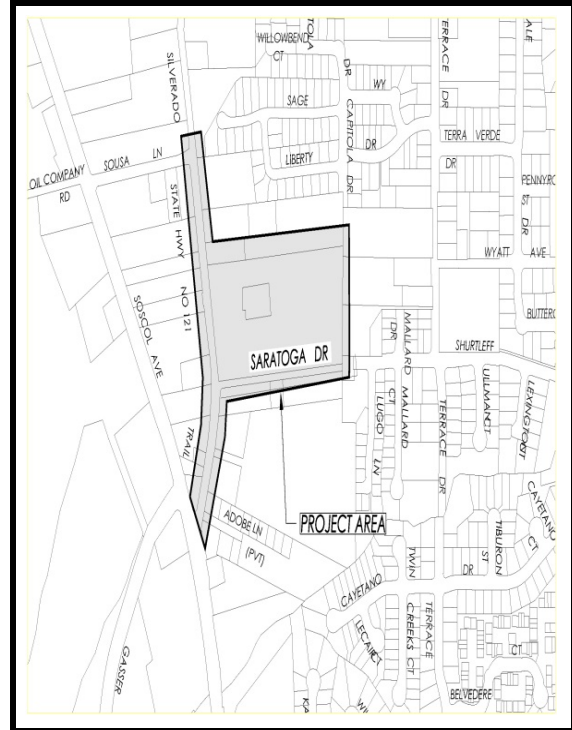
The Saratoga Drive Extension Project extends Saratoga Drive to connect to Silverado Trail. The work consists of street construction, water, sanitary sewer, storm drains, joint trench, street lighting, and a traffic signal. There is utility construction on Silverado Trail that is part of the project.

### PROJECT MANAGEMENT:

City of Napa, Public Works  
Neil Mathiesen  
Contractor:  
Ghilotti Bros.

### PROJECT STATUS:

The Notice to Proceed was issued on September 12. The City has attended two Partnering Meeting with Ghilotti Bros. and the Construction Management team for the Alexander Crossing Apartments. The two projects are adjacent to each other and construction is occurring at the same time. Coordination through Partnering is required to make each project successful. The work completed during this period was primarily SWPPP, earthwork, installation of storm drainage, water mains, sanitary sewer main, traffic signal, road widening, and curb, gutter and sidewalk on Silverado Trail. Work during the next quarter will include continued closing of Silverado Trail between Sousa and Soscol on weekdays to install utilities in Silverado Trail and grading for the road widening and retaining walls. Work will also continue on Saratoga and Capitola Ave. Additional right-of-way work has extended project timeline, and the project is now expected to be completed by August 2013.



### PROJECT SCHEDULE:

	Q1			Q2			Q3			Q4		
	2012						2013					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Design												
Bid & Award		100%										
Construction									53%			

### BUDGET STATUS:

CONTRACT BUDGET: \$4,943,788

BUDGET EXPENDED TO DATE: \$2,656,154



## Report on Service Center (CRM) activity Q3 FY 2012-13

The City of Napa Citizen Relationship Management (CRM) system is a web-based software system that contains a database of frequently asked questions and answers, allows a citizen to submit questions that are routed to staff based on the question content, and allows citizens to submit 27 different types of specific service requests.

This report focuses on the service request component of the CRM system, and specifically, the 24 service requests that are processed by the Public Works and Parks and Recreation Services departments. These two departments handle the bulk of external service requests.

Service requests can be fully completed online by the citizen through the Service Center portal accessed from [www.cityofnapa.org](http://www.cityofnapa.org). Internally, staff can generate service requests on behalf of the citizen as information is delivered in telephone calls, email, or in-person contact.

A total of **407 external service requests** were processed and closed by Public Works and Parks and Recreation via the CRM system in the third quarter of FY 2012-13. This is 92 fewer requests than submitted in the second quarter of FY 2013-13 and 19 fewer than the number submitted one year ago in the third quarter of FY 2011-12.

The accompanying table shows the total number of service requests made in the 24 request types handled by Public Works and Parks and Recreation Services during the period Jan 1-Mar 31, 2013, and shows performance in responding to and closing requests within the City's expected timeframe, or Service Level Agreement (SLA.) Categories highlighted in green met or exceeded the SLA.

**NOTES:**

***SLAs were met or exceeded in 15 of 24 service request types for this reporting period.***

***Graffiti:*** The number of requests under the “graffiti” category is not reflective of the total number of graffiti issues submitted to the City. This is due to many graffiti reports being processed outside the CRM system.

*Ongoing drainage problem: There were 3 service requests in this category during this quarter. Often these drainage problem reports highlight problems that are already known to exist but are not urgent and may be difficult to solve. The 125 day average time to close was the result of a low-priority item being left open in the CRM system for about one year. It was left open by a retiring employee in Jan 2012, and was closed out in Jan 2013 when it was discovered.*

## External Service Requests closed by Public Works and Parks and Recreation Services

*Jan 1-Mar 31, 2013*

Service Request Type	Number this quarter	Average no. of days open	SLA
Bad sidewalk or curb	1	5.63	5
City landscaping issue	3	4.25	6
Clogged storm drain	0	0	1
Construction site problems	0	0	1
Dead Animal	16	1.3	1
Graffiti	6	1.51	2
Light out	104	1.3	3
Litter or debris	40	1.43	2
Miscellaneous park/public space issue	2	3.87	5
New streetlight	1	0.08	5
Ongoing drainage problem	3	125.12	5
Park issue	21	5.09	5
Pollution report	0	0	1
Pothole	92	2.18	2
Rough road surface	10	3.2	5
Sign problem	14	2.27	2
Street sweeping	8	2.23	2
Traffic signal malfunction	6	1.16	1
Tree issue	74	4.52	5
Utility pole issue	4	1.07	5
Water leak	0	0	1
Water pressure problem	1	2.25	1
Water quality issue	0	0	1
Weeds	1	3	5

(Categories highlighted in green have an average time to close of request within the Service Level Agreement. )

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

ADMIN CALENDAR  
AGENDA ITEM 5.C.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Richard Melton, Police Chief

Prepared by: Steve Potter, Police Captain

Subject: BottleRock Festival Update

**ISSUE STATEMENT:**

To update Council members with a preliminary review of the BottleRock Festival

**DISCUSSION:**

The event concluded with many positive comments being attributed to City staff. City staff and the Police Department continue to receive feedback from neighbors of the Expo property and local businesses as well as concert goers. The feedback includes both positive and negative comments as well as additional types of various reports. To better understand the impacts of the BottleRock festival City staff will host a series of three meetings prior to submitting a formal After-Action report to Council. These meetings will be held with neighbors of the Expo property, local downtown business owners and the Fair Board of Directors. Dates have tentatively been scheduled however they are not confirmed. When they are confirmed they will be advertised.

**FINANCIAL IMPACTS:**

None.

**CEQA:**

The Chief of Police has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

None.

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

No formal action necessary.

None.

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

ADMIN CALENDAR  
AGENDA ITEM 5.D.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Mike Parness, City Manager

Prepared by: Deanna Andrews, Finance Manager

Subject: Budget Workshop - City of Napa FY 2013-14 and 2014-15 Proposed Budget

**ISSUE STATEMENT:**

Present the Fiscal Years 2013-14 and 2013-14 Proposed Budget for the City of Napa and receive input in preparation for the June 4, 2013 Public Hearing.

**DISCUSSION:**

The Proposed Budget for FY 2013-14 and FY 2014-15 has been completed and is submitted for City Council review and public input. This document includes budgets for the General Fund, Special Revenue Funds, Internal Service Funds, Enterprise Funds, and the Capital Improvement Program.

The Proposed City of Napa Budget for Fiscal Years 2013-14 and 2014-15 provides the City of Napa's financial plan for City activities and programs for the next two years 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.

The goal of this budget is to balance the need to be responsive and meet the increasing service requirements of residents, businesses and visitors in our community with the need to operate within the recovering economy and the limitation of available resources. The priorities discussed in the January 2013 City Council workshop were a key consideration during development of this two year budget.

The Proposed Budget for all City funds totals \$178.3 million in FY 2013-14 and \$168.1 million in FY 2014-15. The General Fund operating budget totals \$66.2 million in Fiscal Year 2013-14 and represents a 4 percent increase in spending compared to the Fiscal Year 2012-13 budget. For Fiscal Year 2014-15, the General Fund budget is proposed to increase by 3 percent to \$68.3 million. The General Fund operating budget is balanced in each of the next two fiscal years with sufficient revenue available to fund budgeted expenditures.

**FINANCIAL IMPACTS:**

None by this action. The purpose of the Budget Workshop is to provide the City Council an opportunity to request changes to the Proposed Budget prior to the upcoming public hearings.

**CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: Proposed FY 2013-14 & FY 2014-15 Proposed Budget

**NOTIFICATION:**

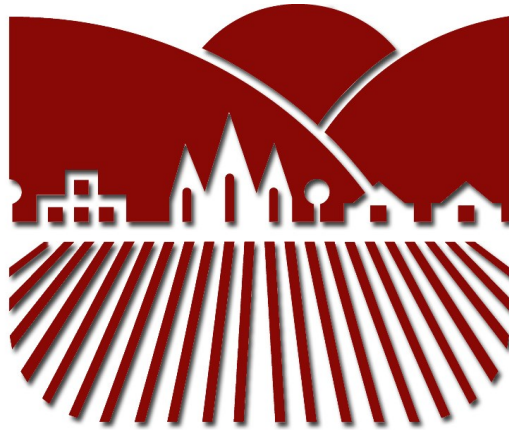
None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

1. Offer any amendments to the Proposed Budget if appropriate;
2. Provide direction to staff to schedule public hearings on June 4, 2013 and June 18, 2013 to receive public comment on the Fiscal Years 2013-14 and 2014-15 Proposed Budget.





# 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  
 FAX (707) 257-9534

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.

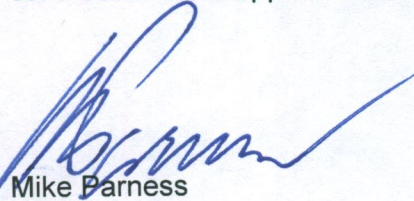
**Summary**

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

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## General Fund Operating Revenue Comparison

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### 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*

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Revenue is returning  
to pre-recession  
levels

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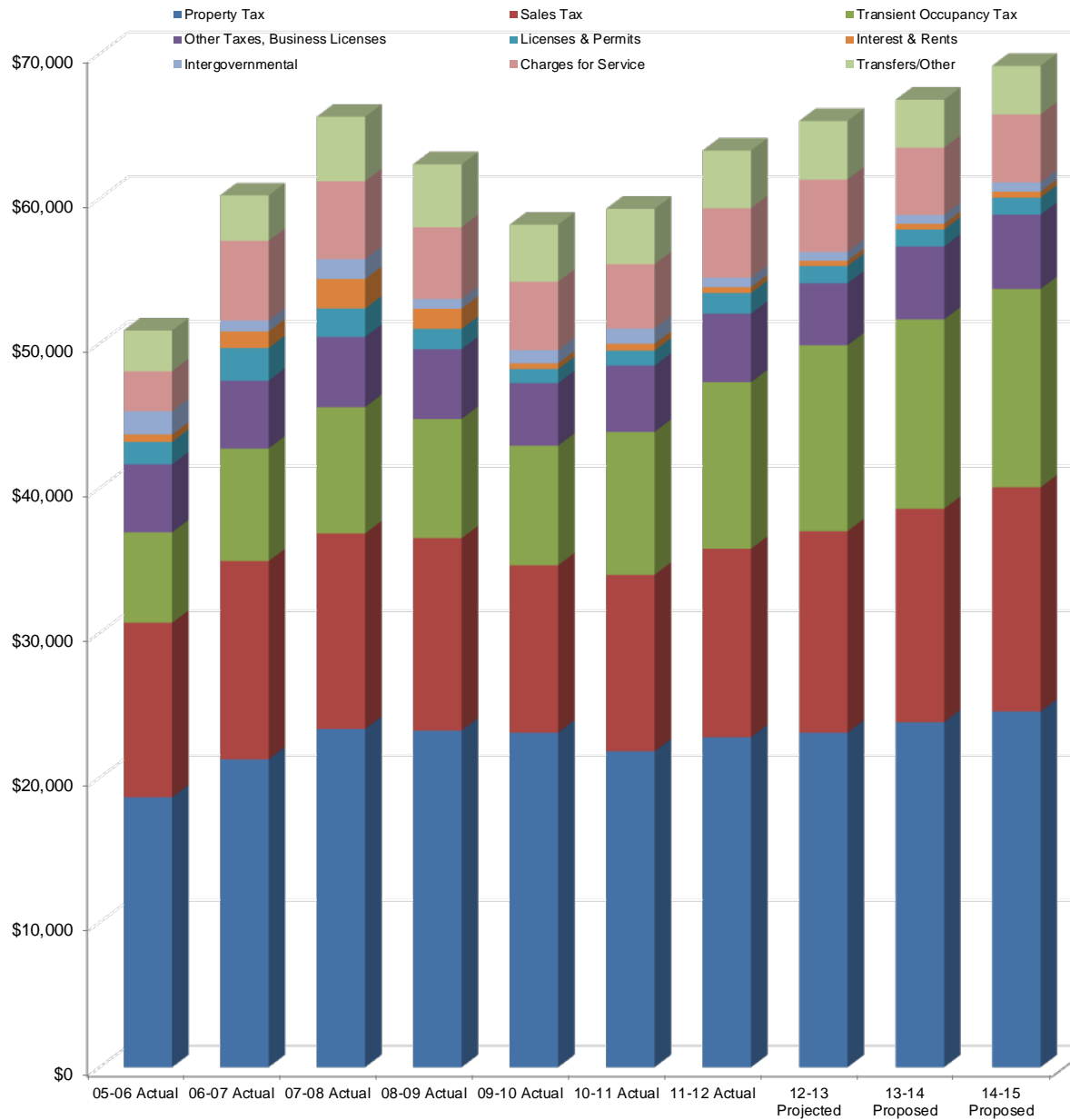
General Fund Operating Revenues for FY 2013-14 are projected to be \$66.8 million (excluding one-time revenues), representing a 2.0% increase compared to FY 2012-13 projected revenues of \$65.4 million. FY 2014-15 Operating Revenues are projected to increase by an additional 3.5 percent to \$69.2 million. 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

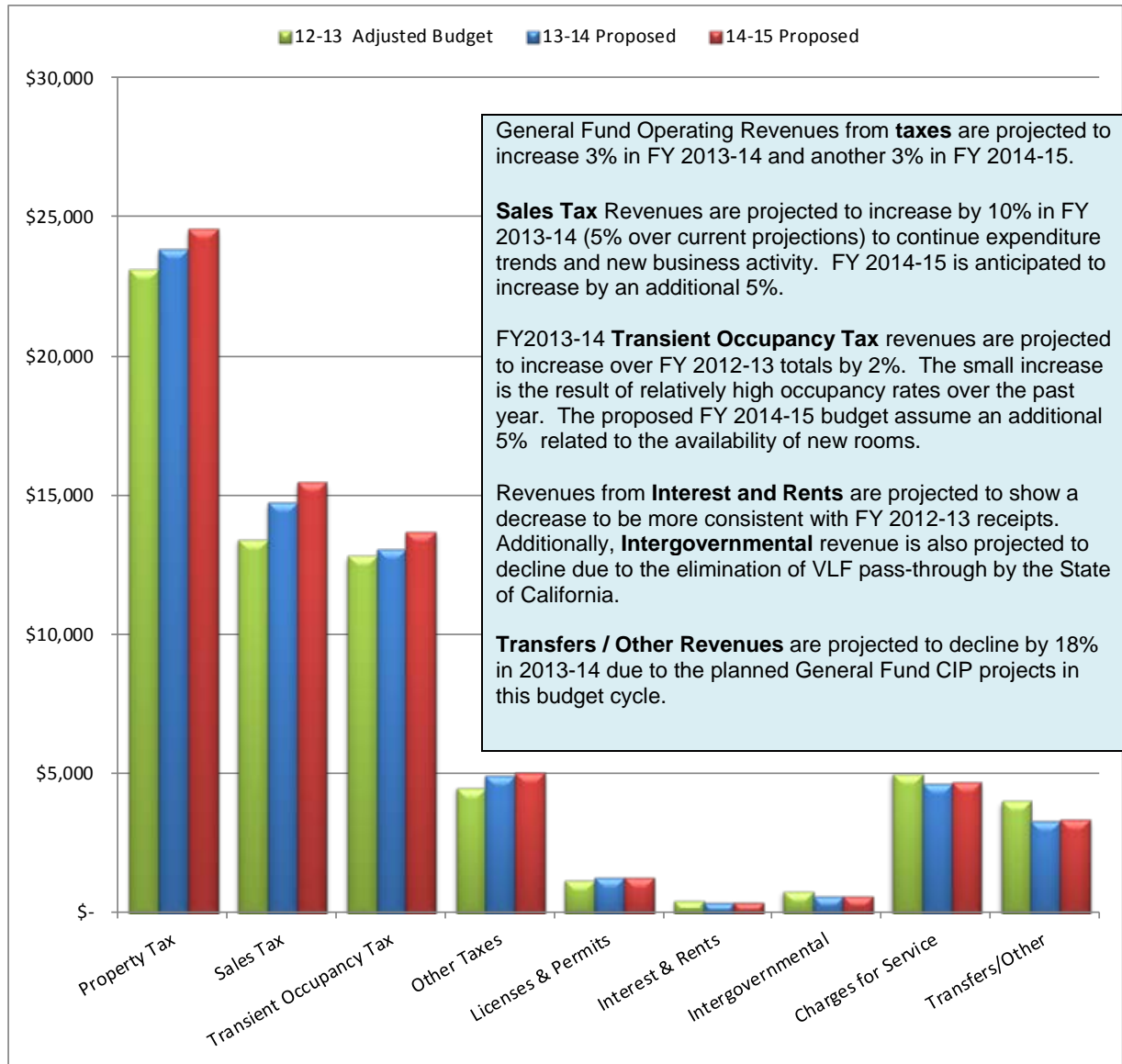
(In Thousands)





## General Fund Operating Revenue by Category

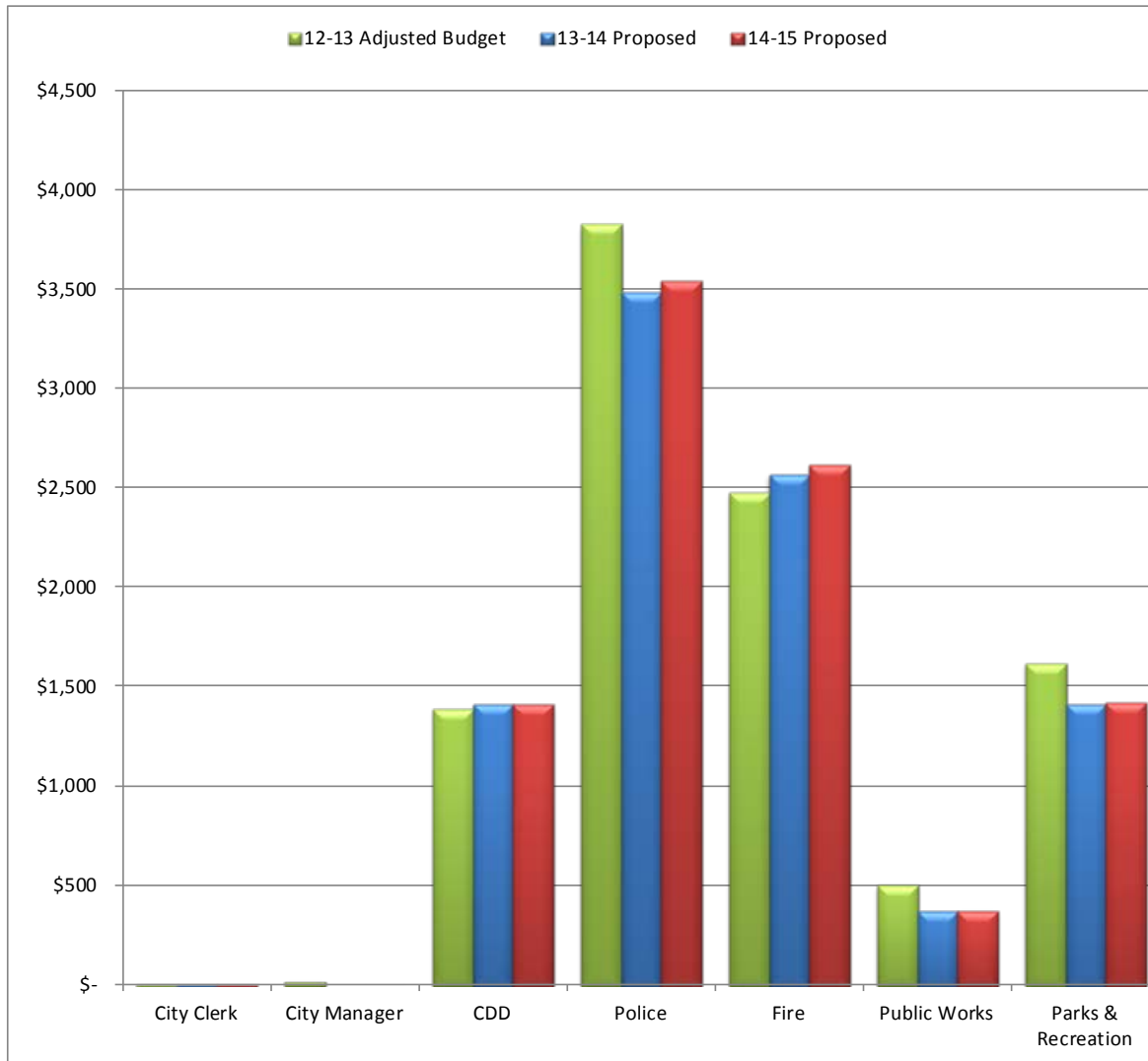
(In Thousands)



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%
<b>Total Revenues</b>	<b>\$65,353</b>	<b>65,353</b>	<b>66,823</b>	<b>1,470</b>	<b>2%</b>	<b>69,168</b>	<b>2,345</b>	<b>4%</b>

## 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%
<b>Total Revenues</b>	<b>\$9,836</b>	<b>9,836</b>	<b>9,252</b>	<b>(584)</b>	<b>-6%</b>	<b>9,378</b>	<b>127</b>	<b>1%</b>

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

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

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## General Fund

### Operating Expenditure Comparison

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#### 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.

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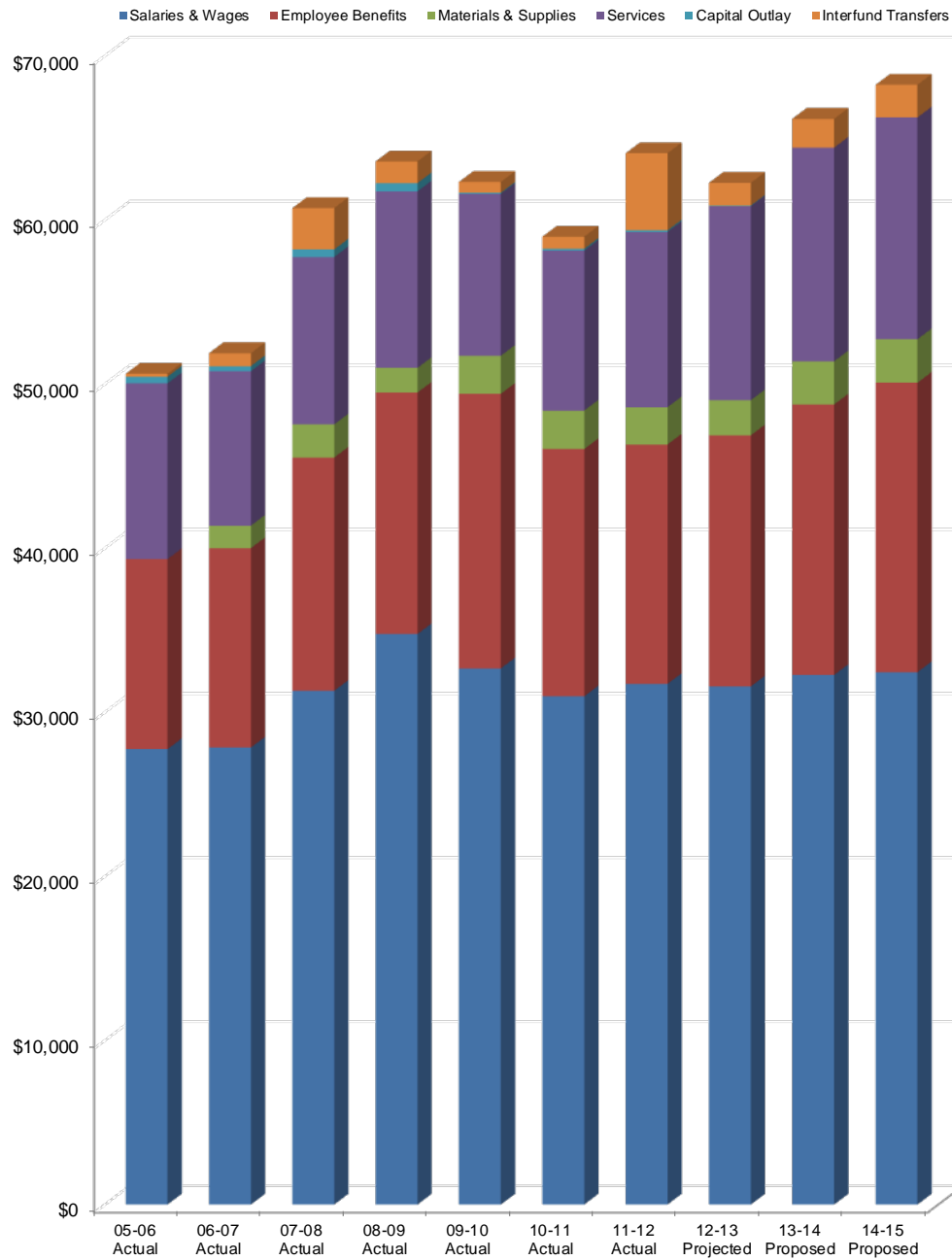
Salary growth is under control in this budget, but the cost of benefits continues to rise.

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- **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

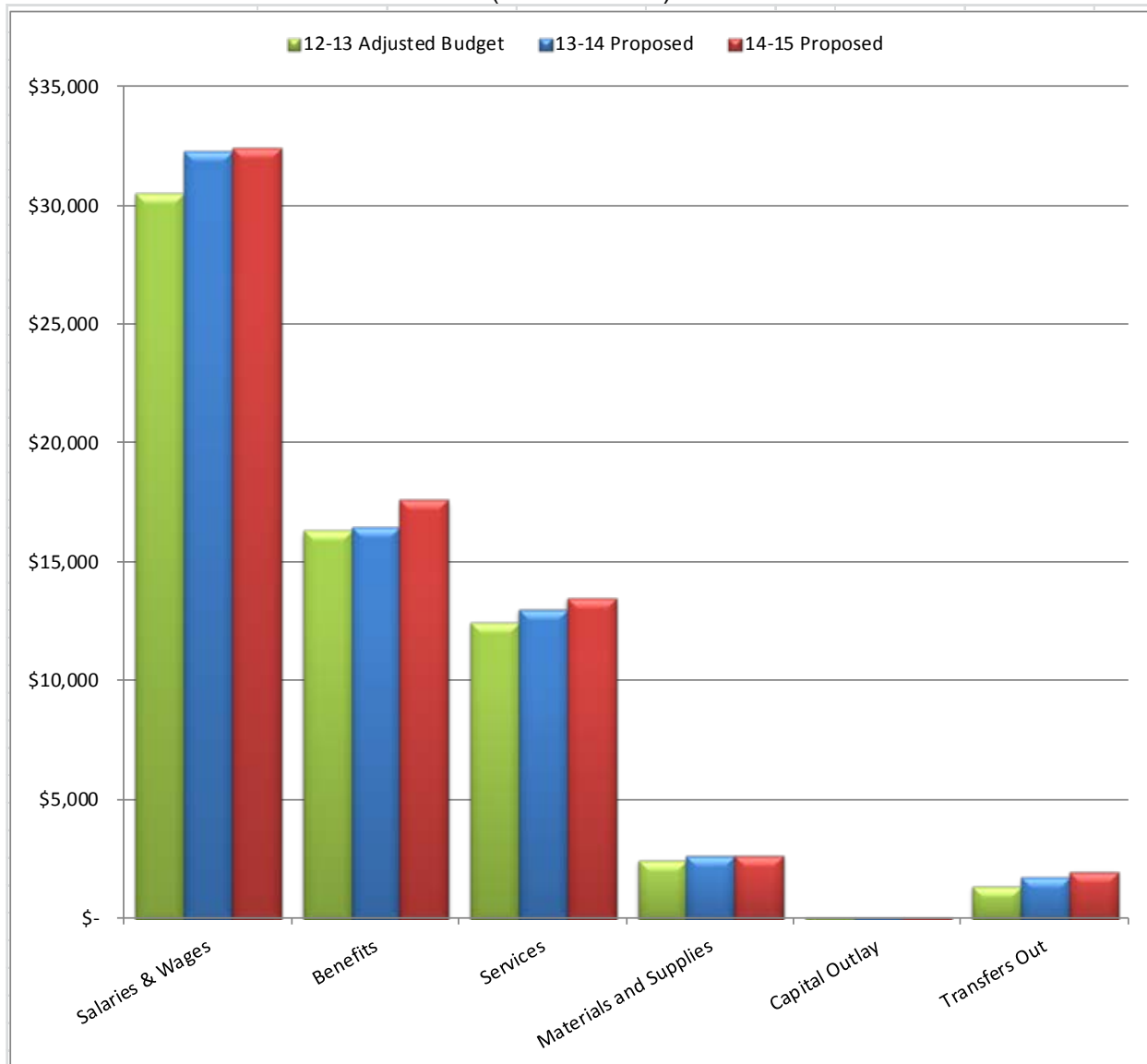
(In Thousands)



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
<b>Total Expenditures</b>	<b>50,622</b>	<b>51,879</b>	<b>60,720</b>	<b>63,565</b>	<b>62,314</b>	<b>58,973</b>	<b>64,062</b>	<b>62,258</b>	<b>66,209</b>	<b>68,280</b>

## General Fund Operating Expenditure by Category

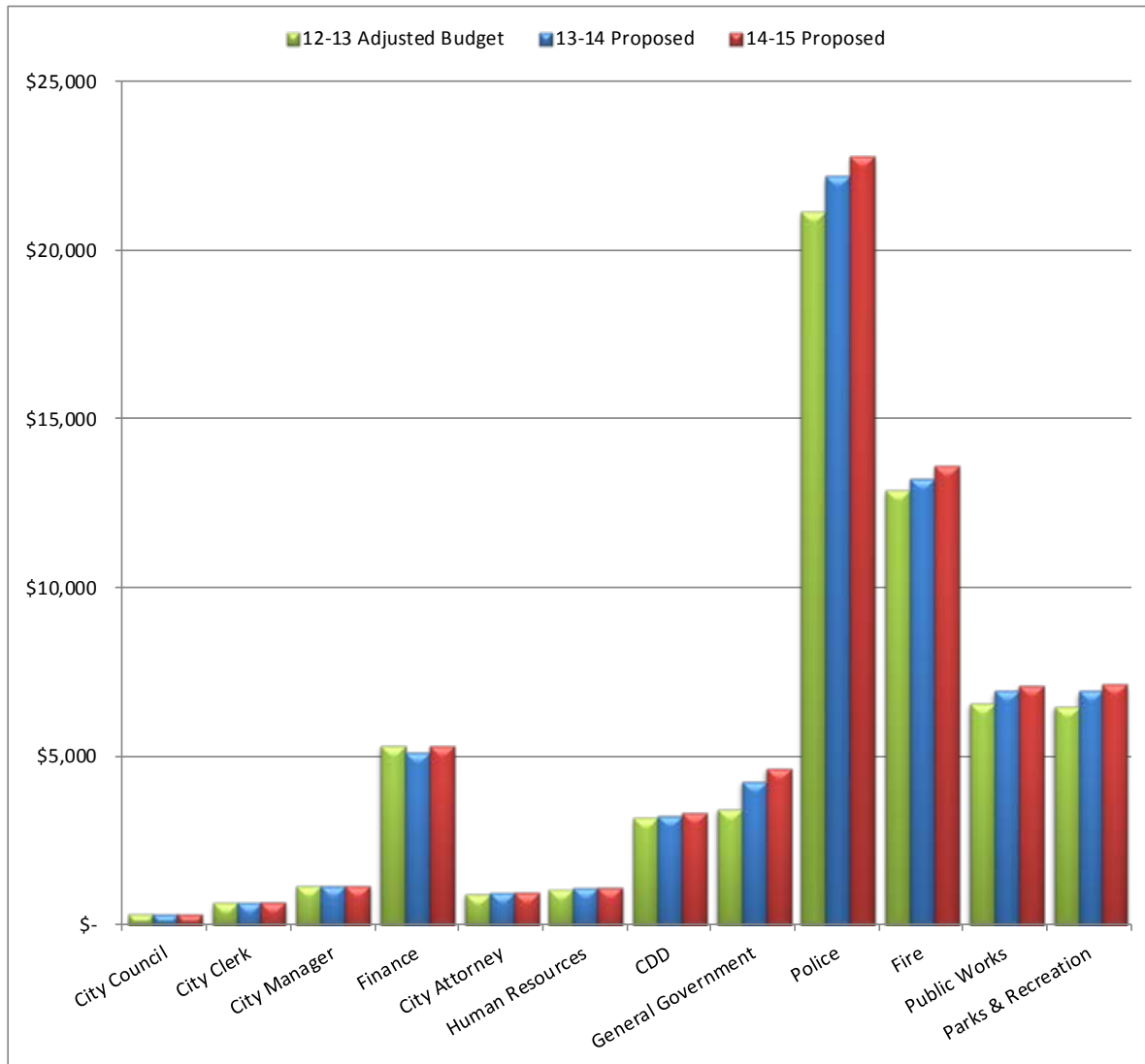
(In Thousands)



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%
<b>Total Expenditures</b>	<b>\$63,263</b>	<b>62,258</b>	<b>66,209</b>	<b>3,951</b>	<b>6%</b>	<b>68,280</b>	<b>2,071</b>	<b>3%</b>

## General Fund Operating Expenditures by Department

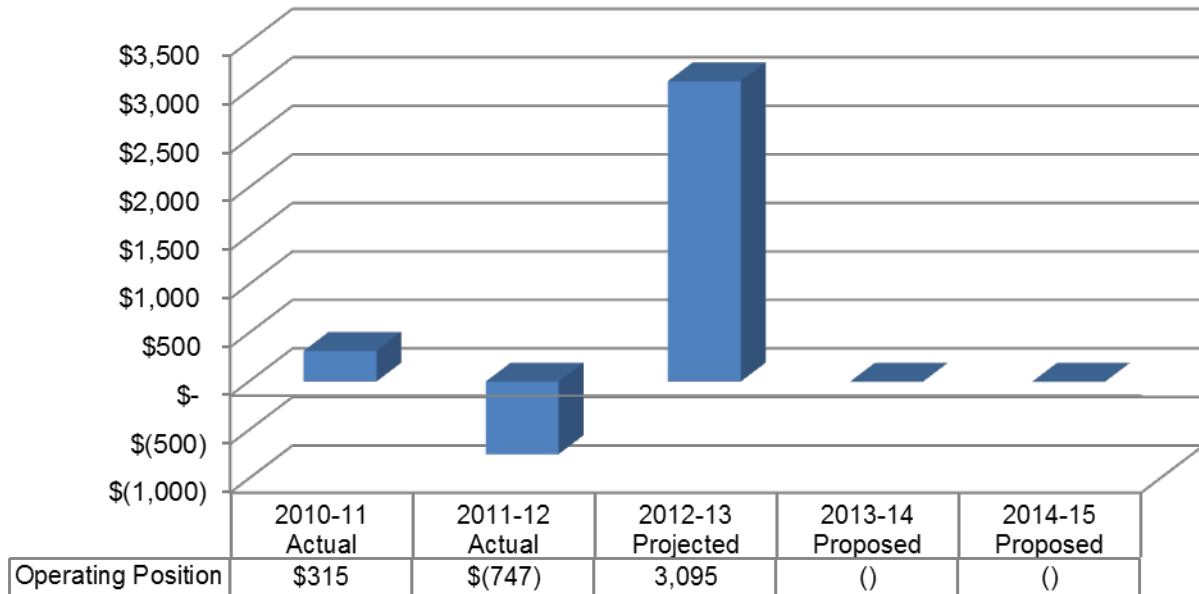
(In Thousands)



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%
<b>Total Expenditures</b>	<b>\$63,263</b>	<b>62,258</b>	<b>66,209</b>	<b>3,951</b>	<b>5%</b>	<b>68,280</b>	<b>2,071</b>	<b>3%</b>

## General Fund Operating Position

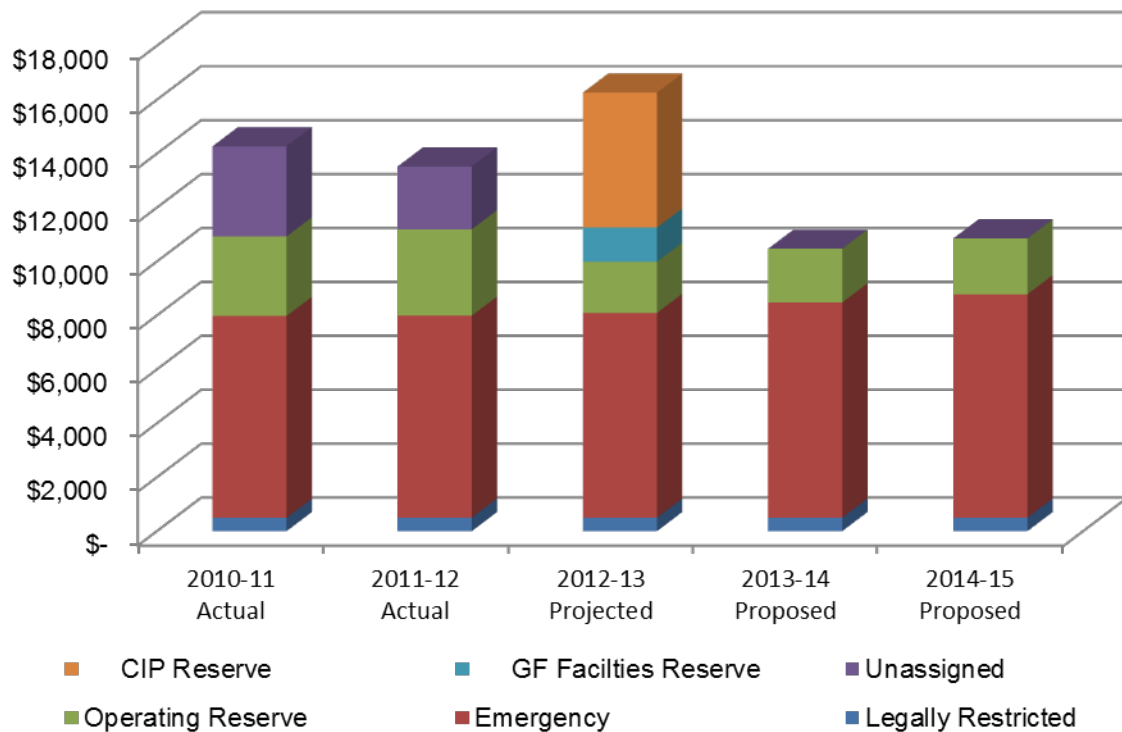
(In Thousands)



**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	-	-
<b>Total Fund Balance</b>	<b>\$ 14,270,321</b>	<b>\$ 13,523,414</b>	<b>11,301,349</b>	<b>10,471,767</b>	<b>10,854,168</b>

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
<b>General Fund: Operations</b>						
<b>Revenues</b>						
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	<b>\$ 59,287,896</b>	<b>\$ 63,315,061</b>	<b>65,352,917</b>	<b>65,352,917</b>	<b>66,823,145</b>	<b>69,168,454</b>
<b>Expenditures</b>						
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	<b>58,972,862</b>	<b>64,061,969</b>	<b>63,262,887</b>	<b>62,258,263</b>	<b>66,209,054</b>	<b>68,280,417</b>
Proposed Decision Packages					<b>252,458</b>	<b>730,436</b>
Emergency & Operating Reserve Contribution to meet Fiscal Policy levels					<b>361,633</b>	<b>157,601</b>
<b>Operating Position</b>	<b>\$ 315,033</b>	<b>\$ (746,908)</b>	<b>2,090,031</b>	<b>3,094,654</b>	<b>(0)</b>	<b>(0)</b>
<b>Fund Balance</b>						
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
<b>Designated Reserves per Fiscal Policy</b>						
	<b>10,927,808</b>	<b>11,192,311</b>	<b>11,152,356</b>	<b>9,961,834</b>	<b>10,471,767</b>	<b>10,854,168</b>
Unassigned Fund Balance	3,342,513	2,315,466	4,445,451			-
Facilities Reserve				1,265,258		
CIP Reserve				5,002,239		
<b>Total Fund Balance</b>	<b>\$ 14,270,321</b>	<b>\$ 13,507,777</b>	<b>15,597,807</b>	<b>16,229,331</b>	<b>10,471,767</b>	<b>10,854,168</b>

## 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.

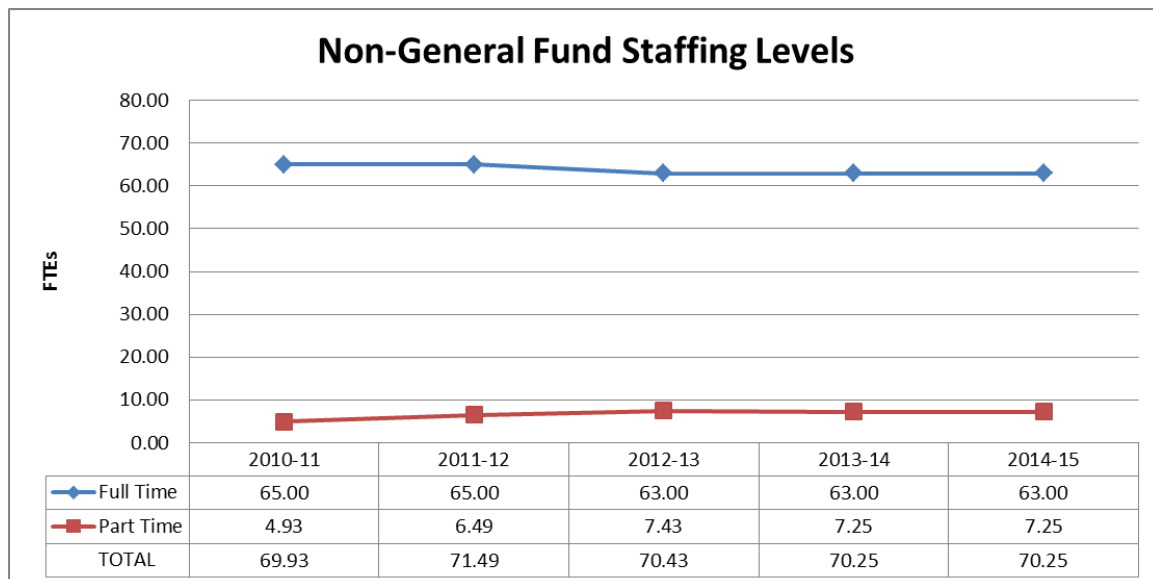
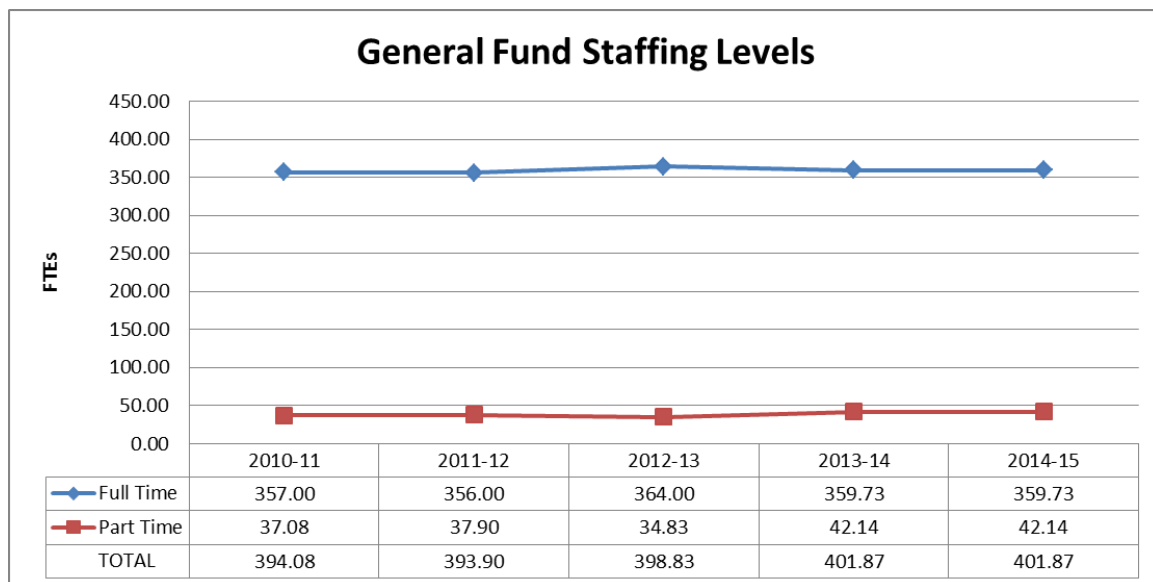
## Staffing Summary

### 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		
<b>Reallocations Total</b>		<b>12</b>	<b>12.73</b>	

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## Staffing Summary

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### 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

<b>Proposed Staff Changes</b> <b>General Fund - Recommended Decision Package Impacts</b>				
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.
<b>Total</b>		<b>3.80</b>	<b>3.00</b>	

## 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.
<b>Total</b>		<b>2.90</b>	<b>1.50</b>	

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## Decision Package Summary

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### 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
<b>General Government</b>					
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.
<b>TOTAL</b>	<b>252,458</b>	<b>200,496</b>	<b>730,436</b>	<b>492,322</b>	
<b>Operating Balance available for decisions by City Council</b>					
	<b>252,458</b>	<b>200,496</b>	<b>730,436</b>	<b>492,322</b>	

## Decision Package Summary

City Council Review of FY 2013-14 & FY 2014-15 Budget						
	FY2013-14		FY2014-15		Decision Packages (Non General Fund)	Comments
	Decision Packages (General Fund)	Decision Packages (Non General Fund)	Decision Packages (General Fund)	Decision Packages (Non General Fund)		
<b>Non Recurring (One-Time)</b>						
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.
<b>TOTAL</b>	<b>915,700</b>	<b>101,999</b>	<b>518,800</b>	<b>86,000</b>		
<b>Available Balance available for decisions by City Council</b>	<b>1,231,908</b>	<b>101,999</b>	<b>1,182,872</b>	<b>86,000</b>		
<b>Net Impact of Non Recurring (CIP Building Reserve)</b>	<b>316,208</b>	<b>-</b>	<b>664,072</b>	<b>-</b>		



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
<b>Total</b>	\$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
<b>Total</b>	(\$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 &amp; 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 &amp; 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
<b>Total</b>	\$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
<b>Total</b>				\$0.00	\$0.00



CITY of NAPA

# Budget Decision Package

New Position - Maintenance Laborer - Parks

Dept: Parks &amp; 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 &amp; Rec Services

Contact: Dave Perazzo/Cindy Bannister

Key Title: PRS Parks

FundKey: 45211

Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$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
			<b>Total</b>		\$0.00



CITY of NAPA

# Budget Decision Package

## Part time Staffing -Parks

Dept: Parks &amp; 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
<b>Total</b>	\$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
<b>Total</b>				\$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
<b>Total</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$495,000.00</b>	<b>\$0.00</b>

### Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
10000	General Fund			\$0.00	\$0.00
<b>Total</b>				<b>\$0.00</b>	<b>\$0.00</b>



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
<b>Total</b>	\$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
<b>Total</b>				\$0.00	\$0.00



CITY of NAPA

# Budget Decision Package

## 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

## 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
<b>Total</b>	<b>\$541,500.00</b>	<b>\$102,000.00</b>	<b>\$448,100.00</b>	<b>\$122,500.00</b>

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
<b>Total</b>	<b>\$190,995.00</b>	<b>\$0.00</b>	<b>\$305,995.00</b>	<b>\$0.00</b>

## 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
<b>Total</b>				<b>\$10,000.00</b>	<b>\$10,000.00</b>

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 - Noncontct 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
<b>Total</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>

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 Diversion

Contact: K. Miller

Key Title: MDF - Operations

FundKey: 51006

Total

\$0.00	\$110,212.00	\$0.00	\$91,612.00
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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
<b>Total</b>	\$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
<b>Total</b>	\$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
<b>Total</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>



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
<b>Total</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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
<b>Total</b>	\$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
<b>Total</b>	<b>\$87,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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
<b>Total</b>	\$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
<b>Total</b>	<b>\$105,700.00</b>	<b>\$0.00</b>	<b>\$105,700.00</b>	<b>\$0.00</b>

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
<b>Bridge</b>								
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
<b>Bridge Total</b>			<b>410,000</b>	<b>710,000</b>	<b>115,000</b>	<b>1,115,000</b>		<b>2,350,000</b>
<b>Facilities</b>								
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
<b>Facilities Total</b>			<b>2,380,000</b>	<b>2,042,900</b>	<b>2,466,500</b>	<b>1,990,000</b>	<b>62,400</b>	<b>8,941,800</b>
<b>MDF</b>								
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

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Category	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
<b>MDF Total</b>			441,700	760,700	2,128,100	30,000	30,000	3,390,500
<b>Miscellaneous</b>								
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
<b>Miscellaneous Total</b>			1,361,754	30,000	156,169	34,000		1,581,923
<b>Park</b>								
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
<b>Park Total</b>			30,000	65,000	373,000	595,000	3,840,000	4,903,000
<b>Sidewalk</b>								
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
<b>Sidewalk Total</b>			725,000	25,000	25,000	25,000	25,000	825,000
<b>Storm Drain</b>								
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
<b>Storm Drain Total</b>			241,000	50,000	50,000	50,000	50,000	441,000
<b>Street</b>								
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

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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
<b>Street Total</b>			<b>4,006,400</b>	<b>2,315,000</b>	<b>4,129,000</b>	<b>250,000</b>	<b>950,000</b>	<b>11,650,400</b>

**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
<b>Traffic Signal Total</b>			<b>25,000</b>	<b>200,000</b>	<b>75,000</b>	<b>85,800</b>	<b>25,000</b>	<b>410,800</b>

**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
<b>Underground Utility Total</b>			<b>500,000</b>		<b>400,000</b>			<b>900,000</b>

**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

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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
<b>Water Distribution Total</b>			<b>3,030,836</b>	<b>625,000</b>	<b>4,415,000</b>	<b>4,762,000</b>	<b>4,620,000</b>	<b>17,452,836</b>
<b>Water Quality (Treatment)</b>								
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
<b>Water Quality (Treatment) Total</b>			<b>300,000</b>	<b>650,000</b>	<b>1,751,100</b>			<b>2,701,100</b>
<b>Water Transmission</b>								
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
<b>Water Transmission Total</b>			<b>225,000</b>	<b>1,662,070</b>	<b>520,000</b>			<b>2,407,070</b>
<b>Watershed (Supply Source)</b>								
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
<b>Watershed (Supply Source) Total</b>			<b>79,564</b>	<b>40,000</b>		<b>87,100</b>		<b>206,664</b>
<b>GRAND TOTAL</b>			<b>13,756,254</b>	<b>9,175,670</b>	<b>16,603,869</b>	<b>9,023,900</b>	<b>9,602,400</b>	<b>58,162,093</b>

City of Napa, California  
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**PROJECTS BY FUNDING SOURCE**

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
<b>Big Ranch Specific Plan Fee</b>								
Sierra Avenue Extension to Villa Lane	ST14PWXZ	3	50,000	230,000	470,000			750,000
<b>Big Ranch Specific Plan Fee Total</b>			50,000	230,000	470,000			750,000
<b>CIP - GF - Building Reserve</b>								
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
<b>CIP - GF - Building Reserve Total</b>			1,000,000	402,900	175,000			1,577,900
<b>CMAQ</b>								
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
<b>CMAQ Total</b>			300,000		1,740,000			2,040,000
<b>County of Napa</b>								
CAD/RMS Upgrade	MS13PD02	1	112,702					112,702
<b>County of Napa Total</b>			112,702					112,702
<b>Fire &amp; Paramedic Development Fee</b>								
Fire Station No. 5	FC09FD01	2	550,000	140,000	100,000			790,000
<b>Fire &amp; Paramedic Development Fee Total</b>			550,000	140,000	100,000			790,000
<b>From Other Agencies</b>								
Police Range Improvements	FC14PD01	4			12,000	6,000		18,000
New Restroom Facility - Kennedy Ball Fields	PK14PR01	5			303,000			303,000
<b>From Other Agencies Total</b>					315,000	6,000		321,000
<b>General Fund</b>								
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

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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	SW14PWXV	2	700,000					700,000
Purchase & Install UPS Units on TS Controllers	TS15PW01	4			50,000	60,800		110,800
<b>General Fund Total</b>			<b>3,259,052</b>	<b>3,005,000</b>	<b>2,947,669</b>	<b>2,064,800</b>	<b>979,800</b>	<b>12,256,321</b>

### 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
<b>Linda Vista Improvement Fee Total</b>			<b>265,000</b>	<b>335,000</b>			<b>700,000</b>	<b>1,300,000</b>

### Loan from California Energy Commis

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

### 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
<b>Materials Diversion Enterprise Fund Total</b>			<b>441,700</b>	<b>760,700</b>	<b>2,128,100</b>	<b>30,000</b>	<b>92,400</b>	<b>3,452,900</b>

### Orchard Avenue Fee - Street

Orchard Ave Widening- Autumn Run to 250' West	ST14PWXV	3	170,000					170,000
<b>Orchard Avenue Fee - Street Total</b>			<b>170,000</b>					<b>170,000</b>

Source	Project#	Priority	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
<b>Park Grant</b>								
Recreation Community Center	PK14PR02	5				595,000	1,860,200	2,455,200
<b>Park Grant Total</b>						595,000	1,860,200	2,455,200
<b>Private Purpose Trust (RDA Bonds)</b>								
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
<b>Private Purpose Trust (RDA Bonds) Total</b>			155,000					155,000
<b>Quadrant Funds</b>								
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
<b>Quadrant Funds Total</b>			30,000	60,000	70,000		1,000,000	1,160,000
<b>State Gas Tax</b>								
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
<b>State Gas Tax Total</b>			836,400	475,000	300,000	300,000	300,000	2,211,400
<b>Storm Water Service Fee</b>								
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

Thursday, May 16, 2013

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
<b>Storm Water Service Fee Total</b>			241,000	50,000	50,000	50,000	50,000	441,000
<b>Street Improvement Fee</b>								
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
<b>Street Improvement Fee Total</b>			310,000	710,000	1,192,000	1,115,000		3,327,000
<b>Street Improvement Fee - Underground</b>								
Jefferson St Rule 20A Underground Project	UU12PW01	7			400,000			400,000
McKinstry Street Rule 20B Undergrounding	UU12PW02	7	500,000					500,000
<b>Street Improvement Fee - Underground Total</b>			500,000		400,000			900,000
<b>Water Enterprise Fund</b>								
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

Thursday, May 16, 2013

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
<b>Water Enterprise Fund Total</b>			3,635,400	3,007,070	6,716,100	4,863,100	4,620,000	22,841,670
<b>GRAND TOTAL</b>			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
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

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

## 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

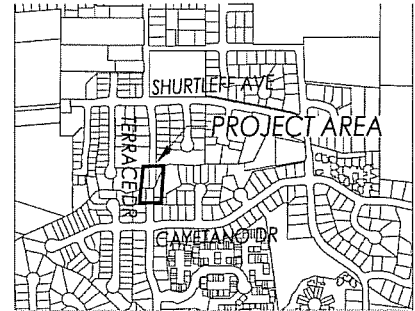
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax	50,000					50,000
Total	50,000					50,000

## 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
<b>Total</b>	<b>60,000</b>	<b>710,000</b>	<b>115,000</b>	<b>1,115,000</b>		<b>2,000,000</b>

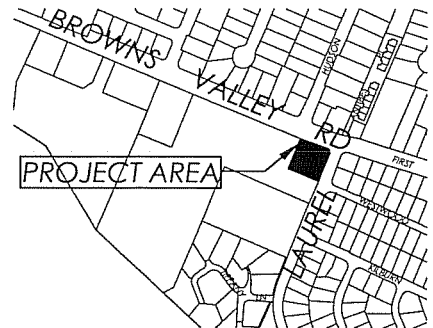
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Street Improvement Fee	60,000	710,000	115,000	1,115,000		2,000,000
<b>Total</b>	<b>60,000</b>	<b>710,000</b>	<b>115,000</b>	<b>1,115,000</b>		<b>2,000,000</b>

## 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
	<b>Total</b>	<b>2,050,000</b>	<b>1,640,000</b>	<b>1,454,000</b>	<b>340,000</b>		<b>5,484,000</b>

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
	<b>Total</b>	<b>2,050,000</b>	<b>1,640,000</b>	<b>1,454,000</b>	<b>340,000</b>		<b>5,484,000</b>

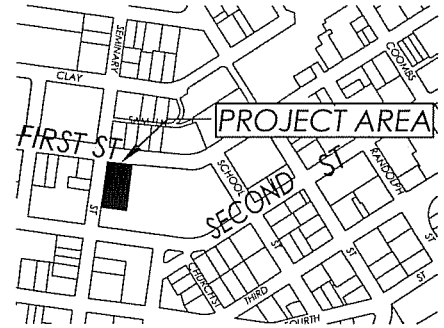


## Capital Improvement Program

'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.

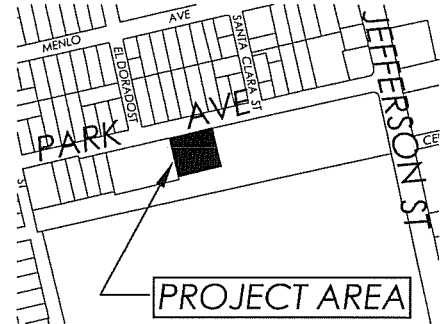
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction			150,000			150,000
Salaries & Benefits			5,000			5,000
Professional/Consulting Servic			20,000			20,000
<b>Total</b>			<b>175,000</b>			<b>175,000</b>

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

## 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 &amp; 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
<b>Total</b>			<b>682,000</b>			<b>682,000</b>

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

## 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
<p>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.</p>	

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
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

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

## 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
<b>Total</b>	<b>150,000</b>					<b>150,000</b>

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

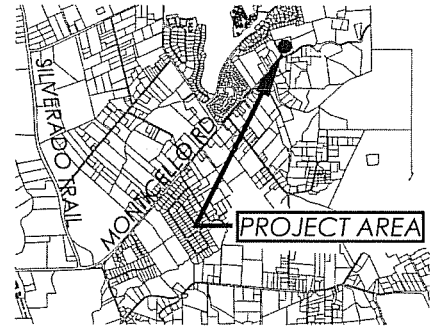
## Capital Improvement Program

'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 Service			100,000			100,000
<b>Total</b>			<b>100,000</b>	<b>1,650,000</b>		<b>1,750,000</b>

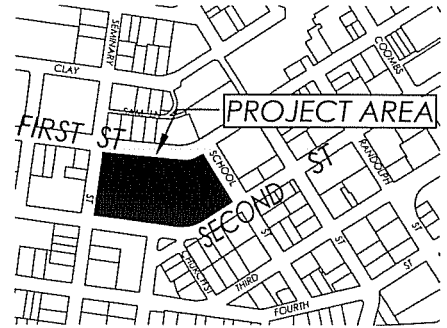
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
From Other Agencies			12,000	6,000		18,000
General Fund			88,000	1,644,000		1,732,000
<b>Total</b>			<b>100,000</b>	<b>1,650,000</b>		<b>1,750,000</b>

## 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
<b>Total</b>		<b>52,900</b>				<b>52,900</b>

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

## 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
<b>Total</b>	<b>75,000</b>					<b>75,000</b>

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

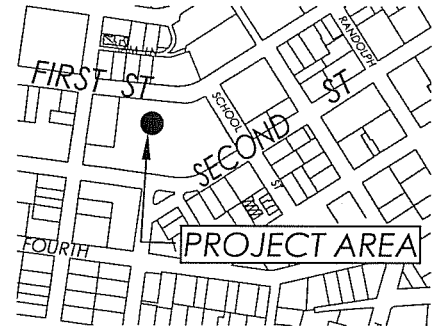
## Capital Improvement Program

'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
<b>Total</b>	<b>75,000</b>					<b>75,000</b>

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



## 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
<b>Total</b>		<b>350,000</b>				<b>350,000</b>

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

## Capital Improvement Program

'13/'14 thru '17/'18

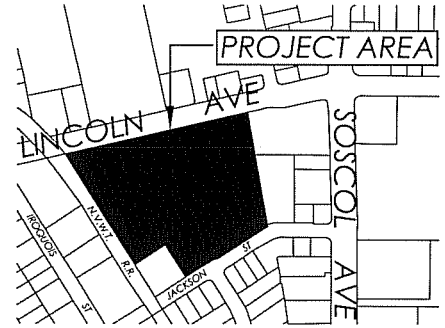
## City of Napa, California

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
<b>Total</b>			<b>55,500</b>			<b>55,500</b>

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

## 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
<b>Total</b>	<b>Total</b>					<b>62,400</b>	<b>62,400</b>

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

## 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 of 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
<b>Total</b>	<b>29,000</b>					<b>29,000</b>

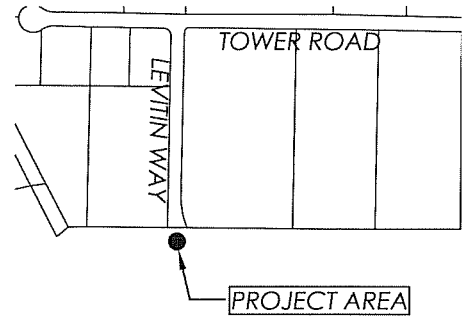
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise	29,000					29,000
<b>Total</b>	<b>29,000</b>					<b>29,000</b>

## 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

<b>Description</b>	<b>Total Project Cost: \$150,000</b>
Certain high-wear areas at the MDF need spot concrete repair work. Original concrete (circa 1994) exhibit severe cracking.	
<b>Justification</b>	
Repair work needed to maintain proper operations and delay further erosion.	
<b>Budget Impact/Other</b>	
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
<b>Total</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>150,000</b>

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
<b>Total</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>150,000</b>

## 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
<b>Total</b>	<b>382,700</b>					<b>382,700</b>

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

## 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
<b>Total</b>		<b>19,400</b>				<b>19,400</b>

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

## 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
<b>Total</b>		<b>29,000</b>				<b>29,000</b>

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



## 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
<b>Total</b>		<b>39,900</b>				<b>39,900</b>

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

## 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
<b>Total</b>		<b>14,100</b>				<b>14,100</b>

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

## 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
<b>Total</b>		<b>139,000</b>				<b>139,000</b>

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

## 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
<b>Total</b>		<b>453,000</b>				<b>453,000</b>

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

## 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
<b>Total</b>			<b>22,600</b>			<b>22,600</b>

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

## 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

<b>Description</b>	<b>Total Project Cost: \$56,500</b>
Replacement of roll-doors in the MRF building at the MDF.	
<b>Justification</b>	
The roll-doors have a conservative useful life of 10 years and were last addressed in 2005.	
<b>Budget Impact/Other</b>	
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
<b>Total</b>			<b>56,500</b>			<b>56,500</b>

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

## 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
<b>Total</b>			<b>102,900</b>			<b>102,900</b>

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



## 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
<b>Total</b>			<b>1,819,000</b>			<b>1,819,000</b>

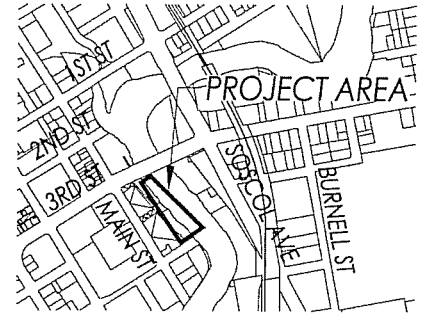
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Materials Diversion Enterprise			1,819,000			1,819,000
<b>Total</b>			<b>1,819,000</b>			<b>1,819,000</b>

## 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

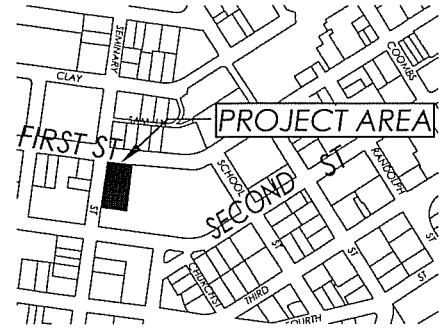
## Capital Improvement Program

'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
	<b>Total</b>	<b>700,000</b>					<b>700,000</b>

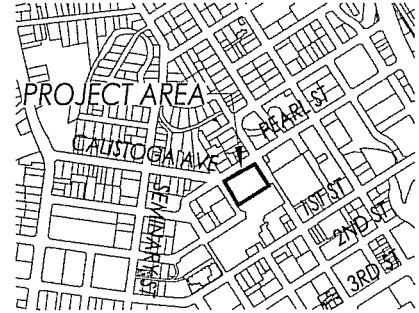
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
174,000	CIP - GF - Building Reserve	700,000					700,000
	<b>Total</b>	<b>700,000</b>					<b>700,000</b>

## 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
<b>Total</b>	<b>281,754</b>					<b>281,754</b>

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
<b>Total</b>	<b>281,754</b>					<b>281,754</b>

## 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
<b>Total</b>			<b>126,169</b>	<b>20,000</b>		<b>146,169</b>

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

## 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).

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

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

## 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
<b>Total</b>	<b>75,000</b>					<b>75,000</b>

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

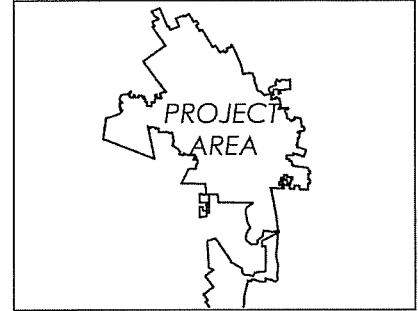


## Capital Improvement Program

'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

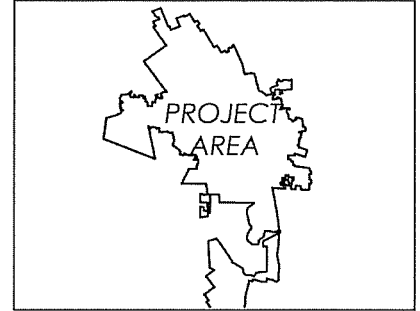
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
150,000	Water Enterprise Fund		20,000	20,000	14,000		54,000
Total	Total		20,000	20,000	14,000		54,000

## 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
<b>Total</b>	<b>Total</b>		<b>10,000</b>	<b>10,000</b>			<b>20,000</b>

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
<b>Total</b>	<b>Total</b>		<b>10,000</b>	<b>10,000</b>			<b>20,000</b>

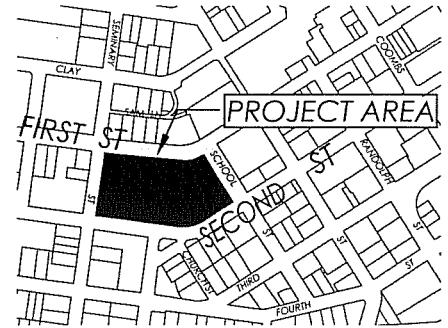
## Capital Improvement Program

'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
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

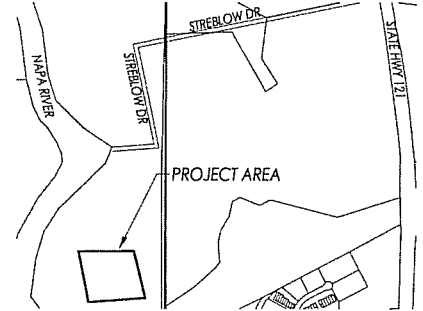
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Quadrant Funds	30,000					30,000
<b>Total</b>	<b>30,000</b>					<b>30,000</b>

## 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
<b>Total</b>			<b>373,000</b>			<b>373,000</b>

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
<b>Total</b>			<b>373,000</b>			<b>373,000</b>

## 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.

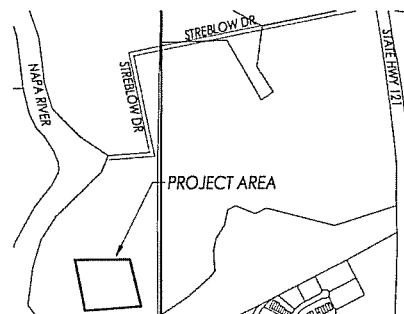
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					3,840,000	3,840,000
Salaries & Benefits				240,000		240,000
Professional/Consulting Servic				340,000		340,000
Land Acquisition/Project Permi				15,000		15,000
<b>Total</b>				<b>595,000</b>	<b>3,840,000</b>	<b>4,435,000</b>

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
<b>Total</b>				<b>595,000</b>	<b>3,840,000</b>	<b>4,435,000</b>

## 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 &amp; 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
<b>Total</b>		<b>65,000</b>				<b>65,000</b>

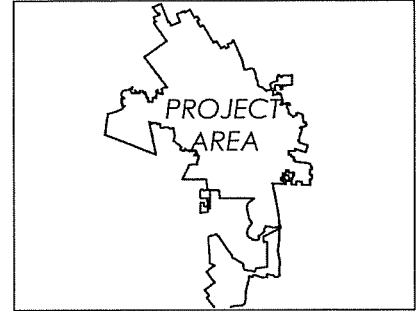
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
General Fund		5,000				5,000
Quadrant Funds		60,000				60,000
<b>Total</b>		<b>65,000</b>				<b>65,000</b>

## 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
<b>Total</b>	<b>25,000</b>					<b>25,000</b>

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

## Capital Improvement Program

'13/'14 thru '17/'18

## City of Napa, California

Project # **SW14PWXY**  
 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
<b>Total</b>	<b>700,000</b>					<b>700,000</b>

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

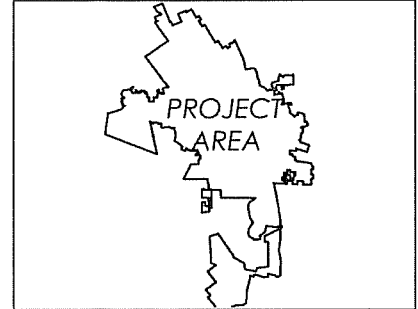


## Capital Improvement Program

'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
<b>Total</b>		<b>25,000</b>				<b>25,000</b>

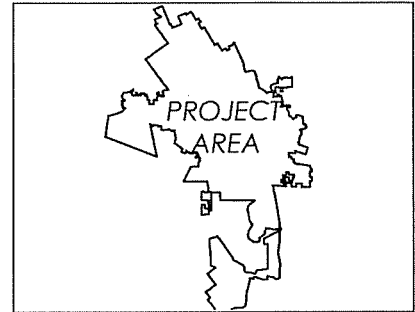
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax		25,000				25,000
<b>Total</b>		<b>25,000</b>				<b>25,000</b>

## 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

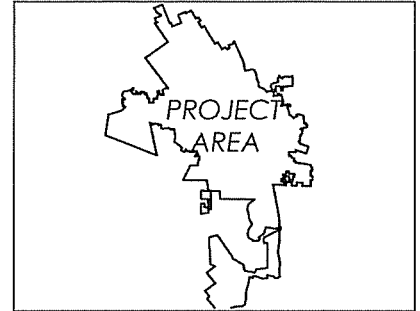
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax			25,000			25,000
Total			25,000			25,000

## 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

<b>Description</b>	<b>Total Project Cost: \$25,000</b>
Funding for miscellaneous sidewalk, curb, and gutter replacement as part of unplanned infrastructure repairs.	
<b>Justification</b>	
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.	
<b>Budget Impact/Other</b>	

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

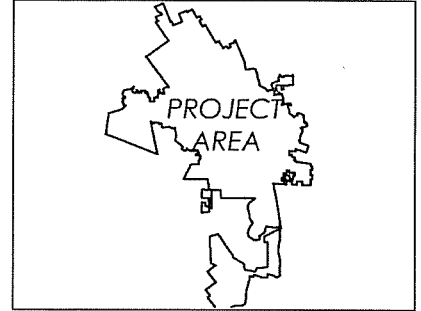
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax				25,000		25,000
<b>Total</b>				<b>25,000</b>		<b>25,000</b>

## 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
<b>Total</b>					<b>25,000</b>	<b>25,000</b>

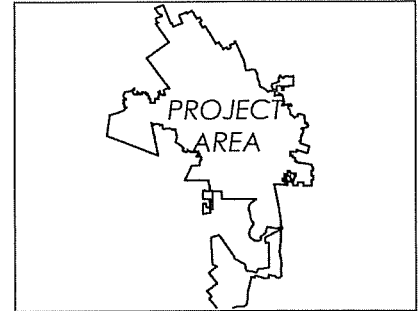
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax					25,000	25,000
<b>Total</b>					<b>25,000</b>	<b>25,000</b>

## 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
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

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

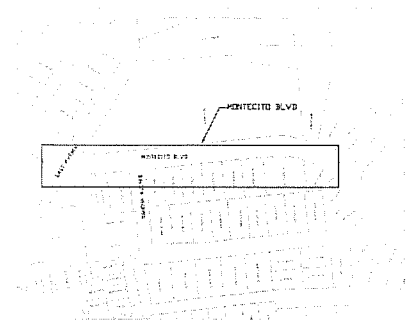
## Capital Improvement Program

'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
<b>Total</b>	<b>191,000</b>					<b>191,000</b>

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

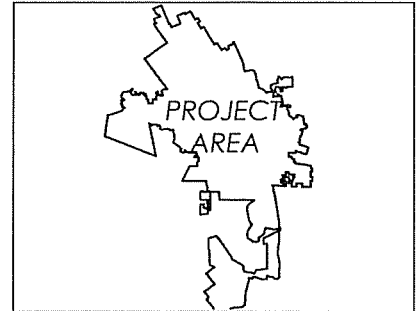
## Capital Improvement Program

'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
<b>Total</b>		<b>50,000</b>				<b>50,000</b>

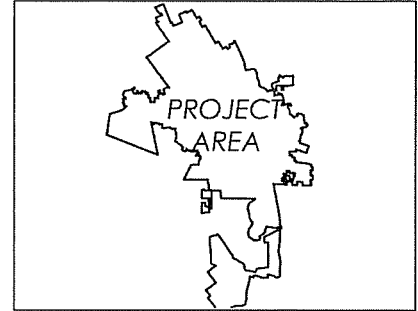
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee		50,000				50,000
<b>Total</b>		<b>50,000</b>				<b>50,000</b>

## 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
<b>Total</b>			<b>50,000</b>			<b>50,000</b>

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

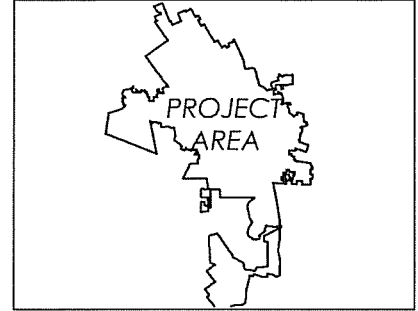


## Capital Improvement Program

'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
<b>Total</b>				<b>50,000</b>		<b>50,000</b>

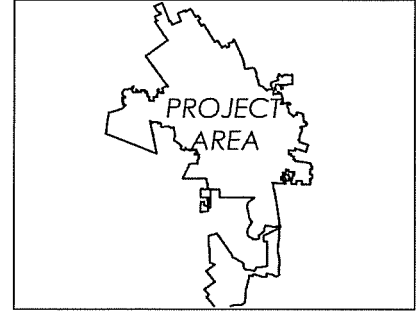
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee				50,000		50,000
<b>Total</b>				<b>50,000</b>		<b>50,000</b>

## 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
<b>Total</b>					<b>50,000</b>	<b>50,000</b>

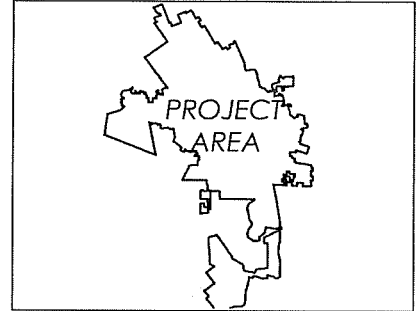
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Storm Water Service Fee					50,000	50,000
<b>Total</b>					<b>50,000</b>	<b>50,000</b>

## 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 Serv	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

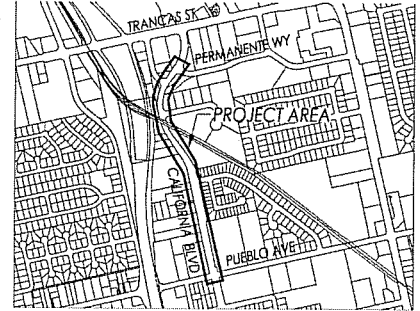
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
165,000	State Gas Tax	50,000	50,000	50,000	50,000	50,000	250,000
Total	Total	50,000	50,000	50,000	50,000	50,000	250,000

## 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

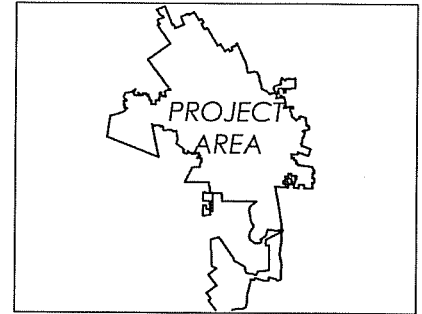
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
407,600	CMAQ	300,000					300,000
	General Fund	25,000					25,000
	State Gas Tax	286,400					286,400
Total	Total	611,400					611,400

## 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
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

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

## 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
<b>Total</b>	<b>460,000</b>	<b>1,500,000</b>	<b>3,409,000</b>			<b>5,369,000</b>

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
<b>Total</b>	<b>460,000</b>	<b>1,500,000</b>	<b>3,409,000</b>			<b>5,369,000</b>

## 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
<b>Total</b>	<b>1,900,000</b>					<b>1,900,000</b>

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

## 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 Service	225,000					225,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

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



## 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
<b>Total</b>	<b>265,000</b>	<b>335,000</b>				<b>600,000</b>

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

## 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
<b>Total</b>	<b>170,000</b>					<b>170,000</b>

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

## 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
<b>Total</b>	<b>50,000</b>	<b>230,000</b>	<b>470,000</b>			<b>750,000</b>

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
<b>Total</b>	<b>50,000</b>	<b>230,000</b>	<b>470,000</b>			<b>750,000</b>

## 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 Service	50,000					50,000
Total	50,000					50,000

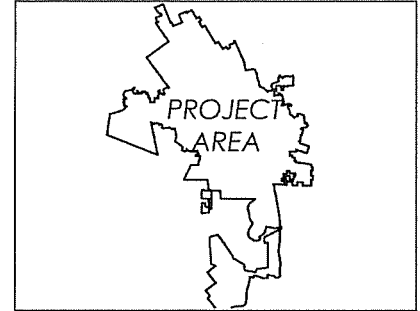
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Private Purpose Trust (RDA B	50,000					50,000
Total	50,000					50,000

## 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
<b>Total</b>		<b>200,000</b>				<b>200,000</b>

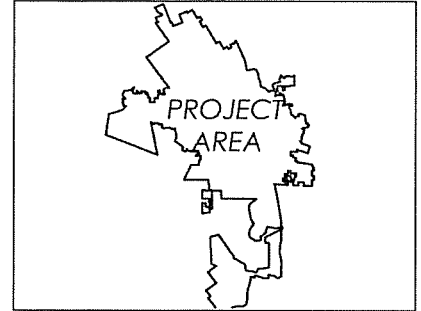
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax		200,000				200,000
<b>Total</b>		<b>200,000</b>				<b>200,000</b>

## 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

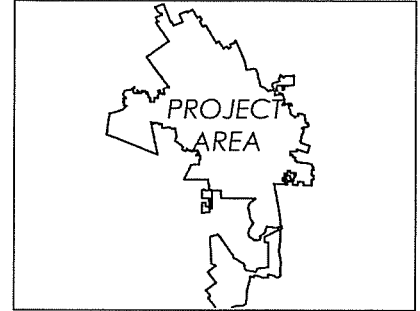
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
State Gas Tax			200,000			200,000
Total			200,000			200,000

## 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
<b>Total</b>				<b>200,000</b>		<b>200,000</b>

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

## 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
<b>Total</b>					<b>700,000</b>	<b>700,000</b>

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

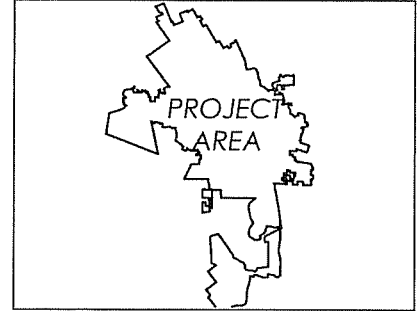


## Capital Improvement Program

'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
<b>Total</b>					<b>200,000</b>	<b>200,000</b>

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

## Capital Improvement Program

'13/'14 thru '17/'18

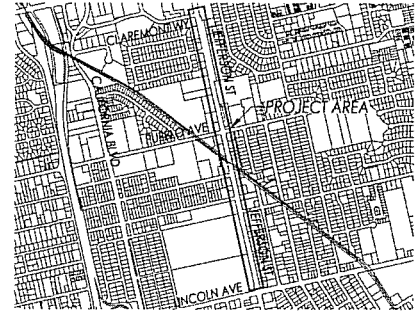
## City of Napa, California

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

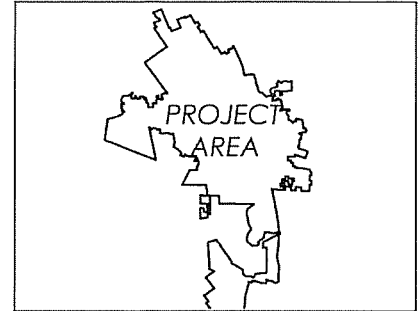
Prior	Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
10,000	Street Improvement Fee - Und	500,000					500,000
Total	Total	500,000					500,000

## 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
<b>Total</b>	<b>2,410,836</b>					<b>2,410,836</b>

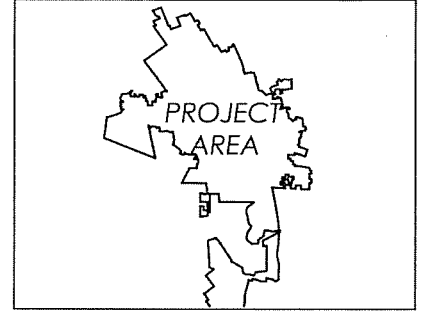
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	2,410,836					2,410,836
<b>Total</b>	<b>2,410,836</b>					<b>2,410,836</b>

## 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
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

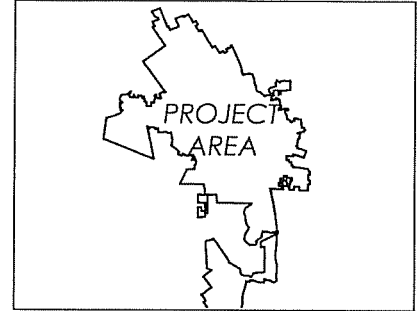
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	50,000					50,000
<b>Total</b>	<b>50,000</b>					<b>50,000</b>

## 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
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

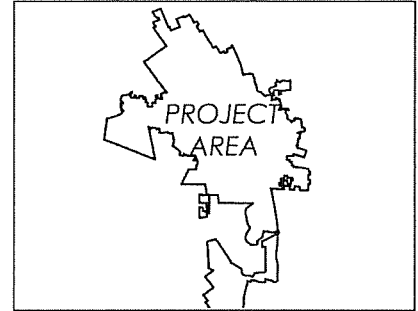
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

## 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
<b>Total</b>	<b>220,000</b>					<b>220,000</b>

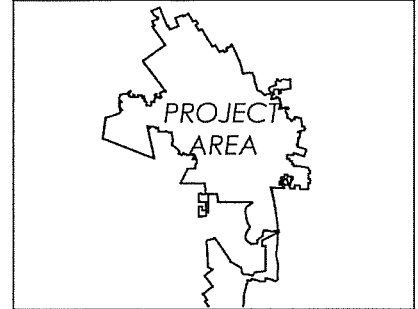
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	220,000					220,000
<b>Total</b>	<b>220,000</b>					<b>220,000</b>

## 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
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	100,000					100,000
<b>Total</b>	<b>100,000</b>					<b>100,000</b>

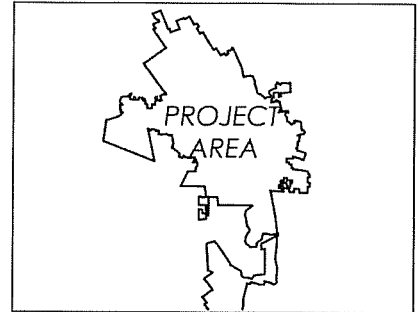


## Capital Improvement Program

'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
<b>Total</b>		<b>100,000</b>				<b>100,000</b>

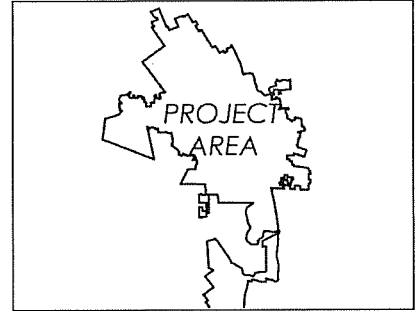
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		100,000				100,000
<b>Total</b>		<b>100,000</b>				<b>100,000</b>

## 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
<b>Total</b>		<b>250,000</b>				<b>250,000</b>

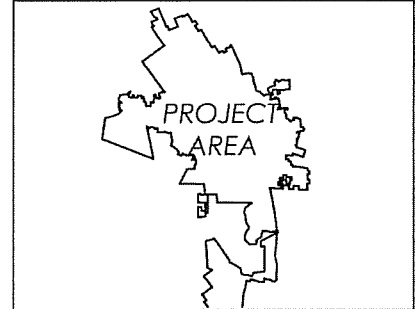
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		250,000				250,000
<b>Total</b>		<b>250,000</b>				<b>250,000</b>

## 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
<b>Total</b>		<b>200,000</b>				<b>200,000</b>

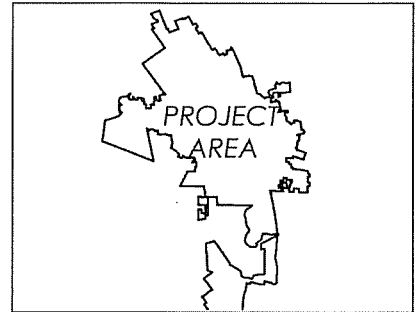
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		200,000				200,000
<b>Total</b>		<b>200,000</b>				<b>200,000</b>

## 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
<b>Total</b>		<b>75,000</b>				<b>75,000</b>

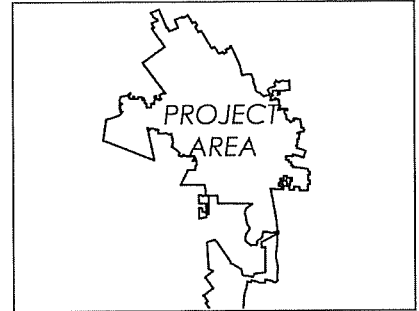
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		75,000				75,000
<b>Total</b>		<b>75,000</b>				<b>75,000</b>

## 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
<b>Total</b>			<b>360,000</b>			<b>360,000</b>

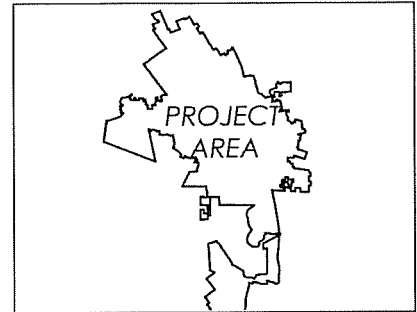
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			360,000			360,000
<b>Total</b>			<b>360,000</b>			<b>360,000</b>

## 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

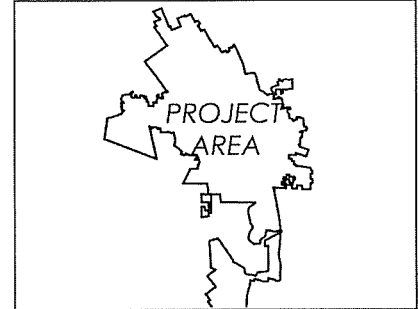
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			75,000			75,000
Total			75,000			75,000

## 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
<b>Total</b>			<b>550,000</b>			<b>550,000</b>

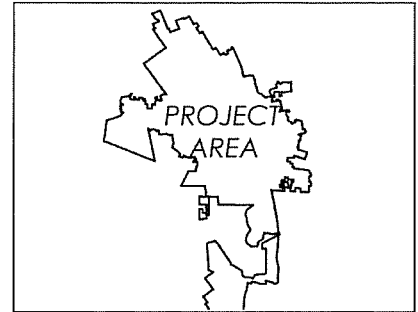
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			550,000			550,000
<b>Total</b>			<b>550,000</b>			<b>550,000</b>

## 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

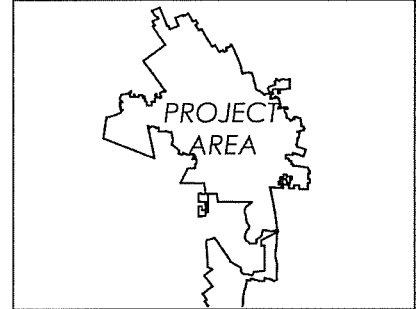


## Capital Improvement Program

'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
<b>Total</b>			<b>150,000</b>			<b>150,000</b>

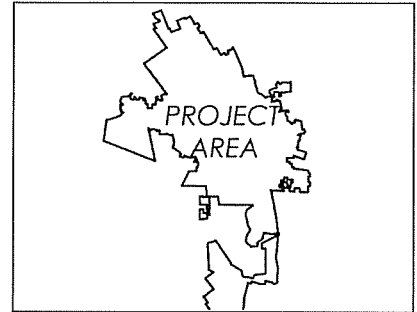
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			150,000			150,000
<b>Total</b>			<b>150,000</b>			<b>150,000</b>

## 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
<b>Total</b>			<b>1,000,000</b>			<b>1,000,000</b>

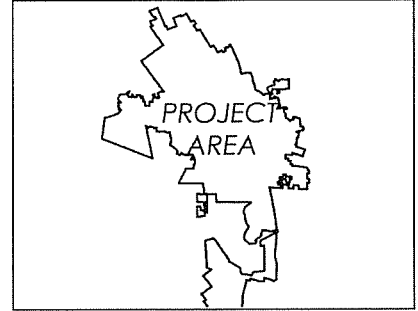
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			1,000,000			1,000,000
<b>Total</b>			<b>1,000,000</b>			<b>1,000,000</b>

## 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
<b>Total</b>				<b>622,000</b>		<b>622,000</b>

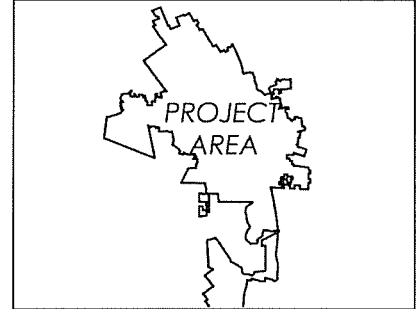
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				622,000		622,000
<b>Total</b>				<b>622,000</b>		<b>622,000</b>

## 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
<b>Total</b>				<b>90,000</b>		<b>90,000</b>

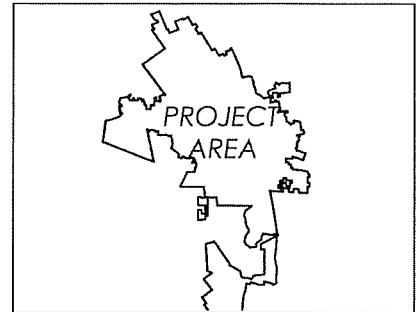
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				90,000		90,000
<b>Total</b>				<b>90,000</b>		<b>90,000</b>

## 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

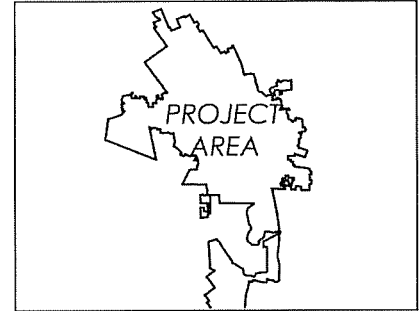
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				350,000		350,000
<b>Total</b>				<b>350,000</b>		<b>350,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				350,000		350,000
<b>Total</b>				<b>350,000</b>		<b>350,000</b>

## Capital Improvement Program

'13/'14 thru '17/'18

## City of Napa, California

Project # **WD17PW04**Project Name **Major Water Main Projects 2016-17**

Type Infrastructure  
 Useful Life 100 yrs  
 Category Water Distribution

Department Public Works  
 Contact Joy Eldredge  
 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

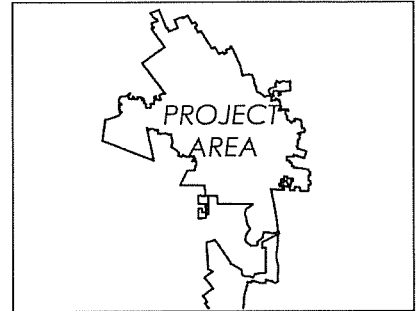
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				2,520,000		2,520,000
Professional/Consulting Service				30,000		30,000
<b>Total</b>				<b>2,550,000</b>		<b>2,550,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				2,550,000		2,550,000
<b>Total</b>				<b>2,550,000</b>		<b>2,550,000</b>

## 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

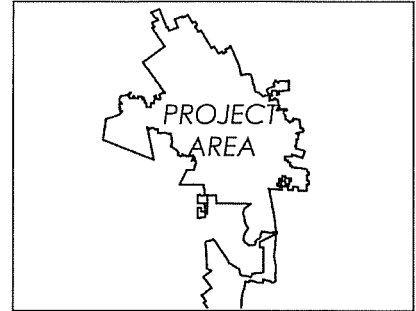
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction				150,000		150,000
<b>Total</b>				<b>150,000</b>		<b>150,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				150,000		150,000
<b>Total</b>				<b>150,000</b>		<b>150,000</b>

## 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
<b>Total</b>				<b>1,000,000</b>		<b>1,000,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund				1,000,000		1,000,000
<b>Total</b>				<b>1,000,000</b>		<b>1,000,000</b>

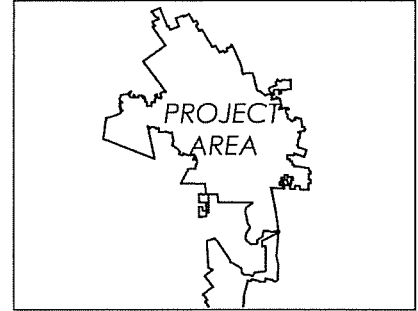


## Capital Improvement Program

'13/'14 thru '17/'18

## City of Napa, California

Project # **WD18PW01**  
 Project Name **Cathodic Protection 2017-18**



Type Infrastructure      Department Public Works  
 Useful Life 50 yrs      Contact Joy Eldredge  
 Category Water Distribution      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
<b>Total</b>					<b>385,000</b>	<b>385,000</b>

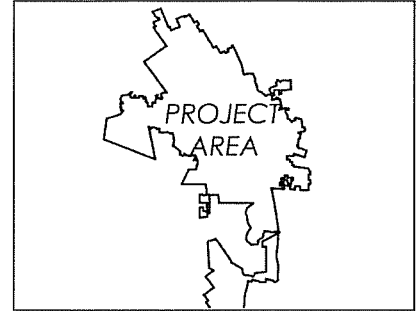
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					385,000	385,000
<b>Total</b>					<b>385,000</b>	<b>385,000</b>

## 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

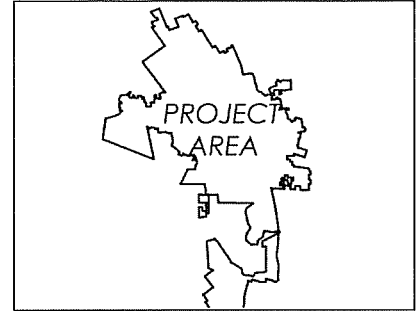
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					85,000	85,000
Total					85,000	85,000

## 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

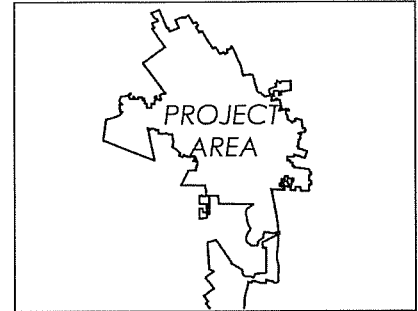
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					350,000	350,000
<b>Total</b>					<b>350,000</b>	<b>350,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					350,000	350,000
<b>Total</b>					<b>350,000</b>	<b>350,000</b>

## 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 Service					10,000	10,000
<b>Total</b>					<b>2,650,000</b>	<b>2,650,000</b>

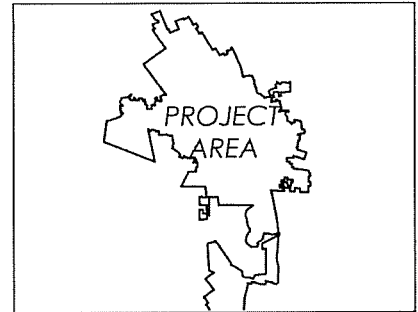
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					2,650,000	2,650,000
<b>Total</b>					<b>2,650,000</b>	<b>2,650,000</b>

## 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
<b>Total</b>					<b>150,000</b>	<b>150,000</b>

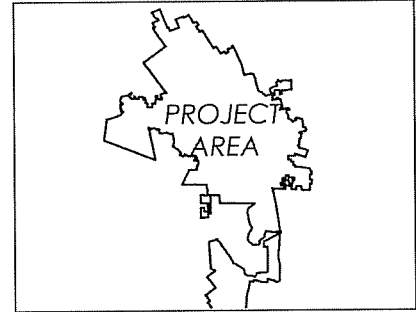
Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					150,000	150,000
<b>Total</b>					<b>150,000</b>	<b>150,000</b>

## 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

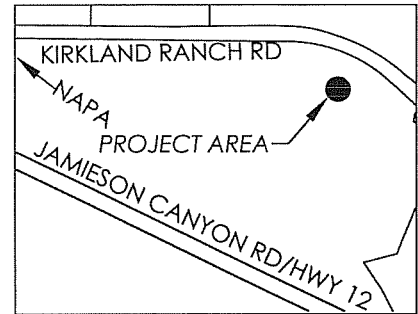
Expenditures	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Construction					840,000	840,000
Salaries & Benefits					160,000	160,000
<b>Total</b>					<b>1,000,000</b>	<b>1,000,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund					1,000,000	1,000,000
<b>Total</b>					<b>1,000,000</b>	<b>1,000,000</b>

## 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
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	300,000					300,000
<b>Total</b>	<b>300,000</b>					<b>300,000</b>

## 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
<b>Total</b>		<b>550,000</b>				<b>550,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		550,000				550,000
<b>Total</b>		<b>550,000</b>				<b>550,000</b>

## 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
<p>Rebuild our entire IT/SCADA communications infrastructure to allow for future expansion/upgrades, provide redundancy &amp; 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.</p> <p>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.</p>	

Justification
<p>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, &amp; 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.</p>

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
<b>Total</b>			<b>945,000</b>			<b>945,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			945,000			945,000
<b>Total</b>			<b>945,000</b>			<b>945,000</b>

## 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
<b>Total</b>			<b>98,300</b>			<b>98,300</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			98,300			98,300
<b>Total</b>			<b>98,300</b>			<b>98,300</b>

## 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

<b>Description</b>	<b>Total Project Cost: \$117,800</b>
Replace existing PolyBlend unit at Hennessey Treatment Plant with a new, more reliable one.	
<b>Justification</b>	
Replacing aging unreliable unit with new ones will dose chemical more accurately and reduce downtime/labor to repair hours.	
<b>Budget Impact/Other</b>	

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
<b>Total</b>			<b>117,800</b>			<b>117,800</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			117,800			117,800
<b>Total</b>			<b>117,800</b>			<b>117,800</b>

## 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
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

## 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
<b>Total</b>	<b>25,000</b>	<b>175,000</b>				<b>200,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	25,000	175,000				200,000
<b>Total</b>	<b>25,000</b>	<b>175,000</b>				<b>200,000</b>

## 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

<b>Description</b>	<b>Total Project Cost: \$1,262,070</b>
Modified purpose of the existing pump station at Dwyer Road to pump water south to north to fill the Hennessey Clearwell.	
<b>Justification</b>	
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.	
<b>Budget Impact/Other</b>	

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
<b>Total</b>		<b>1,262,070</b>				<b>1,262,070</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		1,262,070				1,262,070
<b>Total</b>		<b>1,262,070</b>				<b>1,262,070</b>



## 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
<b>Total</b>		<b>225,000</b>				<b>225,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund		225,000				225,000
<b>Total</b>		<b>225,000</b>				<b>225,000</b>

## 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
<b>Total</b>			<b>520,000</b>			<b>520,000</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund			520,000			520,000
<b>Total</b>			<b>520,000</b>			<b>520,000</b>

## 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
<b>Total</b>	<b>79,564</b>					<b>79,564</b>

Funding Sources	'13/'14	'14/'15	'15/'16	'16/'17	'17/'18	Total
Water Enterprise Fund	79,564					79,564
<b>Total</b>	<b>79,564</b>					<b>79,564</b>

## 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 encorder 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

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## Fiscal Policy

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### **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
<b>General Financial Goals</b>		
To maintain and enhance the sound fiscal condition of the City.	√	
<b>Operating Budget Policies</b>		
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
<b>Operating Budget Policies (Cont'd.)</b>		
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.	√	
<b>Revenue Policies</b>		
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.	√	
<b>Utility Rates and Fee Policies</b>		
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
<b>Utility Rates and Fee Policies - continued</b>		
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.	√	
<b>Expenditure Policies</b>		
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.	√	
<b>Capital Improvement Budget Policies</b>		
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
<b>Capital Improvement Budget Policies - continued</b>		
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.	√	
<b>Debt Policies</b>		
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.	√	
<b>Reserve Policies</b>		
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
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- + New / Revised Fiscal Policy

Fiscal Policy Statement	Status	Comment
<b>Reserve Policies</b> <i>(Cont'd.)</i>		
<p>The General Fund Operating Reserve will be maintained at a level of <del>between 2%—5%</del> <b>3%</b> of its operating budget. GFOA recommends a level of 5% to 15% in total reserves, including the Emergency Reserve.</p> <p>The City will transfer <del>Undesignated</del> <b>Unassigned</b> Fund Balance in excess of <del>5%</del> <b>3%</b> of the operating budget <b>(Operating Reserve)</b> 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.</p> <p><b>Unless otherwise directed, the priority of this transfer will be as follows:</b></p> <ul style="list-style-type: none"> <li><b>* The Capital Facilities Replacement Reserve fund will receive the first transfer in an amount not to exceed 2% of the Operating Budget.</b></li> <li><b>* The CIP General Fund Reserve will receive the second transfer for the balance of the Undesignated Fund Balance.</b></li> </ul>	<p>√</p> <p>+</p>	<p>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)</p> <p>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.</p>
<p>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.</p>	<p>√</p>	
<p>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.</p>	<p>--</p>	<p>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.</p>

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
<b>Reserve Policies (Cont'd.)</b>		
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, <b>and will not exceed 2% of the Operating Budget without City Council direction.</b>	√  +	<p>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)</p> <p>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.</p> <p>The City Council will confirm the percentage allocation of this transfer at the time of the acceptance of the Audited Financial Statements.</p>

## 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
<b>Reserve Policies (Cont'd.)</b>		
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.	√	
<del>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.</del>	+	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%- <del>10%</del> 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
<b>Reserve Policies (Cont'd.)</b>		
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 <del>25%</del> <b>20%</b> 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 <b>combined</b> Capital <b>Maintenance and</b> Replacement Reserve in the Solid Waste Fund to provide for major renovation, modernization <b>or for planned capital improvement program repairs and maintenance at</b> <del>and/or rebuilding of the Napa MDF.</del> This reserve is for projects that exceed \$250,000 in any given year, as set in policy approved by City Council. <b>The annual contribution will equate to the annual depreciation of the MDF facility.</b>	√ +	<p>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.</p> <p>For the FY 2013-14 &amp; FY 2014-15 budget the depreciation amount (annual contribution) will be \$536,000.</p>
<del>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.</del>	<del>√</del>	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).	√	
<b>Investment Policies</b>		
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
<b>Accounting, Auditing &amp; Financial Reporting Policies</b>		
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





CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT HEARING  
AGENDA ITEM 6.A.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director

Prepared by: Sara Gallegos, Management Analyst, Public Works

Subject: Napa Valley Corporate Park Landscape and Lighting Assessment District, Fiscal Year 2013-2014

**ISSUE STATEMENT:**

Conduct public hearing and adopt a resolution approving Engineer's Report and ordering annual levy of assessment for the Napa Valley Corporate Park Landscape and Lighting District, Fiscal Year 2013-2014.

**DISCUSSION:**

In 1984, the City Council authorized the establishment of a Landscape and Lighting District in the Napa Valley Corporate Park to provide for the maintenance of certain landscape improvements in the public streets and easements. In 1997, the City Council authorized the establishment of the Supplemental Napa Valley Corporate Park Landscape and Lighting Assessment District to provide for the increased cost of providing irrigation to landscaping and additional landscape maintenance. The supplemental assessments are in compliance with the rules of Proposition 218 (Assessment and Property Related Fee Reform).

On August 7, 2007, City Council adopted Resolution R2007 142 approving a clearly defined methodology for adjusting the maximum amount of the assessment based on objective calculations (C.P.I.) to adjust for inflation. This levy is within the maximum assessment.

In 2009, a Property Owners Association (POA) was formed pursuant to Amended and Restated Declaration of Covenants and Restrictions for the Corporate Park recorded in April 2009. The POA was formed for the benefit of the individual lot owners within the Corporate Park as well as to assume the responsibility for carrying out the maintenance obligations required by the District.

After significant discussion with City staff, it was determined by all parties that the best course of action would be to have the POA take over the day-to-day operations for all aspects of the maintenance obligations. The POA and the City of Napa entered into an Agreement for Assumption of Maintenance Obligations of Napa Valley Corporate Park Landscaping and Lighting District on December 1, 2009. Starting with Fiscal Year

2010-2011, the City has reduced the District assessment to a level that generates only enough revenue to pay for administrative costs to keep the District on the tax roll. The POA increased its assessments on property owners to a level that would fund all aspects of the maintenance obligations as well as necessary reserves.

Each year, the City Council is required to take the necessary actions to receive the Engineer's Report, hold the protest hearings, and levy the assessments. On April 16, 2013, the City Council adopted Resolution R2013-20 appointing NBS as the Engineer of Record and ordered the preparation of the Engineer's Report. The Preliminary Engineer's Report has been prepared and concludes that the current assessment escalated by the San Francisco Consumer Price Index (C.P.I.) is sufficient to cover the anticipated FY 2013-2014 costs for maintenance of the landscape and lighting for this assessment district.

On April 16, 2013, City Council also adopted Resolution R2013-21 which set the time and place of the Public Hearing as 3:30 p.m. on May 21, 2013, at the regularly scheduled City Council Meeting. The Notice of the Public Hearing was processed pursuant to provisions of Section 22626(a) of the Streets and Highways Code. The notice was published once in the local paper at least ten (10) days before the date of the hearing.

If a majority protest is not received during the Public Hearing, it is recommended that the City Council authorize the levy of assessment for the FY 2013-2014 Napa Valley Corporate Park Landscape and Lighting Assessment District.

#### **FINANCIAL IMPACTS:**

There is no financial impact to the General Fund. The Engineer's Report proposes a 2.45% increase based on the San Francisco-Oakland-San Jose Urban Consumers Price Index. This adjustment translates to a \$45.00 increase in the assessment to \$3,560.31 per acre for FY 2013-2014. This amount shall be the maximum amount collected by the City should it be required to do so. However, pursuant to the Agreement between the Napa Valley Corporate Park POA and the City of Napa, the POA shall collect association dues sufficient to maintain the landscape and lighting features specified in the District formation documents. The City shall set the annual rate and collect only enough funds to pay for administrative costs to maintain the District on the tax roll and provide general administrative oversight of the District. Sufficient funds have been allocated in the Napa Valley Corporate Park Assessment account 24106 to maintain a security deposit/reserve of \$45,000 to pay for restart costs associated with reactivation of maintenance duties by the District.

#### **CEQA:**

By Resolution R2013-20, dated April 16, 2013, the City Council determined that the adoption of a maintenance assessment is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301(h) which exempts maintenance of existing landscaping and lighting.

**DOCUMENTS ATTACHED:**

1. Attachment 1: Resolution approving the Engineer's Report, confirming diagram and assessment and ordering levy of assessment for the Fiscal Year 2013-2014 Napa Valley Corporate Park Landscape and Lighting District with Exhibit A.

**NOTIFICATION:**

Legal notice of public hearing published in the Napa Valley Register on May 10, 2013.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution approving the Engineer's Report, confirming diagram and assessment, and ordering levy of assessment for the Napa Valley Corporate Park Landscape and Lighting District for Fiscal Year 2013-2014.



RESOLUTION R2013 \_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, APPROVING THE  
ENGINEER'S REPORT, CONFIRMING DIAGRAM AND  
ASSESSMENT, AND ORDERING LEVY OF ASSESSMENT  
FOR THE NAPA VALLEY CORPORATE PARK  
LANDSCAPE AND LIGHTING DISTRICT FOR FISCAL  
YEAR 2013-2014

WHEREAS, the City Council pursuant to the provisions of the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (hereafter referred to as the "Act") did by previous resolution, order the preparation of an Engineer's Report (hereafter referred to as the "Report") for the proposed increase of assessments within Napa Valley Corporate Park Landscape and Lighting District; and

WHEREAS, the Report has now been presented to this City Council as required by Section 22623 of said Act, and is attached hereto as Exhibit "A" and on file in the office of the City Clerk; and

WHEREAS, the City has carefully examined and reviewed the Report as presented and is satisfied with the proposed assessment increase, each and all of the budgets items and documents as set forth therein, and is satisfied that the proposed assessment amounts have been spread in accordance with the special benefit received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report; and

WHEREAS, by Resolution R2013-20, dated April 16, 2013, the City Council determined that the adoption of a maintenance assessment is categorically exempt from CEQA pursuant to Section 15301(h) of the CEQA Guidelines which exempts maintenance of existing landscaping and lighting; and

WHEREAS, by Resolution R2013-21, dated April 16, 2013, the City Council declared its intention to levy and collect assessments within the District for Fiscal Year 2013-2014, and gave notice of a public hearing to consider approval of the assessment; and

WHEREAS, notice of the hearing was processed pursuant to provisions of Section 22626(a) of the Streets and Highways Code, duly noticed and published once in the local paper at least ten (10) days before the date of the hearing; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

## ATTACHMENT 1

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby confirms the diagram and assessment set forth in the Report as presented and hereto attached as Exhibit "A", and as set forth in the Streets and Highways Code Section 22631, consisting of the following:

A. Description of Improvements and Proposed Assessments;

B. The Annual Budget (Costs and Expenses of Services, Operations and Maintenance);

C. The District Roll, containing the Fiscal Year 2013-2014 Levy for each Assessor Parcel within the District, is hereby approved and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

3. The City Council's adoption of this resolution shall constitute the levy of an assessment for Fiscal Year 2013-2014.

4. That the City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation of the Report.

5. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21<sup>st</sup> day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney



**City of Napa**

**Napa Valley Corporate Park Landscape and Lighting District**

**Engineer's Report**

**Fiscal Year 2013/14**

**Main Office**

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**CITY OF NAPA**  
**P.O. Box 660**  
**Napa, California 94559**  
**Phone - (707) 257-9500**  
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**CITY COUNCIL**

Jill Techel, Mayor

Peter Mott, Vice Mayor

Juliana Inman, Councilmember

Alfredo Pedroza, Councilmember

Scott Sedgley, Councilmember

**CITY STAFF**

Jacques R. LaRochelle, P.E., P.L.S., Director of Public Works

Eric Whan, P.E., Deputy Director of Public Works – Engineering

**NBS**

Tim Seufert, Client Services Director

David Schroeder, Project Manager

Jason Roth, Financial Analyst



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## 1. EXECUTIVE SUMMARY

On April 16, 2013, the City Council of the City of Napa (the "City"), State of California, under the Landscaping and Lighting Act of 1972 (the "Act"), adopted a resolution initiating proceedings for the levy of assessments and ordering the preparation of an Engineer's Report for Napa Valley Corporate Park Landscape and Lighting District (the "District") for Fiscal Year 2013/14.

The foregoing resolution directed NBS Government Finance Group, DBA NBS, to prepare and file a report presenting plans and specifications describing the general nature, location and extent of the improvements to be maintained within the District, an estimate of the costs to administer the District, a diagram of the District, showing the area and properties to be assessed, and an assessment amount, per acre, that will be assessed upon all assessable lots and/or parcels within the district in proportion to the special benefit received for the referenced fiscal year.

The following assessment is made to cover the portion of the estimated costs of administration to be paid by the assessable real property within the District in proportion to the special benefit received.

Description	2013/14 Budget
Total Administrative Costs	\$7,275.00
Total Assessed Acreage	161.69
<b>Assessment per Acre</b>	<b>\$45.00</b>

## **2. PLANS AND SPECIFICATIONS**

The District provides funding for the continued maintenance, servicing, and administration of various landscaping and lighting improvements and associated appurtenances located within the public right-of-way and dedicated easements within the boundaries of the District. The District is located within the incorporated territory of the City, comprising of 217.82 acres, of which 56.13 are exempt and 161.69 are assessed. When a parcel or portion of a parcel is specifically designated as a landscaping easement, utility easement or open space easement, the acreage associated with such an easement is exempted from assessment. This type of acreage does not experience benefit, from the maintenance of landscaping or open space, because it is essentially dedicated to providing these functions.

### **2.1 Description of Boundaries**

---

The diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land is included in Section 5 of this report.

### **2.2 Description of Improvements and Services**

---

The purpose of the District is to provide for maintenance and servicing of improvements within the District. Facilities to be maintained and serviced may include, but are not limited to: landscaping, parking lots, walkways, crosswalks, fences, signs, park and parkways, street lights, retaining walls, embankments, drainage facilities, sprinkler systems, electrical energy for irrigation controllers and street lights, the grape crusher sculpture and park and associated appurtenant facilities. Landscaping may include ornamental planting including lawns, shrubs and trees. Servicing may include installing, operating, maintaining, repairing and replacing the public facilities together with the equipment, facilities, staff time and any necessary administrative activities. The repair, removal or replacement of all or any part of any improvement, providing for the life, growth, health and beauty of the landscaping, treating for disease or injury, as well as the maintenance, repair and replacement, as necessary, of all irrigation systems and graffiti removal from walls immediately adjacent to the cultivated areas.

### **2.3 Assumption of Maintenance Obligations**

---

The City and the Napa Valley Corporate Park Property Owners Association (the "POA") have entered into Agreement No. C201031 (the "Agreement") for assumption of maintenance obligations for the District. The POA was formed for the benefit of the lot owners within the District and, in part, through the Agreement, assumes responsibility for the maintenance obligations. All property owners in the District are members of the POA. Pursuant to the Agreement, both parties agree that the District should be retained but only at a level sufficient to maintain the District on the tax roll. Should the POA choose not to perform the maintenance obligations, the assessment could be increased up to the maximum assessment level in order to continue maintenance functions outlined above. Refer to Section 6 of this report for the full agreement.

### 3. ESTIMATE OF COSTS

#### 3.1 Landscape and Lighting District Budget

The following table shows the estimated costs of administering the District.

Description	Fiscal Year 2013/14 Budget
<b>Administrative Expenses</b>	
City Administrative	\$3,500.00
Assessment Engineering	3,600.00
Legal Advertising	125.00
County Servicing Costs	<u>50.00</u>
<b>Total Administrative Expenses</b>	<b>\$7,275.00</b>
<b>Total Assessment</b>	<b>\$7,275.00</b>
Total Assessed Acreage	161.69
<b>Assessment per Acre</b>	<b>\$45.00</b>

#### 3.2 Security Deposit

The following table shows the amount to be retained by the District as per Sec 1.11 of the Agreement between the City and the POA.

Fiscal Year	Amount
2013/14	\$45,000.00

#### 3.3 Definitions of Budget Items

The following definitions describe the services and costs that are included in the District Budget:

**Administrative Expenses:**

City Administration: Includes the cost to all particular departments and staff of the City for providing the administration, coordination and management of District services

Assessment Engineering: Includes the cost of assessment engineering services, including preparation of the annual Engineer's Report.

Legal Advertising: Costs associated with publishing the "Notice of Public Hearing" in local newspaper.

County Servicing Costs: Includes the costs of Napa County to place the assessments onto the tax roll.

## 4. ASSESSMENTS

The assessment for the maintenance of the improvements will be apportioned to each parcel in the District as shown on the latest equalized roll of the County Assessor. The description of each lot or parcel is part of the records of the County Assessor of the County of Napa and such records are, by reference, made part of this Report.

### 4.1 Method of Apportionment

---

Pursuant to the Act and Article XIID of the Constitution of the State of California, all parcels that have special benefit conferred upon them as a result of the maintenance and operation of improvements are identified and the proportionate special benefit derived by each identified parcel is determined in relationship to the entire cost of the maintenance and operation of the improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.

There are 161.69 assessable acres within the District. Each acre is deemed to receive proportional special benefit from the maintenance, servicing and operation of the improvements.

When a parcel or portion of a parcel is specifically designated as a landscaping easement, utility easement or open space easement, the acreage associated with such an easement is exempted from assessment. This type of acreage does not experience benefit, from the maintenance of landscaping or open space, because it is essentially dedicated to providing these functions.

The assessment is spread to each of the 161.69 assessable acres within the District is as follows:

Estimated Fiscal Year 2013/14 Costs	\$7,275.00
Total Assessable Acres	161.69
<b>Assessment Per Acre</b>	<b>\$45.00</b>

### 4.2 Assessment Rates

---

As of February 1 of each fiscal year, after the base year (2007/08), the maximum amount of each assessment (the "Maximum Assessment") shall be increased by the percentage change that is equal to the percentage change in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all Urban Consumers (CPI-U): San Francisco-Oakland-San Jose for February of each year, subsequent to the base year. The Maximum Assessment shall be increased by this percentage change. It is specifically provided that the Maximum Assessment shall be increased each fiscal year, computed on the previous fiscal year. If for any reason the percentage change is negative, the Maximum Assessment shall not be decreased by reason of such negative percentage change and shall remain at the amount as computed the previous fiscal year. The Annual Assessment may be less than, but shall not exceed the Maximum Assessment, unless appropriate proceedings are conducted by the City to authorize any increase beyond the Maximum Assessment.

### 4.3 Maximum Assessment

Fiscal Year	CPI Increase	Maximum Assessment Per Acre	Actual Assessment Per Acre (1)
2007/08		\$3,135.02	\$3,135.02
2008/09	2.77%	3,221.93	3,221.93
2009/10	1.16%	3,259.40	3,259.40
2010/11	1.79%	3,317.77	56.20
2011/12	1.70%	3,374.05	56.63
2012/13	3.00%	3,475.27	57.43
2013/14	2.45%	3,560.31	45.00

(1) Beginning in Fiscal Year 2010/11 the City and the POA entered into the agreement for assumption of maintenance obligations for the District. Therefore the actual assessment per acre was reduced significantly.

## **5. ASSESSMENT DIAGRAM**

An Assessment Diagram for the District has been submitted to the City Clerk in the format required under the provision of the Act. The lines and dimensions as shown on maps of the Napa County Assessor for the current year are incorporated herein and made part of this Report.

## Napa, California

**N A P A**  
**V A L L E Y**  
**C O R P O R A T E**  
**P A R K**





## **6. *AGREEMENT FOR ASSUMPTION OF MAINTENANCE OBLIGATION***

The following pages show the agreement for assumption of maintenance obligation for the District.

**AGREEMENT FOR ASSUMPTION OF  
MAINTENANCE OBLIGATIONS OF  
NAPA VALLEY CORPORATE PARK  
LANDSCAPING AND LIGHTING DISTRICT**

This Agreement for Assumption of Maintenance Obligations of Napa Valley Corporate Park Landscaping and Lighting District (hereinafter the "Agreement") is made and entered into by and between the City of Napa, a municipal corporation (hereinafter "City"), and Napa Valley Corporate Park Property Owners Association, a California mutual benefit corporation (hereinafter "POA"). The City and the POA may be collectively referred to in this Agreement as the "parties" or individually as a "party."

**RECITALS**

A. The POA was formed pursuant to provisions of the Amended and Restated Declaration of Covenants and Restrictions for Napa Valley Corporate Park (the "CC&Rs") recorded on April 23, 2009 as Instrument No. 2009-0009790 in the Official Records of Napa County. The City is a third-party beneficiary under the CC&Rs.

B. The POA was formed for the benefit of the lot owners within the Napa Valley Corporate Park (the "Park") and, in part, to assume responsibility for the Maintenance Obligations (defined in Section 1.6) as required under Section II. B of the Development Agreement (defined in Section 1.1). All of the property owners within the Park are members of the POA. The POA uses the Fiscal Year (defined in Section 1.4) for the basis of its accounting.

C. The District (defined in Section 1.2) levies assessments against the property within the Park to pay for the conduct of the Maintenance Obligations within the Maintenance Areas (defined in Section 1.5) of the Park. The District uses the Fiscal Year for the basis of its accounting. The Maintenance Obligations have been funded by assessments levied against all of the assessable acreage within the Park and collected by the City.

D. The City requires the operation and management of the Maintenance Obligations by an acceptable entity. LBA Realty LLC has been performing the maintenance obligations since May 2006.

E. The parties desire that the POA immediately take over the day-to-day responsibility for all aspects of the Maintenance Obligations and, during the Transition Period (defined in Section 1.12), fund the Maintenance Obligations through a release to the POA of funds collected by the City from District assessments against the POA property owners.

F. The parties further desire that from and after the end of the Transition Period the City will cease to use District Funds (defined in Section 1.3) to fund the maintenance of the Maintenance Areas (except in the event of a default by POA hereunder) and such maintenance will be paid for by the POA from assessments it levies against the POA property owners. At the

end of the Transition Period the District will exist as a dormant district meeting the legal requirements for such existence as reasonably determined by the City.

### AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and consideration identified herein, the parties hereby agree as follows:

1. DEFINITIONS. In addition to the terms defined elsewhere in this Agreement, the terms set forth below have the following meanings.

1.1 "Development Agreement" means that certain Development Agreement By and Between City of Napa and Peter B. Bedford for Napa Valley Corporate Park dated April 17, 1984 and recorded in Vol. 1334, Page 969, Official Records of the County of Napa, incorporating by reference therein the Specific Plan for the Park duly reviewed and approved by the City on May 17, 1983. Section II. B of the Development Agreement requires the developer of the Park to form a property owners association to assume the Maintenance Obligations.

1.2 "District" means The Napa Valley Corporate Park Landscaping and Lighting District formed by the City, with the consent of the developer of the Park, pursuant to the Landscaping and Lighting Act of 1972. The District was formed to assess property within the Park to provide funds to pay for the Maintenance Obligations.

1.3 "District Funds" means assessments paid to the City by property owners within the District.

1.4 "Fiscal Year" means an accounting period starting July 1 and ending June 30 of the subsequent year.

1.5 "Maintenance Areas" means and refers to all of the areas and matters to be maintained by the POA as set forth in the Development Agreement or the Specific Plan for the Park, including, without limitation: (i) the Landscape Maintenance Easement Areas shown on Parcel Map 3702 recorded on Feb. 29, 1984, Book 13 of Maps, Pages 96-100 ("Parcel Map 3702"); (ii) the Landscape Maintenance Easement Areas shown on Parcel Map 3822 recorded on June 24, 1985, Book 14 of Parcel Maps, Pages 49-50 ("Parcel Map 3822"); (iii) the Landscape Maintenance Easement Areas shown on Parcel Map 4845 recorded on Dec. 4, 1995, Book 20 of Maps, Pages 30-32, ("Parcel Map 4845"); (iv) landscape and drainage easements as shown on Parcel Maps 3702, 3822 and 4845; (v) all of Lot 11-F as shown on Parcel Map 4845 and the wetlands thereon; and (vi) the Grape Crusher statue maintenance areas defined on Exhibit C attached to the CC&Rs. The Maintenance Areas include all irrigation systems, lawn, shrubs, trees, and ornamental planting in the public right-of-way in the areas set forth in subparts (i) through (vi), above, as well as the lighting system including poles, fixtures, posts, wires, conduits and other items necessary for the maintenance of the systems in all such areas.

## EXHIBIT "A" TO ATTACHMENT 1

1.6 “Maintenance Obligations” means all tasks reasonably required to repair, operate and maintain the Maintenance Areas within the Park including those set forth in Section II, B of the Development Agreement, which reads as follows:

“ . . . maintenance of walkways, crosswalks, fences, signs, park and parkway, retaining walls and embankments, and all structures or other facilities which are appurtenant to the foregoing or necessary or convenient for the maintenance or servicing thereof; maintenance of drainage facilities and the restored wetlands; maintenance of irrigation systems, lawn, shrubs, trees, and ornamental planting in the public right-of-way and the landscape maintenance easement; and maintenance of the lighting system including poles, fixtures, posts, wires, conduits and other items necessary for the maintenance of the system.”

1.7 “Maintenance Standards” means the standards for maintaining the Maintenance Areas that are set forth in Exhibit D to the CC&Rs.

1.8 “NBS Budget” means the District budget for the current Fiscal Year that was prepared by NBS.

1.9 “Permitted District Retention” is the sum of (i) the amount of the Security Deposit and (ii) the sum that is reasonably required to fund the continued existence of the District through subsequent Fiscal Year.

1.10 “Reserve Analysis” means an analysis of reserve requirements for the Maintenance Areas and Maintenance Obligations prepared in accordance with and satisfying the requirements of California Civil Code Section 1365.5 (e) and any related regulations promulgated by the California Department of Real Estate.

1.11 “Security Deposit” means the sum of \$45,000.00 to be held by the District in an interest bearing bank account as security for the POA’s performance of its obligations and duties hereunder and to be used by the District in the event of default by POA as set forth in this Agreement.

1.12 “Transition Period” means the period from the full execution of this Agreement through and including June 30, 2010.

## 2. POA DUTIES.

2.1 Assumption of Maintenance Obligations. From and after the date of full execution of this Agreement the POA shall take full responsibility for performing all of the Maintenance Obligations. From and after the end of the Transition Period the POA shall collect from its members by monthly or quarterly assessments under the CC&Rs all sums necessary: (i) to perform the Maintenance Obligations; (ii) to fund the administrative and other operations of the POA; (iii) to fund necessary capital improvements to the Maintenance Areas, including, without limitation, repairing and replacing median irrigation systems, repairing and replacing street signs, installing new

## EXHIBIT "A" TO ATTACHMENT 1

entry monuments, installing reclaimed water lines, and/or repairing or replacing perimeter fencing; and (iv) to provide for adequate reserves for the operation and maintenance of the Maintenance Areas [collectively items (i) through (iv) above are the "Permitted Funding Uses"]. The District shall not be responsible for funding the Maintenance Obligations after the Transition Period.

2.2 Transition Period Accounting Deliveries. Not less frequently than once per month during the Transition Period, and including the month following the end of the Transition Period, the POA shall supply the City with an accounting and appropriate back up invoices and other documentation for all expenditures made by the POA in connection with the Permitted Funding Uses. These submittals shall be in comparable form and substance to the documentation that has been provided to the City for the 12 months preceding the full execution of this Agreement for the release of District Funds.

2.3 Post Transition Period Accounting Deliveries. After the Transition Period the POA shall supply the City with all of the following information in the frequency noted in each subsection:

a. Annually, not later than 120 days after the end of the Fiscal Year, a CPA prepared income and expense statement and balance sheet showing the appropriate financial details of the operations of the POA for that Fiscal Year.

b. Every three years, not later than 120 days after the end of the prior Fiscal Year, a Reserve Analysis.

c. Annually, before the end of the then current Fiscal Year, a budget for the upcoming POA Fiscal Year showing projected expenses for all of the Permitted Funding Uses.

2.4 Inspection. The City shall have the right to inspect the books and records of the POA during regular business hours on 48 hours prior Notice (defined in Section 11).

### 3. CITY DUTIES.

3.1 Minimizing District. After the date of full execution of this Agreement the City shall take appropriate steps to cause the District to reduce its 2010-2011 and subsequent assessments only to an amount reasonably necessary for the continued existence of the District. After the Transition Period, the District shall perform only such actions as are necessary for its continued existence unless and until there is any default by POA under this Agreement.

3.2 Payments to POA. After the date of full execution of this Agreement the City shall release to the POA all District Funds except for the Permitted District Retention. All additional assessments collected by the District during the Transition Period shall be similarly released to the POA within 30 days of receipt subject only to the

District maintaining the Permitted District Retention. On September 30, or as soon thereafter as is practicable, of each subsequent year the City shall release to POA any District Funds in excess of the Permitted District Retention. The funds released to the POA per this Section shall be used for Permitted Funding Uses and shall be subject to the accounting and recordkeeping requirements set forth in Section 2.2.

4. EVENTS OF DEFAULT. Any of the following shall constitute a "Default" under this Agreement if not cured by POA within 30 days of receipt of Notice from City advising POA of such Default.

4.1 Maintenance. The failure of the POA to adequately perform the Maintenance Obligations in accordance with the Maintenance Standards.

4.2 Reserves. The failure of the POA to maintain reserves of not less than 75% of the amount required under any Reserve Analysis: provided, however, that for the first five years of this Agreement the percentage of reserves required of the POA shall be 20, 30, 40, 50, and 60 percent of the Reserve Analysis for years 1 to 5, respectively, to allow the POA adequate time to build up its reserves. This phase in of the reserve requirement is in recognition of the fact that there are several major capital projects to be undertaken by the POA that have been deferred because of prior unavailability of available funds.

4.3 Bond. The failure of the POA to maintain a bond or other protection against theft of POA funds (so long as such insurance is available at commercially reasonable rates) and/or the failure to provide liability and other insurance coverage as set forth in Section 7 of this Agreement.

4.4 Bankruptcy. The filing of any petition under the bankruptcy law or state insolvency laws or laws for the reorganization of debtors by the POA or its creditors.

4.5 Reporting. The failure of the POA to timely provide the District with any of the reporting required under Sections 2.2 and 2.3, above.

4.6 Collect Assessments. The failure of the POA to assess or to collect from its members sufficient funds to perform the Maintenance Obligations in accordance with the Maintenance Standards.

5. REMEDIES UPON DEFAULT.

5.1 Remedies. In the event of a default by the POA under the terms of this Agreement the City would have the rights to: (i) seize for its use in connection with performing the Maintenance Obligations all cash and reserve accounts of the POA, (ii) exercise any of the lien and other rights available to the City under the provisions of the CC&Rs, and/or (iii) increase the assessments on the property within the Park to a rate sufficient to fund the Maintenance Obligations and all of the related operations of the District.

## EXHIBIT "A" TO ATTACHMENT 1

5.2 No Waiver. Efforts by City to mitigate the damages caused by POA's default under this Agreement shall not constitute a waiver of any of City's other rights hereunder.

5.3 Cumulative Remedies. The various rights, options, election powers, and remedies of City contained in this Article and elsewhere in this Agreement are cumulative. None of them is exclusive of any others or of any legal or equitable remedy that City might otherwise have in the event of breach or default, and the exercise of one right or remedy by City will not in any way impair its right to any other right or remedy.

6. INDEMNIFICATION. To the full extent provided by law, POA shall indemnify, hold harmless, release and defend City, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs, and liabilities of any nature that may be asserted by any person or entity including POA, in whole or in part, arising out of POA's activities hereunder, including the activities of other persons employed or utilized by POA in the performance of this Agreement excepting liabilities due to the admitted or adjudicated sole negligence or willful misconduct of City. If the admitted or adjudicated sole negligence or willful misconduct of City has contributed to a loss, POA shall not be obligated to indemnify City for the proportionate share of such loss caused by such sole negligence or willful misconduct. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for POA under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by POA and shall continue to bind the parties after the termination/completion of this Agreement.

7. INSURANCE. Without limiting POA's indemnification provided herein, POA shall take out and maintain, throughout the term of this Agreement, the following policies of insurance placed with insurers with a current A.M. Best's rating of no less than A:VII or its equivalent against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of POA, its agents, employees or subcontractors.

7.1. CGL Policy. POA shall maintain Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office of Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$1,000,000 per occurrence. If work involves explosive, underground or collapse risks, XCU must be included. If general aggregate limit is used, either the general aggregate limit shall apply separately to the Park or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with, the following provisions:

(1) The City, its officers, employees and agents are covered as insureds for liability arising out of the operations performed by or on behalf of POA. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, agents and employees.

(2) The policy shall not be cancelled or materially reduced in coverage without 30 days prior Notice (10 days for non-payment of premium) to the City by certified mail.

## EXHIBIT "A" TO ATTACHMENT 1

7.2 Certificates. POA shall furnish City with certificates and original endorsements evidencing the required coverage prior to execution of this Agreement by City. The endorsements shall be on forms provided by City or as approved by the City Attorney. Any deductible or self-insured retention over \$100,000 shall be disclosed to and approved by the City. If POA does not keep all required insurance policies in full force and effect, City may, in addition to its other remedies under this Agreement, take out the necessary insurance and POA shall pay the costs of such insurance.

8. ASSIGNMENT. The POA's rights, obligations and duties under this Agreement shall not be assigned in whole or in part without the written consent of the City.

9. TERM. This term of this Agreement shall be through and including June 30, 2020 (the "Termination Date"); provided, however that on said Termination Date and each subsequent Termination Date this Agreement shall be deemed renewed and extended for an additional five-year term by the parties unless any party has given Notice to all other parties of its intention to terminate this Agreement. Such termination Notice shall be given not later than six months prior to the then current Termination Date of the Agreement.

10. STANDARD OF CARE. City relies of the professional ability of POA and its contractors and representatives regarding the type of work to be preformed as a material inducement to entering into this Agreement. POA agrees that acceptance of its work by the City shall not operate as a waiver or release of the obligation of POA to ensure that the work is properly performed.

11. NOTICE. Any notice, request, demand, consent, approval or other communication (any of which is called "Notice" herein) provided or permitted under this Agreement shall be in writing, signed by the party giving such Notice, and shall be deemed to have been given: (a) upon hand delivery, (b) one day after being deposited with Fed Ex or another reliable overnight courier service, (c) upon delivery if transmitted by facsimile, or (d) two days after being deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, and addressed as follows:

If to City:                      City of Napa  
   P.O. Box 660  
   Napa, CA 94559  
   Attn.: Dana Smith, Assistant City Manager  
   Fax: (707) 257-9530

If to POA:                        c/o Advanced Property Management  
   P.O. Box 23743  
   Pleasant Hill, CA 94523  
   Attn.: Bob Breitenstein  
   Fax: (925) 946-0749



## EXHIBIT "A" TO ATTACHMENT 1

12. MERGER. This Agreement comprises the entire integrated understanding between the parties concerning the services described in the Agreement. This Agreement supersedes all prior negotiations, agreements, and understandings regarding the services described herein, whether written or oral. The documents incorporated by reference into this Agreement are complementary; what is called for in one is binding as if called for in all.

13. HEADINGS. The titles and headings of the various Sections hereof are intended solely for means of reference and are not intended for any purpose whatsoever to modify, explain or place any construction on any of the provisions of this Agreement.

14. SEVERABILITY. If any of the provisions of this Agreement or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement by the application of such provision or provisions to persons or circumstances other than those as to whom or which it is held invalid or unenforceable shall not be affected thereby, and every provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

15. ATTORNEYS' FEES. If a dispute arises between the parties hereto concerning the meaning or interpretation of any provision of this Agreement, then the party not prevailing in such dispute shall pay any and all costs and expenses incurred by the other party on account of such default and/or in enforcing or establishing its rights hereunder, including, without limitation, court costs, attorneys' fees and disbursements. Attorneys' fees and other expenses incurred by either party in enforcing a judgment in its favor under this Agreement shall be recoverable separately from and in addition to any other amount included in such judgment. Such attorneys' fees obligation is intended to be severable from the other provision of this Agreement and to survive and not be merged into any such judgment.

16. ASSIGNMENT. POA may not assign its rights hereunder, in whole or in part, without the prior written consent of City.

17. CONSTRUCTION. The parties acknowledge that with respect to the transactions contemplated herein: (a) each party and its counsel have reviewed and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits thereto; (b) neither party has received from the other any accounting, tax, legal or other advice; and (c) each party has relied solely upon the advice of its own accounting, tax, legal and other advisor.

18. COUNTERPART AND FACSIMILE SIGNATURES. This Agreement may be executed in two or more counterparts, each of which is deemed an original, but all of which when taken together shall constitute one agreement. Signatures received by facsimile transmission shall be of the same force and effect as original signatures.

19. GOVERNING LAW. The laws of the State of California shall govern this Agreement and any question arising hereunder shall be construed or determined according to such law.

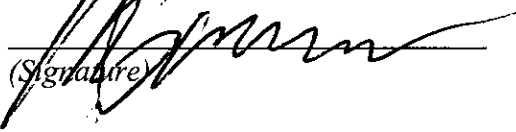
20. SIGNATURES. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the POA and the City. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

*[Signatures are on the following page.]*

## EXHIBIT "A" TO ATTACHMENT 1

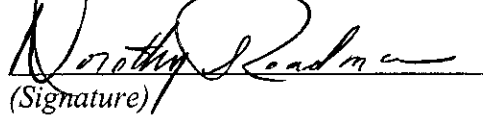
IN WITNESS WHEREOF, the City and the POA do hereby agree to the full performance of the terms set forth herein.

### CITY OF NAPA:

  
(Signature)

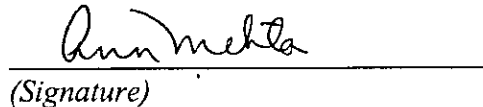
Mike Parness, City Manager  
(Type name and title)

### ATTEST:

  
(Signature)

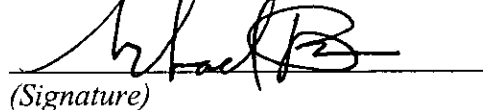
Dorothy Roadman, City Clerk  
(Type name and title)

### COUNTERSIGNED:

  
(Signature)

Ann Mehta, City Auditor  
(Type name and title)

### APPROVED AS TO FORM:


  
(Signature)

Michael W. Barrett, City Attorney  
(Type name and title)

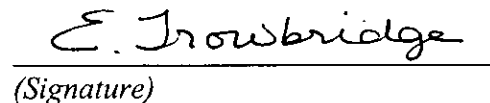
Budget Code: 24106 - 53201

### POA:

Napa Valley Corporate Park Property Owners  
Association, a California Mutual Benefit  
corporation

By: 

Eric Dameron-Drew, President  
(Type name and title)

By:   
(Signature)

Elizabeth C. Trowbridge, Secretary  
(Type name and title)

Address: c/o Advanced Property Mgmt.

P. O. Box 23743

Pleasant Hill, CA 94523

Telephone: (925) 917-0900

\*Corporation, partnership, limited liability corporation, sole proprietorship, etc.

Unless corporate resolution delegates an individual to sign contracts, an agreement with a corporation shall be signed by the President or Vice President and the Secretary or Treasurer of the corporation. A general partner shall sign on behalf of a general partnership. The managing member, if authorized, may sign on behalf of a limited liability corporation.

## ***7. ASSESSMENT ROLL***

The following pages show the Fiscal Year 2013/14 assessment roll for the District.

**EXHIBIT "A" TO ATTACHMENT 1**

**City of Napa**  
**Napa Valley Corporate Park Landscape & Lighting**  
**Final Detail Report for the 2013/14 Billing**

Account ID	Property ID	DB	Levy	Misc Adjs	Total
046-600-007-000	046-600-007-000		\$377.94	\$0.00	\$377.94
046-600-012-000	046-600-012-000		256.90	0.00	256.90
046-600-013-000	046-600-013-000		104.65	(0.01)	104.64
046-600-017-000	046-600-017-000		138.07	(0.01)	138.06
046-600-018-000	046-600-018-000		314.95	(0.01)	314.94
046-600-019-000	046-600-019-000		178.17	(0.01)	178.16
046-600-021-000	046-600-021-000		122.25	(0.01)	122.24
046-600-022-000	046-600-022-000		47.89	(0.01)	47.88
046-600-023-000	046-600-023-000		71.62	0.00	71.62
046-600-024-000	046-600-024-000		99.15	(0.01)	99.14
046-600-025-000	046-600-025-000		103.26	0.00	103.26
046-600-027-000	046-600-027-000		0.00	0.00	0.00
046-600-030-000	046-600-030-000		372.79	(0.01)	372.78
046-610-008-000	046-610-008-000		286.36	0.00	286.36
046-610-009-000	046-610-009-000		242.40	0.00	242.40
046-610-011-000	046-610-011-000		363.17	(0.01)	363.16
046-610-015-000	046-610-015-000		0.00	0.00	0.00
046-610-016-000	046-610-016-000		168.77	(0.01)	168.76
046-610-018-000	046-610-018-000		79.57	(0.01)	79.56
046-610-019-000	046-610-019-000		81.65	(0.01)	81.64
046-610-020-000	046-610-020-000		195.51	(0.01)	195.50
046-610-021-000	046-610-021-000		1,079.87	(0.01)	1,079.86
046-620-003-000	046-620-003-000		372.32	0.00	372.32
046-620-004-000	046-620-004-000		309.96	0.00	309.96
046-620-015-000	046-620-015-000		232.55	(0.01)	232.54
046-620-016-000	046-620-016-000		0.00	0.00	0.00
046-620-017-000	046-620-017-000		475.85	(0.01)	475.84
046-630-004-000	046-630-004-000		127.21	(0.01)	127.20
046-630-005-000	046-630-005-000		126.15	(0.01)	126.14
046-630-006-000	046-630-006-000		431.91	(0.01)	431.90
046-630-007-000	046-630-007-000		0.00	0.00	0.00
046-630-008-000	046-630-008-000		167.46	0.00	167.46
046-730-001-000	046-730-001-000		0.00	0.00	0.00
046-730-002-000	046-730-002-000		16.67	(0.01)	16.66
046-730-003-000	046-730-003-000		18.20	0.00	18.20
046-730-004-000	046-730-004-000		18.59	(0.01)	18.58
046-730-005-000	046-730-005-000		18.33	(0.01)	18.32
046-730-006-000	046-730-006-000		18.20	0.00	18.20
046-730-007-000	046-730-007-000		20.72	0.00	20.72
046-730-008-000	046-730-008-000		16.85	(0.01)	16.84
046-730-009-000	046-730-009-000		16.22	0.00	16.22
046-730-010-000	046-730-010-000		16.58	0.00	16.58
046-730-011-000	046-730-011-000		16.22	0.00	16.22
046-730-012-000	046-730-012-000		17.92	0.00	17.92
046-730-013-000	046-730-013-000		16.22	0.00	16.22

**City of Napa**  
**Napa Valley Corporate Park Landscape & Lighting**  
**Final Detail Report for the 2013/14 Billing**

Account ID	Property ID	DB	Levy	Misc Adjs	Total
046-730-014-000	046-730-014-000		17.91	(0.01)	17.90
046-730-015-000	046-730-015-000		5.40	0.00	5.40
046-730-016-000	046-730-016-000		5.40	0.00	5.40
046-740-001-000	046-740-001-000		0.00	0.00	0.00
046-740-002-000	046-740-002-000		7.77	(0.01)	7.76
046-740-003-000	046-740-003-000		4.09	(0.01)	4.08
046-740-004-000	046-740-004-000		4.71	(0.01)	4.70
046-740-005-000	046-740-005-000		7.77	(0.01)	7.76
046-740-006-000	046-740-006-000		8.50	0.00	8.50
046-740-007-000	046-740-007-000		6.88	0.00	6.88
046-740-008-000	046-740-008-000		6.92	0.00	6.92
046-740-009-000	046-740-009-000		6.96	0.00	6.96
046-740-010-000	046-740-010-000		8.74	0.00	8.74
046-740-011-000	046-740-011-000		3.36	0.00	3.36
046-740-012-000	046-740-012-000		12.97	(0.01)	12.96
046-740-013-000	046-740-013-000		8.50	0.00	8.50
046-740-014-000	046-740-014-000		6.88	0.00	6.88
046-740-016-000	046-740-016-000		4.92	0.00	4.92
046-740-017-000	046-740-017-000		6.83	(0.01)	6.82
046-740-018-000	046-740-018-000		1.43	(0.01)	1.42
<b>65 Accounts</b>			<b>\$7,275.01</b>	<b>\$(0.31)</b>	<b>\$7,274.70</b>

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT HEARING  
AGENDA ITEM 6.B.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Jacques R. LaRochelle, Public Works Director  
Larry Mazzuca, Parks and Recreation Director

Prepared by: Sara Gallegos, Management Analyst, Public Works

Subject: Citywide Landscape Maintenance Assessment District, FY 2013-2014

**ISSUE STATEMENT:**

Conduct public hearing and adopt a resolution approving Engineer's Report and ordering annual levy of assessment for the Citywide Landscape Maintenance District, FY 2013-2014.

**DISCUSSION:**

In 1987, the City Council authorized the establishment of a Citywide Landscape Maintenance District to provide a means for maintaining "back-on" landscaping improvements along arterial and major collector streets in new subdivisions and landscaping in street medians. Each year, the City Council is required to take the necessary actions to receive the Engineer's Report, hold the protest hearing and levy the assessments. The Engineer's Report, which has been prepared by staff, is attached.

The areas included in the maintenance district for FY 2013-2014 include Oak Ridge Subdivision, Hillview Park Subdivision, Sunrise Meadows Subdivision, Foxridge Subdivision, the Trancas Street Median Landscaping in front of Bel Aire Plaza Shopping Center, Oxford Gardens Subdivision, Glencar Estates Subdivision, Dry Creek Village Subdivision, Rancho Las Flores Subdivision, Woodside Gardens Subdivision, Hyde Park II Subdivision, Walnut Grove Subdivision Unit 1, Vineyard Vista Estates Subdivision, Orchard Estates Subdivision, Chaudhary Estates Subdivision, and Mills Subdivision. The City proposes to continue the levy of assessments at the same amounts (no increase) and in the same manner as last year. Since City Manager Mike Parness owns real property within the district, he has not participated in the preparation of the staff recommendation set forth in this report.

Notice of the hearing was processed pursuant to provisions of Section 22626(a) of the Streets and Highways Code. The notice was published once in the local paper at least ten (10) days before the date of the hearing.

It is recommended that the City Council receive testimony from the public as required and adopt a resolution approving the Engineer's Report, confirming diagram and assessment, and ordering levy of assessment for the Citywide Landscape Maintenance District, FY 2013-2014.

**FINANCIAL IMPACTS:**

There is no financial impact to the City General Fund. The City proposes to continue the levy of assessments at the same amounts (no increase) and in the same manner as last year. All costs will be borne by the assessment district property owners.

Since there is no proposed increase in these assessments, this action does not conflict with the provisions of Proposition 218, as codified in Article XIID of the California Constitution.

**CEQA:**

By Resolution R2013-18, dated April 16, 2013, the City Council determined that the adoption of a maintenance assessment is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301(h) which exempts maintenance of existing landscaping and lighting.

**DOCUMENTS ATTACHED:**

1. Attachment 1: Resolution approving the Engineer's Report, confirming diagram and assessment, and ordering levy of assessment for the Citywide Landscape Maintenance Assessment District, FY 2013-2014 with Exhibit A.

**NOTIFICATION:**

Legal notice of public hearing published in the Napa Valley Register on May 10, 2013.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution approving the Engineer's Report, confirming diagram and assessment, and ordering levy of assessment for the Citywide Landscape Maintenance Assessment District for Fiscal Year 2013-2014.



RESOLUTION R2013\_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
NAPA, STATE OF CALIFORNIA, APPROVING THE  
ENGINEER'S REPORT, CONFIRMING DIAGRAM AND  
ASSESSMENT, AND ORDERING LEVY OF ASSESSMENT  
FOR THE CITYWIDE LANDSCAPE MAINTENANCE  
ASSESSMENT DISTRICT FOR FISCAL YEAR 2013-2014

WHEREAS, the City Council pursuant to the provisions of the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500) (hereafter referred to as the "Act") did by previous resolution, order the preparation of an Engineer's Report (hereafter referred to as the "Report") for the proposed increase of assessments within the Citywide Landscape Maintenance Assessment District; and

WHEREAS, the Report has now been presented to this City Council as required by Section 22623 of said Act; and is attached hereto as Exhibit "A" and on file in the office of the City Clerk; and

WHEREAS, the City has carefully examined and reviewed the Report as presented and is satisfied with the proposed assessment, each and all of the budgets items and documents as set forth therein, and is satisfied that the proposed assessment amounts have been spread in accordance with the special benefit received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report; and

WHEREAS, by Resolution R2013-18, dated April 16, 2013, the City Council determined that the adoption of a maintenance assessment is categorically exempt from CEQA pursuant to Section 15301(h) of the CEQA Guidelines which exempts maintenance of existing landscaping and lighting; and

WHEREAS, by Resolution R2013-19, dated April 16, 2013, the City Council declared its intention to levy and collect assessments within the District for Fiscal Year 2013-2014, and gave notice of a public hearing to consider approval of the assessment; and

WHEREAS, notice of the hearing was processed pursuant to provisions of Section 22626(a) of the Streets and Highways Code, duly noticed and published once in the local paper at least ten (10) days before the date of the hearing; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

## ATTACHMENT 1

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby confirms the diagram and assessment set forth in the Report as presented and hereto attached as Exhibit "A", and as set forth in the Streets and Highways Code Section 22631, consisting of the following:

A. Description of Improvements and Proposed Assessments;

B. The Annual Budget (Costs and Expenses of Services, Operations and Maintenance);

C. The District Roll, containing the Fiscal Year 2013-2014 levy for each Assessor Parcel within the District, is hereby approved and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

3. The City Council's adoption of this resolution shall constitute the levy of an assessment for Fiscal Year 2013-2014.

4. That the City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation of the Report.

5. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 21<sup>st</sup> day of May, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
Dorothy Roberts  
City Clerk

Approved as to form:

\_\_\_\_\_  
Michael W. Barrett  
City Attorney

EXHIBIT "A"

**City of Napa**  
**Citywide Landscape Maintenance**  
**Assessment District**

**Engineer's Report**  
**Fiscal Year 2013-2014**

**Contents**

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1. Executive Summary
2. Plans and Specifications
3. Estimate of Costs
4. Method of Apportionment of Assessment
5. Assessment District Diagram

**City of Napa  
Citywide Landscape Maintenance Assessment District  
Fiscal Year 2013-2014**

## **1. Executive Summary**

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Pursuant to the provisions of the Landscaping and Lighting Act of 1972 (the "Act"), the City Council of the City of Napa, State of California, adopted a resolution on April 16, 2013 initiating proceedings for the levy of assessments and ordering the preparation of an Engineer's Report for the Citywide Landscape Maintenance Assessment District (the "District") for Fiscal Year 2013-2014.

The foregoing resolution directed Jacques R. LaRochelle, P.E., to prepare and file a report presenting plans and specifications of the existing improvements to be made within the District or within any zone thereof, an estimate of the costs of proposed new improvements and/or maintenance of servicing existing improvements, a diagram of the District, showing the area and properties to be assessed, and an assessment amount, per acre, that will be assessed upon all assessable lots and/or parcels, respectively, within the District in proportion to the special benefit received for the referenced fiscal year.

## **2. Plans and Specifications**

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The District provides funding for the continued maintenance, servicing, and administration of various landscaping and lighting improvements and associated appurtenances located within the public right-of-way and dedicated easements within the boundaries of the District.

The diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within each zone is included in Section 5 of this report.

The purpose of the District is to provide for maintenance and servicing of improvements within each benefit zone. Facilities to be maintained and serviced may include, but are not limited to: landscaping, parking lots, walkways, crosswalks, fences, signs, park and parkways, street lights, retaining walls, embankments, drainage facilities, sprinkler systems, electrical energy for irrigation controllers and street lights and associated appurtenant facilities. Landscaping may include ornamental planting including lawns, shrubs and trees. Servicing may include installing, operating, maintaining, repairing and replacing the public facilities together with the equipment, facilities, staff time and any necessary administrative activities. The repair, removal or replacement of all or any part of any improvement, providing for the life, growth, health and beauty of the landscaping, treating for disease or injury, as well as the maintenance, repair and replacement, as necessary, of all irrigation systems and graffiti removal from walls immediately adjacent to the cultivated areas.

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

### 3. Estimate of Costs (By Zone)

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**Zone A**  
**Oak Ridge Subdivision**  
Budget 24108

Estimated Beginning Fund Balance (07/01/13)		\$	13,811
Total Revenue: FY13-14 Assessment		\$	3,280
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	2,568
51200	Part-Time Employees	\$	5,497
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	927
57401	Equipment	\$	500
	Subtotal	\$	9,661
Total Expenses		\$	10,161
Projected Ending Fund Balance (06/30/14)		\$	<u><u>6,929</u></u>
Number of Lots	41		
Per Lot Assessment	\$80		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone B**  
**Hillview Park Subdivision**  
Budget 24109

Estimated Beginning Fund Balance (07/01/13)		\$	5,427
Total Revenue: FY13-14 Assessment		\$	1,610
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	250
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	250
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	1,541
51200	Part-Time Employees	\$	2,030
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	57
57401	Equipment	\$	250
	Subtotal	\$	4,047
Total Expenses		\$	4,297
Projected Ending Fund Balance (06/30/14)		\$	<u><u>2,739</u></u>
Number of Lots	23		
Per Lot Assessment	\$70		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone C**  
**Sunrise Meadows Subdivision**  
Budget 24110

Estimated Beginning Fund Balance (07/01/13)		\$	14,620
Total Revenue: FY13-14 Assessment		\$	2,400
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	1,774
51200	Part-Time Employees	\$	6,258
53102	Property Tax Admin Fee	\$	62
53201	Assessment Roll Prep	\$	117
54101	Water	\$	625
57401	Equipment	\$	-
	Subtotal	\$	8,836
Total Expenses		\$	9,336
Projected Ending Fund Balance (06/30/14)		\$	<u><u>7,684</u></u>
Number of Lots	120		
Per Lot Assessment	\$20		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone D**  
**Foxridge Subdivision**  
Budget 24111

Estimated Beginning Fund Balance (07/01/13)		\$	18,404
Total Revenue: FY13-14 Assessment		\$	3,000
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	2,670
51200	Part-Time Employees	\$	7,865
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	380
57401	Equipment	\$	500
	Subtotal	\$	11,584
Total Expenses		\$	12,084
Projected Ending Fund Balance (06/30/14)		\$	<u>9,319</u>
Number of Lots	50		
Per Lot Assessment	\$60		



**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone E**  
**Trancas Street Median Landscaping**  
Budget 24112

Estimated Beginning Fund Balance (07/01/13) \$ 8,900

Total Revenue: FY13-14 Assessment \$ 1,700

<u>OBJ CODE</u>	<u>Materials and Supplies</u>		
56101	General Supplies	\$	400
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	400

	<u>Services and Equipment</u>		
51100	Regular Employees	\$	32
51200	Part-Time Employees	\$	4,567
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	-
57401	Equipment	\$	200
	Subtotal	\$	4,968

Total Expenses \$ 5,368

Projected Ending Fund Balance (06/30/14) \$ 5,232

Number of Lots	2
Per Lot Assessment	\$850

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone F**  
**Oxford Gardens Subdivision**  
Budget 24113

Estimated Beginning Fund Balance (07/01/13)		\$	2,307
Total Revenue: FY13-14 Assessment		\$	960
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	797
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	99
57401	Equipment	\$	100
	Subtotal	\$	1,165
Total Expenses		\$	1,665
Projected Ending Fund Balance (06/30/14)		\$	<u>1,602</u>
Number of Lots	16		
Per Lot Assessment	\$60		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone G**  
**Glencar Estates Subdivision**  
Budget 24116

Estimated Beginning Fund Balance (07/01/13) \$ 3,275

Total Revenue: FY13-14 Assessment \$ 2,320

<u>OBJ CODE</u>	<u>Materials and Supplies</u>		
56101	General Supplies	\$	155
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	155

	<u>Services and Equipment</u>		
51100	Regular Employees	\$	2,806
53102	Property Tax Admin Fee	\$	57
53201	Assessment Roll Prep	\$	120
54101	Water	\$	500
57401	Equipment	\$	-
	Subtotal	\$	3,483

Total Expenses \$ 3,638

Projected Ending Fund Balance (06/30/14) \$ 1,957

Number of Lots 29  
Per Lot Assessment \$80

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone H**  
**Dry Creek Village Subdivision**  
Budget 24115

Estimated Beginning Fund Balance (07/01/13)		\$	12,889
Total Revenue: FY13-14 Assessment		\$	2,280
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	2,744
51200	Part-Time Employees	\$	5,075
53102	Property Tax Admin Fee	\$	78
53201	Assessment Roll Prep	\$	117
54101	Water	\$	646
57401	Equipment	\$	-
	Subtotal	\$	8,660
Total Expenses		\$	9,160
Projected Ending Fund Balance (06/30/14)		\$	<u>6,009</u>
Number of Lots	152		
Per Lot Assessment	\$15		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone I**  
**Rancho Las Flores Subdivision**  
Budget 24114

Estimated Beginning Fund Balance (07/01/13)		\$	11,897
Total Revenue: FY13-14 Assessment		\$	4,080
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	750
56202	Electricity/Natural Gas	\$	134
	Subtotal	\$	884
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	5,364
51200	Part-Time Employees	\$	3,974
53102	Property Tax Admin Fee	\$	70
53201	Assessment Roll Prep	\$	117
54101	Water	\$	109
57401	Equipment	\$	500
	Subtotal	\$	10,134
Total Expenses		\$	11,018
Projected Ending Fund Balance (06/30/14)		\$	<u><u>4,959</u></u>
Number of Lots	136		
Per Lot Assessment	\$30		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone J**  
**Woodside Gardens Subdivision**  
Budget 24117

Estimated Beginning Fund Balance (07/01/13)		\$	6,933
Total Revenue: FY13-14 Assessment		\$	1,600
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	294
	Subtotal	\$	794
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	1,818
51200	Part-Time Employees	\$	2,030
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	156
57401	Equipment	\$	-
	Subtotal	\$	4,173
Total Expenses		\$	4,967
Projected Ending Fund Balance (06/30/14)		\$	<u><u>3,566</u></u>
Number of Lots	20		
Per Lot Assessment	\$80		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone K**  
**Hyde Park II Subdivision**  
Budget 24118

Estimated Beginning Fund Balance (07/01/13)		\$	14,887
Total Revenue: FY13-14 Assessment		\$	2,200
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas		
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	1,902
51200	Part-Time Employees	\$	5,920
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	89
54101	Water	\$	120
57401	Equipment	\$	500
	Subtotal	\$	8,583
Total Expenses		\$	9,083
Projected Ending Fund Balance (06/30/14)		\$	<u><u>8,004</u></u>
Number of Lots	20		
Per Lot Assessment	\$110		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone L**  
**Walnut Grove Subdivision Unit 1**  
Budget 24119

Estimated Beginning Fund Balance (07/01/13)		\$	1,460
Total Revenue: FY13-14 Assessment		\$	550
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	-
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	-
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	787
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	89
54101	Water	\$	-
57401	Equipment	\$	-
	Subtotal	\$	928
Total Expenses		\$	928
Projected Ending Fund Balance (06/30/14)		\$	<u><u>1,082</u></u>
Number of Lots	11		
Per Lot Assessment	\$50		



**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone M**  
**Vineyard Vista Subdivision**  
Budget 24120

Estimated Beginning Fund Balance (07/01/13)		\$	15,293
Total Revenue: FY13-14 Assessment		\$	2,080
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	1,000
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	1,000
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	1,927
51200	Part-Time Employees	\$	5,582
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	302
57401	Equipment	\$	1,000
	Subtotal	\$	8,980
Total Expenses		\$	9,980
Projected Ending Fund Balance (06/30/14)		\$	<u><u>7,393</u></u>
Number of Lots	13		
Per Lot Assessment	\$160		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone N**  
**Orchard Estates Subdivision**  
Budget 24121

Estimated Beginning Fund Balance (07/01/13) \$ 10,190

Total Revenue: FY13-14 Assessment \$ 3,000

<u>OBJ CODE</u>	<u>Materials and Supplies</u>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<u>Services and Equipment</u>		
51100	Regular Employees	\$	4,743
51200	Part-Time Employees	\$	2,960
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	618
57401	Equipment	\$	-
	Subtotal	\$	8,490
	Total Expenses	\$	8,990
	Projected Ending Fund Balance (06/30/14)	\$	<u><u>4,200</u></u>

Number of Lots 25  
Per Lot Assessment \$120

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone O**  
**Chaudhary Estates Subdivision**  
Budget 24122

Estimated Beginning Fund Balance (07/01/13)		\$	2,758
Total Revenue: FY13-14 Assessment		\$	1,400
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	157
	Subtotal	\$	657
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	610
51200	Part-Time Employees	\$	508
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	57
57401	Equipment	\$	500
	Subtotal	\$	1,844
Total Expenses		\$	2,501
Projected Ending Fund Balance (06/30/14)		\$	<u><u>1,657</u></u>
Number of Lots	7		
Per Lot Assessment	\$200		

**City of Napa**  
**Citywide Landscape Maintenance Assessment District**  
**Fiscal Year 2013-2014**

**Zone P**  
**Mills Subdivision**  
Budget 24123

Estimated Beginning Fund Balance (07/01/13)		\$	6,823
Total Revenue: FY13-14 Assessment		\$	1,600
<b><u>OBJ CODE</u></b>	<b><u>Materials and Supplies</u></b>		
56101	General Supplies	\$	500
56202	Electricity/Natural Gas	\$	-
	Subtotal	\$	500
	<b><u>Services and Equipment</u></b>		
51100	Regular Employees	\$	1,703
51200	Part-Time Employees	\$	2,030
53102	Property Tax Admin Fee	\$	52
53201	Assessment Roll Prep	\$	117
54101	Water	\$	193
57401	Equipment	\$	500
	Subtotal	\$	4,595
Total Expenses		\$	5,095
Projected Ending Fund Balance (06/30/14)		\$	<u><u>3,328</u></u>
Number of Lots	8		
Per Lot Assessment	\$200		

**City of Napa  
Citywide Landscape Maintenance Assessment District  
Fiscal Year 2013-2014**

**4. Method of Apportionment of Assessment**

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The assessment for the maintenance of the improvements will be apportioned to each parcel in the District as shown on the latest equalized roll of the County Assessor. The description of each lot or parcel is part of the records of the County Assessor of the County of Napa and such records are, by reference, made part of this Report.

Pursuant to the Landscaping and Lighting Act of 1972 and Article XIID of the Constitution of the State of California, all parcels that have special benefit conferred upon them as a result of the maintenance and operation of improvements are identified and the proportionate special benefit derived by each identified parcel is determined in relationship to the entire cost of the maintenance and operation of the improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.

The purpose of the District is to provide a means for maintenance of "back-on" landscaping improvements along arterial and major collector streets in new subdivisions and landscaping in street medians. The Developer is required to install the landscaping and irrigation improvements as part of the subdivision development. The cost of maintaining the landscaping and irrigation improvements shall be calculated separately for each zone and this cost shall be apportioned to the lots in each subdivision in the following manner:

**ZONE A - Oakridge Subdivision**

The cost of maintaining the fifteen (15) foot strip approximately one thousand (1,000) feet long along the west side of Foster Road shall be assessed equally to the owners of Lots 1 through 41 of Oak Ridge Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE B - Hillview Park Subdivision**

The cost of maintaining the fifteen (15) foot strip approximately three hundred ninety-five (395) feet long along the north side of Browns Valley Road shall be assessed equally to the owners of Lots 1 through 23 of Hillview Park Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE C - Sunrise Meadows Subdivision**

The cost of maintaining the fifteen (15) foot strip approximately four hundred fifteen (415) feet long along the south side of Redwood Road shall be assessed equally to the owners of Lots 1 through 120 of Sunrise Meadows Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear yards and side yards of several lots in the subdivision.

**ZONE D - Foxridge Subdivision**

The cost of maintaining the twenty (20) foot strip approximately fifteen hundred (1500) feet long along the west side of Browns Valley Road, and the twenty (20) foot strip approximately five hundred (500) feet long along the south side of Redwood Road shall be assessed equally to the owners of Lots 1 through 50 of Foxridge Subdivision. The twenty (20) foot strip consists of five (5) feet in the City right-of-way and fifteen (15) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**City of Napa  
Citywide Landscape Maintenance Assessment District  
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**ZONE E - Trancas Street Median Landscaping**

The cost of maintaining the landscaped median islands on Trancas Street, between California Boulevard and Baxter Avenue, shall be assessed equally to the owners of APN 1-370-23 and APN 1-370-33. The landscaped median islands consist of the island in the center of Trancas Street, between Baxter Avenue and the signalized entrance to the Bel Aire Plaza Shopping Center and the landscaped island in the intersection of Baxter Avenue and Trancas Street.

**ZONE F - Oxford Gardens Subdivision**

The cost of maintaining the fifteen (15) foot strip, approximately two hundred thirty (230) feet long along the south side of Trower Avenue shall be assessed equally to the owners of Lots 1 through 16 of Oxford Gardens I and Oxford Gardens II Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way, and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE G - Glencar Estates Subdivision**

The cost of maintaining the fifteen (15) foot strip, approximately six hundred (600) feet long along the east side of Dry Creek Road, shall be assessed equally to the owners of Lots 1 through 29 of Glencar Estates Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE H - Dry Creek Village Subdivision**

The cost of maintaining the fifteen (15) foot strip, approximately six hundred (600) feet long along the east side of Dry Creek Road, shall be assessed equally to the owners of Lots 1 through 152 of Dry Creek Village Unit No. 1 and Dry Creek Village Unit No. 2. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE I - Rancho Las Flores Subdivision**

The cost of maintaining the fifteen (15) foot strip, approximately fourteen hundred (1400) feet long along the south side of Wine Country Avenue shall be assessed equally to the owners of Lots 1 through 136 of Rancho Las Flores Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE J - Woodside Gardens Subdivision**

The cost of maintaining the fifteen (15) foot strip, approximately four hundred (400) feet long along the north side of Wine Country Avenue shall be assessed equally to the owners of Lots 1 through 20 of Woodside Gardens Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**ZONE K - Hyde Park II Subdivision**

The cost of maintaining the fifteen (15) foot strip, approximately 546 feet long on the west side of Jefferson Street, shall be assessed equally to the owners of Lots 24 through 67 of Hyde Park II Subdivision. The fifteen (15) foot strip consists of five (5) feet in the City right-of-way and ten (10) feet in a Landscape Maintenance Easement in the rear and side yards of several lots in the subdivision.

**City of Napa  
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**ZONE L - Walnut Grove Subdivision**

The cost of maintaining and replacing the existing walnut tree in the new median island in Black Walnut Lane shall be assessed equally to the owners of Lots 1 through 11 of Walnut Grove Subdivision, Unit One.

**ZONE M - Vineyard Vista Estates Subdivision**

The cost of maintaining the ten (10) foot strip, approximately 800 feet long on the west side of Summerfield Drive, shall be assessed equally to the owners of Lots 1 through 13 of Vineyard Vista Estates Subdivision. The ten (10) foot strip consists of the area behind the sidewalk and the area between the curb and sidewalk approximately 100 feet southerly of Salvador Avenue, all in the public right-of-way.

**ZONE N – Orchard Estates Subdivision**

The cost of maintaining the twenty six (26) foot landscape strip, approximately 373 feet long along the south side of Orchard Avenue shall be assessed equally to the owners of Lots 1 through 25 of Orchard Estates Subdivision.

**ZONE O – Chaudhary Estates Subdivision**

The cost of maintaining the twenty (20) foot wide strip of land, approximately 210 feet in length on the south side of Trower Avenue shall be assessed equally to the owners of Lots 1 through 7 of the Chaudhary Estates. The twenty (20) foot wide strip consists of ten (10) feet of City Street right- of-way and ten (10) feet of landscape easement behind proposed lots 5, 6 and 7.

**ZONE P – Mills Subdivision**

The cost of maintaining the ten (10) foot wide strip of land, approximately 300 feet in length on the south side of Browns Valley Road shall be assessed equally to the owners of Lots 1 through 8 of the Mills Subdivision. The ten (10) feet of landscape easement is located at the rear of Lots 1 through 4 beginning at McCormick Lane and running east.

**City of Napa  
Citywide Landscape Maintenance Assessment District  
Fiscal Year 2013-2014**

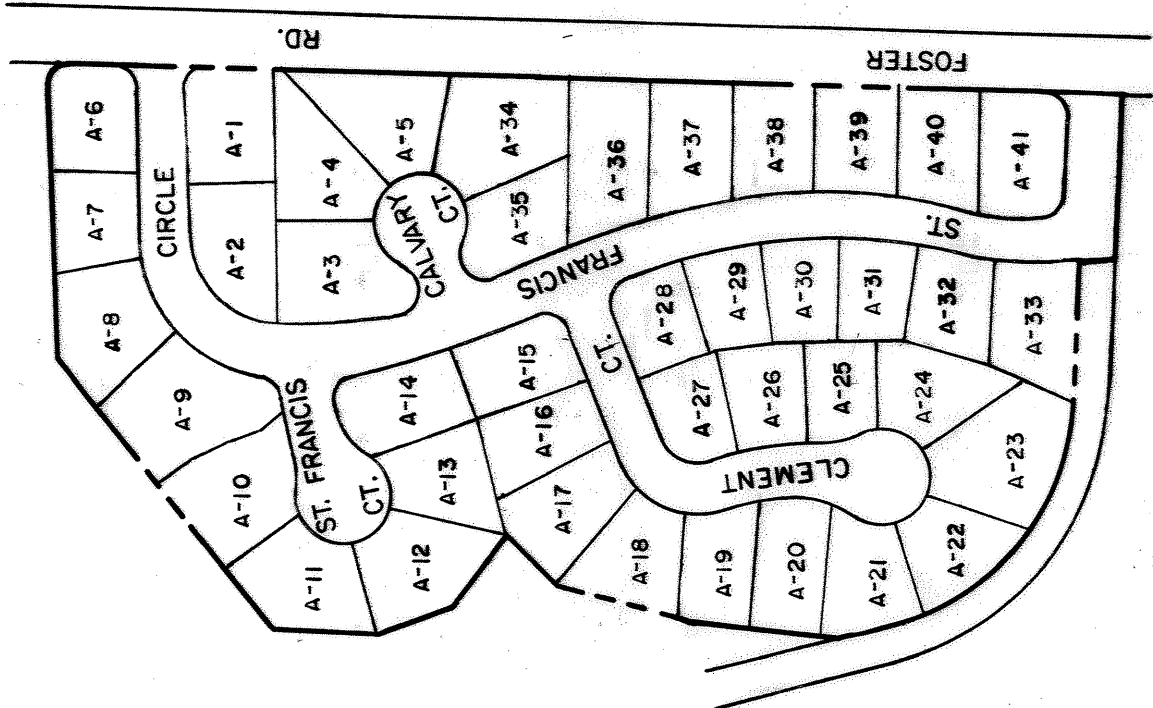
**5. Assessment District Diagram**

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An Assessment Diagram for each zone within the District has been submitted to the City Clerk in the format required under the provision of the Act. The lines and dimensions as shown on maps of the Napa County Assessor for the current year are incorporated herein and made part of this Report.



# ZONE A OAK RIDGE SUBDIVISION

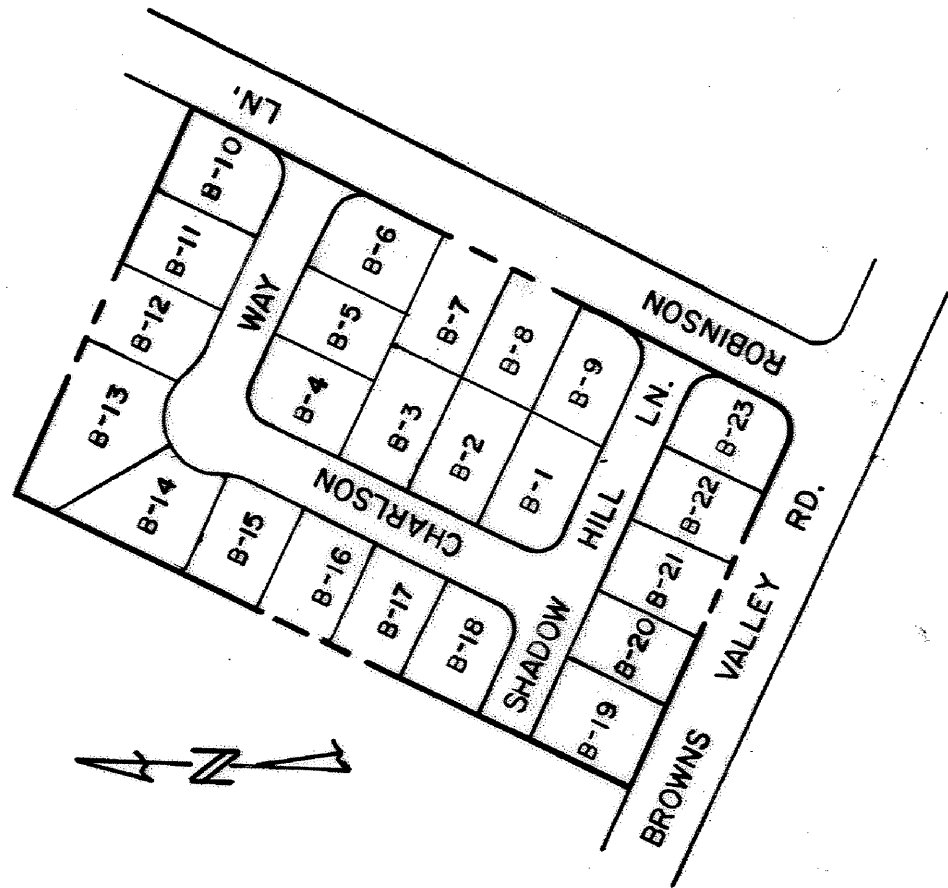


ZONE A OAK RIDGE SUBDIVISION	
ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
A-1	43-372-07
A-2	43-372-06
A-3	43-372-03
A-4	43-372-04
A-5	43-372-05
A-6	43-371-07
A-7	43-371-08
A-8	43-371-09
A-9	43-371-17
A-10	43-371-16
A-11	43-371-12
A-12	43-371-13
A-13	43-371-14
A-14	43-371-15
A-15	43-382-01
A-16	43-382-02
A-17	43-382-03
A-18	43-382-04
A-19	43-382-05
A-20	43-382-06
A-21	43-382-07
A-22	43-382-08
A-23	43-382-09
A-24	43-382-10
A-25	43-382-11
A-26	43-382-12
A-27	43-382-13
A-28	43-382-14
A-29	43-382-15
A-30	43-382-16
A-31	43-382-17
A-32	43-382-18
A-33	43-382-19
A-34	43-383-01
A-35	43-383-02
A-36	43-383-03
A-37	43-383-04
A-38	43-383-05
A-39	43-383-06
A-40	43-383-07
A-41	43-383-08

ZONE B  
HILLVIEW PARK SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
B-1	41-171-01
B-2	41-171-02
B-3	41-171-03
B-4	41-171-04
B-5	41-171-05
B-6	41-171-06
B-7	41-171-07
B-8	41-171-08
B-9	41-171-09
B-10	41-170-14
B-11	41-170-15
B-12	41-170-16
B-13	41-170-17
B-14	41-170-18
B-15	41-170-19
B-16	41-170-20
B-17	41-170-21
B-18	41-170-22
B-19	41-170-23
B-20	41-170-24
B-21	41-170-25
B-22	41-170-26
B-23	41-170-27

ZONE B  
HILLVIEW PARK SUBDIVISION



ZONE C  
SUNRISE MEADOWS SUBDIVISION

ASSESSMENT NUMBER	ASSESSOR PARCEL NUMBER
C-99	41-753
C-100	41-753
C-101	41-753
C-102	41-753
C-103	41-753
C-104	41-753
C-105	41-753
C-106	41-754
C-107	41-754
C-108	41-754
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C-113	41-754
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C-120	41-754

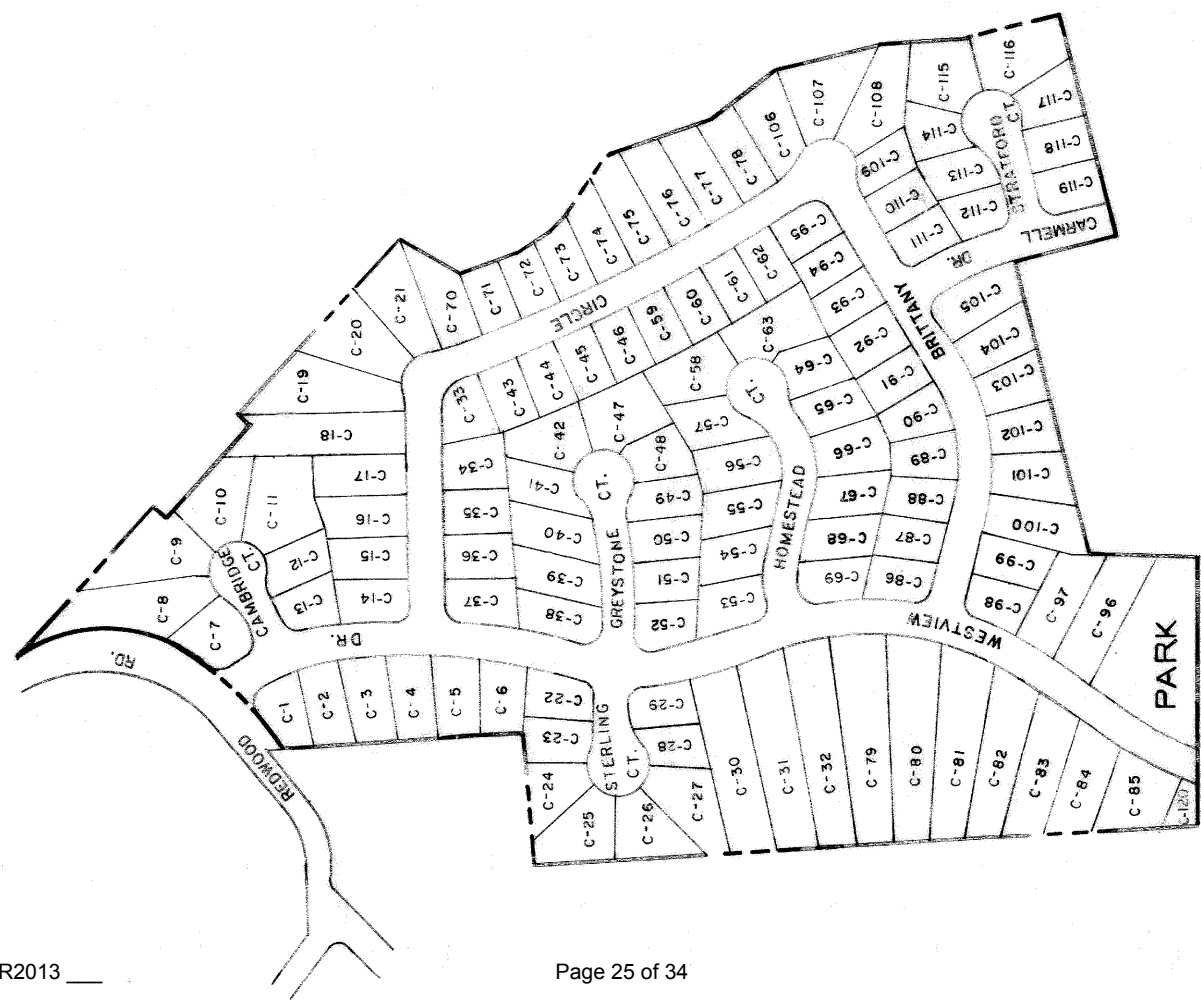
ZONE C  
SUNRISE MEADOWS SUBDIVISION

ASSESSMENT NUMBER	ASSESSOR PARCEL NUMBER
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C-52	41-742-39
C-53	41-742-21
C-54	41-742-22
C-55	41-742-23
C-56	41-742-24
C-57	41-742-25
C-58	41-742-26
C-59	41-742-27
C-60	41-742-28
C-61	41-742-29
C-62	41-742-30
C-63	41-742-31
C-64	41-742-32
C-65	41-742-33
C-66	41-742-34
C-67	41-742-35
C-68	41-742-36
C-69	41-742-37
C-70	41-743-01
C-71	41-743-02
C-72	41-743-03
C-73	41-743-04
C-74	41-743-05
C-75	41-743-06
C-76	41-743-07
C-77	41-743-08
C-78	41-743-09
C-79	41-751-01
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C-89	41-752-04
C-90	41-752-05
C-91	41-752-06
C-92	41-752-07
C-93	41-752-08
C-94	41-752-09
C-95	41-752-10
C-96	41-753-02
C-97	41-753-03
C-98	41-753-04

ZONE C  
SUNRISE MEADOWS SUBDIVISION

ASSESSMENT NUMBER	ASSESSOR PARCEL NUMBER
C-1	41-731-03
C-2	41-731-04
C-3	41-731-05
C-4	41-731-06
C-5	41-731-07
C-6	41-731-08
C-7	41-732-01
C-8	41-732-02
C-9	41-732-03
C-10	41-732-04
C-11	41-732-18
C-12	41-732-06
C-13	41-732-07
C-14	41-732-08
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C-20	41-732-14
C-21	41-732-15
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C-23	41-741-02
C-24	41-741-03
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C-26	41-741-05
C-27	41-741-06
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C-29	41-741-08
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C-31	41-741-10
C-32	41-741-11
C-33	41-742-01
C-34	41-742-02
C-35	41-742-03
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C-37	41-742-05
C-38	41-742-06
C-39	41-742-07
C-40	41-742-08
C-41	41-742-09
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C-44	41-742-12
C-45	41-742-13
C-46	41-742-14
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C-49	41-742-17

ZONE C  
SUNRISE MEADOWS SUBDIVISION

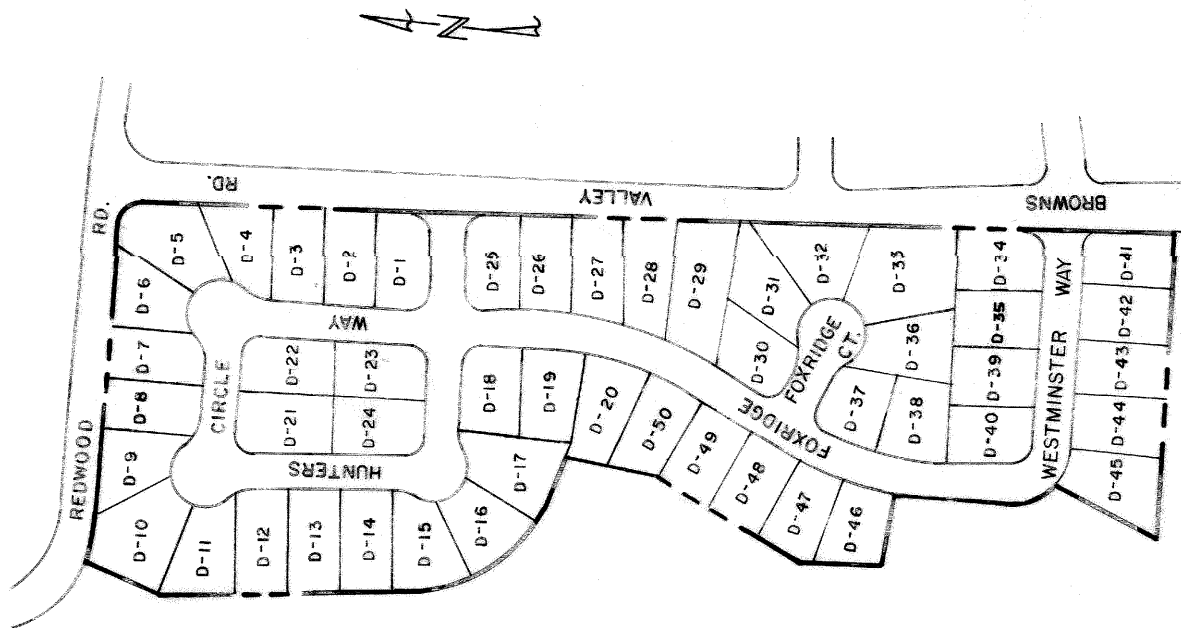


ZONE D

FOXRIDGE SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
D-1	41-031-01
D-2	41-031-02
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D-4	41-031-04
D-5	41-031-05
D-6	41-031-06
D-7	41-031-07
D-8	41-031-08
D-9	41-031-09
D-10	41-031-10
D-11	41-031-11
D-12	41-031-12
D-13	41-031-13
D-14	41-031-14
D-15	41-031-15
D-16	41-031-16
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D-20	41-031-25
D-21	41-032-01
D-22	41-032-02
D-23	41-032-03
D-24	41-032-04
D-25	41-033-01
D-26	41-033-02
D-27	41-033-03
D-28	41-761-01
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D-38	41-761-11
D-39	41-761-12
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D-42	41-762-02
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D-46	41-762-06
D-47	41-762-07
D-48	41-762-08
D-49	41-762-09
D-50	41-762-27

ZONE D  
FOXRIDGE SUBDIVISION



ZONE E

TRANCAS STREET MEDIAN

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
E-1	1-370-23
E-2	1-370-33

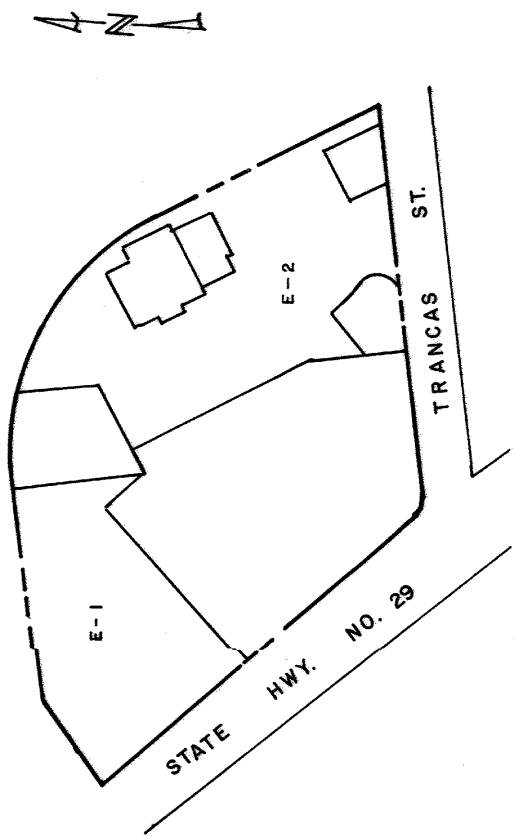
ZONE F

OXFORD GARDENS SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
F-1	7-181-38
F-2	7-181-37
F-3	7-181-36
F-4	7-181-35
F-5	7-181-34
F-6	7-181-33
F-7	7-181-32
F-8	7-181-31
F-9	7-181-30
F-10	7-181-29
F-11	7-181-28
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F-16	7-184-06

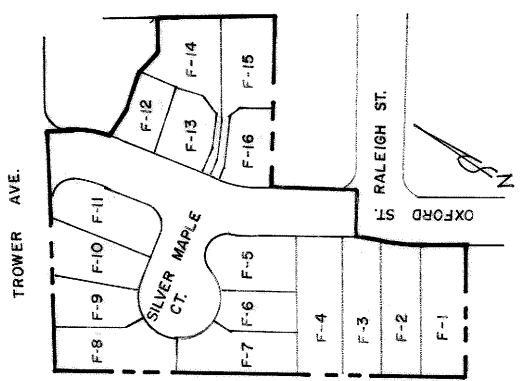
ZONE E

TRANCAS STREET LANDSCAPED  
MEDIAN



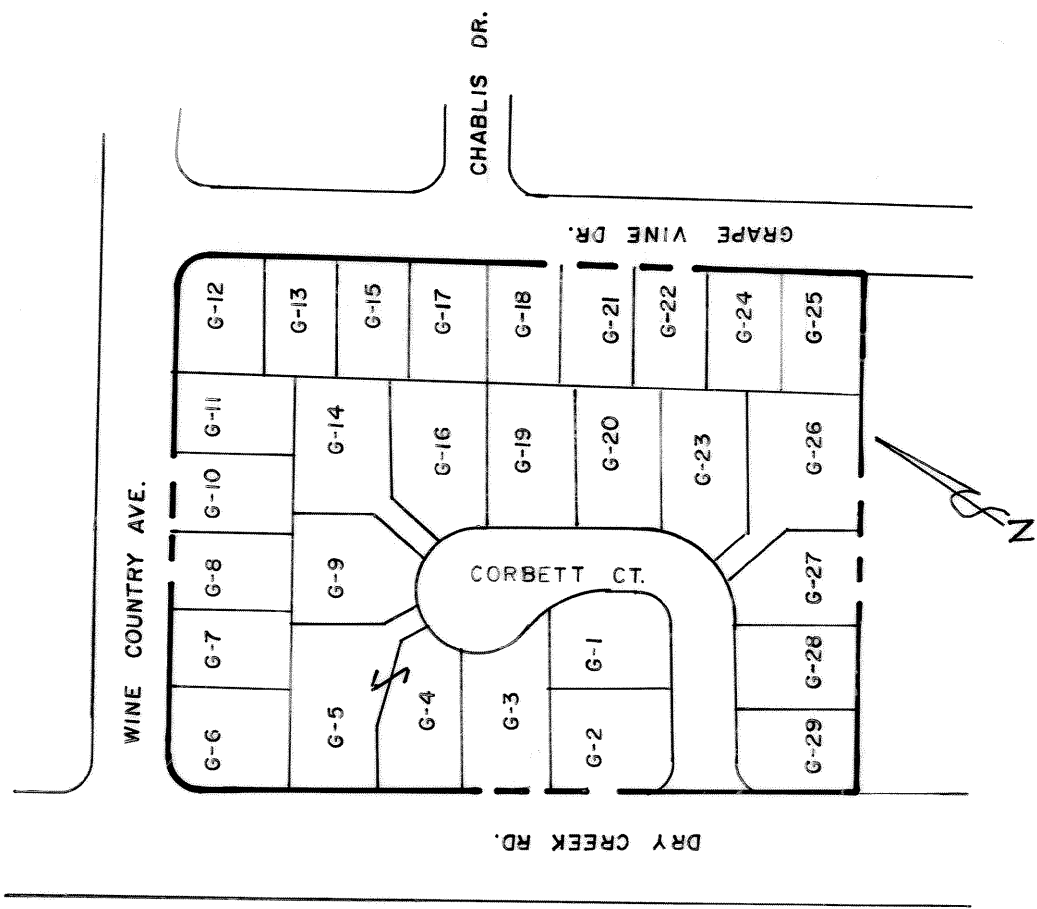
ZONE F

OXFORD GARDENS SUBDIVISION



**ZONE G**  
**GLENCAR ESTATES SUBDIVISION**

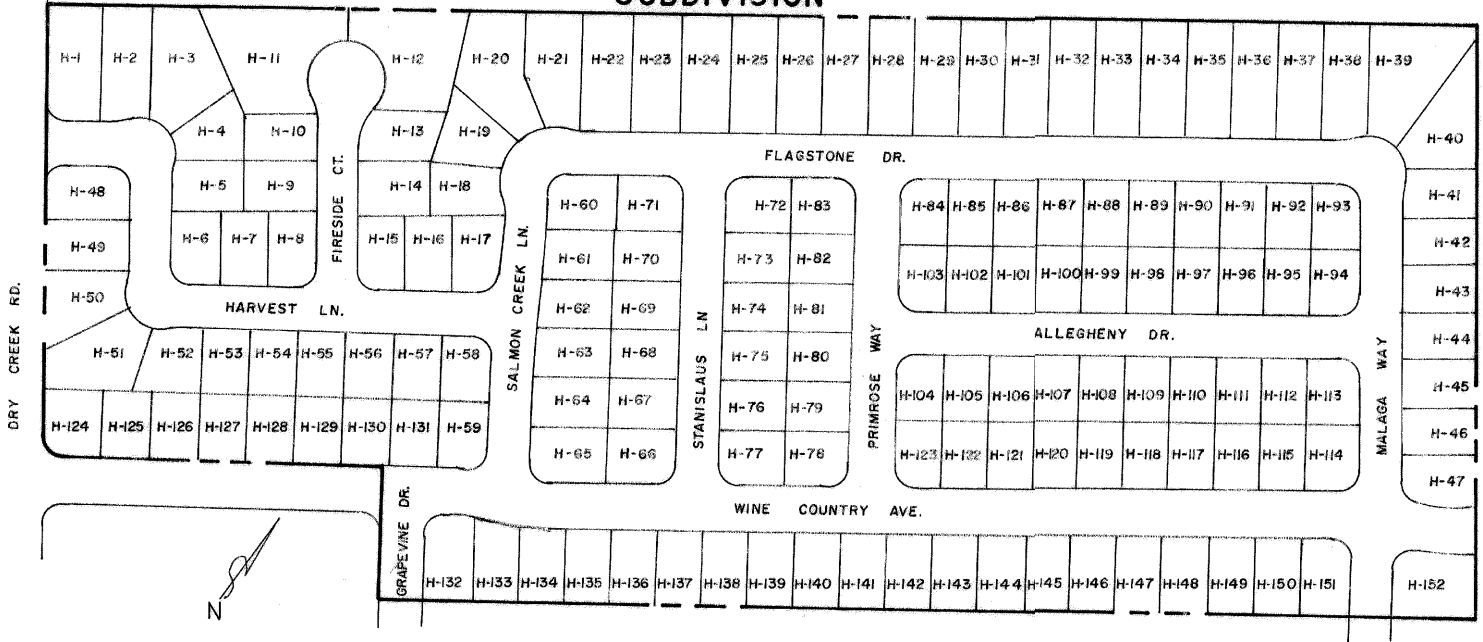
ZONE G  
GLENCAR ESTATES SUBDIVISION



ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
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G-8	7-053-15
G-9	7-053-16
G-10	7-053-17
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G-12	7-053-19
G-13	7-053-20
G-14	7-053-21
G-15	7-053-22
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G-18	7-053-25
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G-20	7-053-27
G-21	7-053-28
G-22	7-053-29
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G-24	7-053-31
G-25	7-053-32
G-26	7-053-33
G-27	7-053-34
G-28	7-053-35
G-29	7-053-36

# EXHIBIT "A" TO ATTACHMENT 1

## ZONE H DRY CREEK VILLAGE SUBDIVISION



ZONE H  
DRY CREEK VILLAGE SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
H-11	7-331-11
H-12	7-331-12
H-13	7-331-13
H-14	7-331-14
H-15	7-331-15
H-16	7-331-16
H-17	7-331-17
H-18	7-331-18
H-19	7-331-19
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H-23	7-331-23
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H-26	7-331-26
H-27	7-331-27
H-28	7-331-01
H-29	7-331-02
H-30	7-331-03
H-31	7-331-04
H-32	7-331-05
H-33	7-331-06
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H-39	7-331-12
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H-51	7-331-24
H-52	7-331-25
H-53	7-331-26
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H-55	7-331-28
H-56	7-331-29
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H-59	7-331-32

ZONE H  
DRY CREEK VILLAGE SUBDIVISION

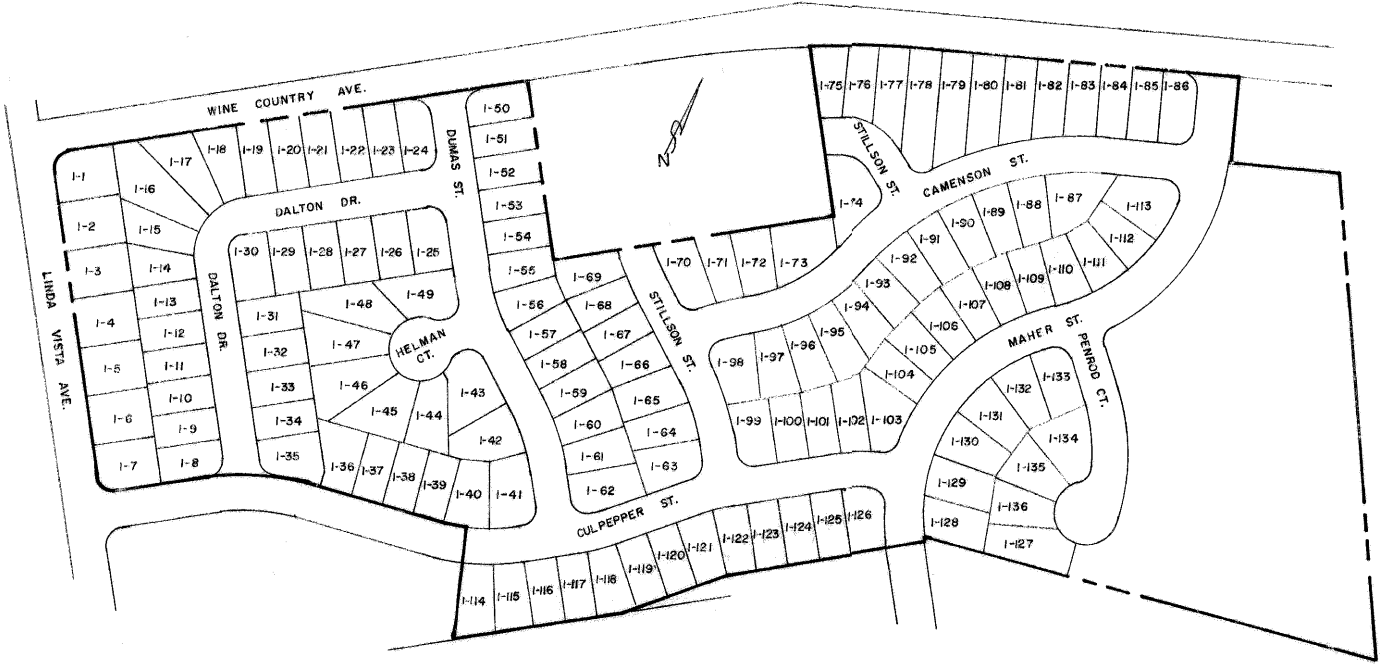
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H-104	7-333-45
H-105	7-333-46
H-106	7-333-47
H-107	7-333-48
H-108	7-333-49

ZONE H  
DRY CREEK VILLAGE SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
H-109	7-353-06
H-110	7-353-07
H-111	7-353-08
H-112	7-353-09
H-113	7-353-10
H-114	7-353-11
H-115	7-353-12
H-116	7-353-13
H-117	7-353-14
H-118	7-353-15
H-119	7-353-16
H-120	7-353-17
H-121	7-353-18
H-122	7-353-19
H-123	7-353-20
H-124	7-353-21
H-125	7-353-22
H-126	7-353-23
H-127	7-353-24
H-128	7-353-25
H-129	7-353-26
H-130	7-353-27
H-131	7-353-28
H-132	7-353-29
H-133	7-353-30
H-134	7-353-31
H-135	7-353-32
H-136	7-353-33
H-137	7-353-34
H-138	7-353-35
H-139	7-353-36
H-140	7-353-37
H-141	7-353-38
H-142	7-353-39
H-143	7-353-40
H-144	7-353-41
H-145	7-353-42
H-146	7-353-43
H-147	7-353-44
H-148	7-353-45
H-149	7-353-46
H-150	7-353-47
H-151	7-353-48
H-152	7-353-49

# EXHIBIT "A" TO ATTACHMENT 1

## ZONE 1 RANCHO LAS FLORES SUBDIVISION



ZONE 1  
RANCHO LAS FLORES SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
1-1	7-071-01
1-2	7-071-02
1-3	7-071-03
1-4	7-071-04
1-5	7-071-05
1-6	7-071-06
1-7	7-071-07
1-8	7-071-08
1-9	7-071-09
1-10	7-071-10
1-11	7-071-11
1-12	7-071-12
1-13	7-071-13
1-14	7-071-14
1-15	7-071-15
1-16	7-071-16
1-17	7-071-17
1-18	7-071-18
1-19	7-071-19
1-20	7-071-20
1-21	7-071-21
1-22	7-071-22
1-23	7-071-23
1-24	7-071-24
1-25	7-072-01
1-26	7-072-25
1-27	7-072-24
1-28	7-072-23
1-29	7-072-22
1-30	7-072-21
1-31	7-072-20
1-32	7-072-19
1-33	7-072-18
1-34	7-072-17
1-35	7-072-16
1-36	7-072-15
1-37	7-072-14
1-38	7-072-13
1-39	7-072-12
1-40	7-072-11
1-41	7-072-10
1-42	7-072-09
1-43	7-072-08
1-44	7-072-07
1-45	7-072-06
1-46	7-072-05
1-47	7-072-04
1-48	7-072-03
1-49	7-072-02

ZONE 1  
RANCHO LAS FLORES SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
1-50	7-073-20
1-51	7-073-19
1-52	7-073-18
1-53	7-073-17
1-54	7-073-16
1-55	7-073-15
1-56	7-073-14
1-57	7-073-13
1-58	7-073-12
1-59	7-073-11
1-60	7-073-10
1-61	7-073-09
1-62	7-073-08
1-63	7-073-07
1-64	7-073-06
1-65	7-073-05
1-66	7-073-04
1-67	7-073-03
1-68	7-073-02
1-69	7-073-01
1-70	7-342-06
1-71	7-342-07
1-72	7-342-03
1-73	7-342-02
1-74	7-342-01
1-75	7-341-01
1-76	7-341-02
1-77	7-341-03
1-78	7-341-04
1-79	7-341-05
1-80	7-341-06
1-81	7-341-07
1-82	7-341-08
1-83	7-341-09
1-84	7-341-10
1-85	7-341-11
1-86	7-341-12
1-87	7-343-12
1-88	7-343-11
1-89	7-343-10
1-90	7-343-09
1-91	7-343-08
1-92	7-343-07
1-93	7-343-06
1-94	7-343-05
1-95	7-343-04
1-96	7-343-03
1-97	7-343-02
1-98	7-343-01

ZONE 1  
RANCHO LAS FLORES SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
1-99	7-343-27
1-100	7-343-26
1-101	7-343-25
1-102	7-343-24
1-103	7-343-23
1-104	7-343-22
1-105	7-343-21
1-106	7-343-20
1-107	7-343-19
1-108	7-343-18
1-109	7-343-17
1-110	7-343-16
1-111	7-343-15
1-112	7-343-14
1-113	7-343-13
1-114	7-074-02
1-115	7-074-03
1-116	7-074-04
1-117	7-074-05
1-118	7-074-06
1-119	7-074-07
1-120	7-074-08
1-121	7-074-09
1-122	7-344-01
1-123	7-344-02
1-124	7-344-03
1-125	7-344-04
1-126	7-344-05
1-127	7-345-03
1-128	7-345-12
1-129	7-345-11
1-130	7-345-10
1-131	7-345-13
1-132	7-345-14
1-133	7-345-07
1-134	7-345-06
1-135	7-345-05
1-136	7-345-04



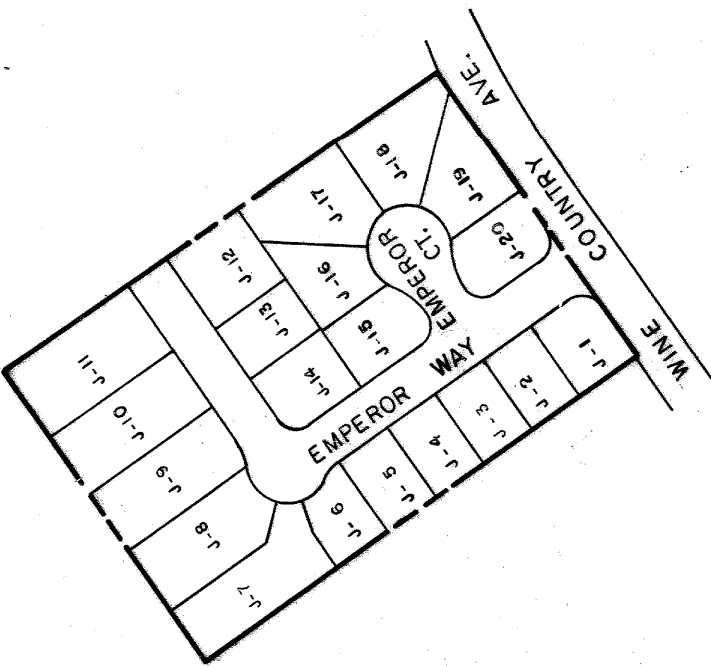
ZONE K  
HYDE PARK II SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
K-1	38-227-01
K-2	38-227-02
K-3	38-224-10
K-4	38-224-09
K-5	38-224-08
K-6	38-224-07
K-7	38-224-06
K-8	38-224-05
K-9	38-224-04
K-10	38-223-15
K-11	38-223-14
K-12	38-223-13
K-13	38-223-12
K-14	38-223-11
K-15	38-223-10
K-16	38-223-09
K-17	38-223-08
K-18	38-223-07
K-19	38-225-01
K-20	38-225-02
K-21	38-225-03
K-22	38-225-04
K-23	38-225-05
K-24	38-225-06
K-25	38-225-07
K-26	38-225-08
K-27	38-225-09
K-28	38-225-10
K-29	38-225-11
K-30	38-225-12
K-31	38-225-13
K-32	38-225-14
K-33	38-225-15
K-34	38-225-16
K-35	38-225-17
K-36	38-225-18
K-37	38-225-19
K-38	38-225-20
K-39	38-225-21
K-40	38-225-22
K-41	38-226-01
K-42	38-226-02
K-43	38-226-03
K-44	38-226-04

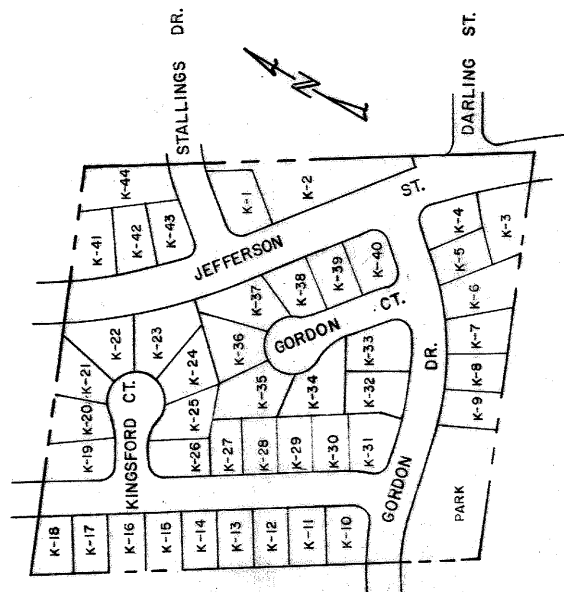
ZONE J  
WOODSIDE GARDENS

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
J-1	35-511-11
J-2	35-511-10
J-3	35-511-09
J-4	35-511-08
J-5	35-511-07
J-6	35-511-06
J-7	35-511-05
J-8	35-511-04
J-9	35-511-03
J-10	35-511-02
J-11	35-511-01
J-12	35-512-01
J-13	35-512-02
J-14	35-512-03
J-15	35-512-04
J-16	35-512-05
J-17	35-512-06
J-18	35-512-07
J-19	35-512-08
J-20	35-512-09

ZONE J  
WOODSIDE GARDENS

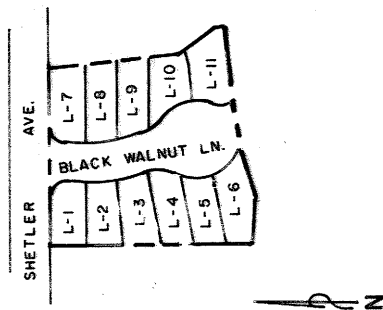


ZONE K  
HYDE PARK II SUBDIVISION



**ZONE L**  
**WALNUT GROVE SUBDIVISION UNIT I**

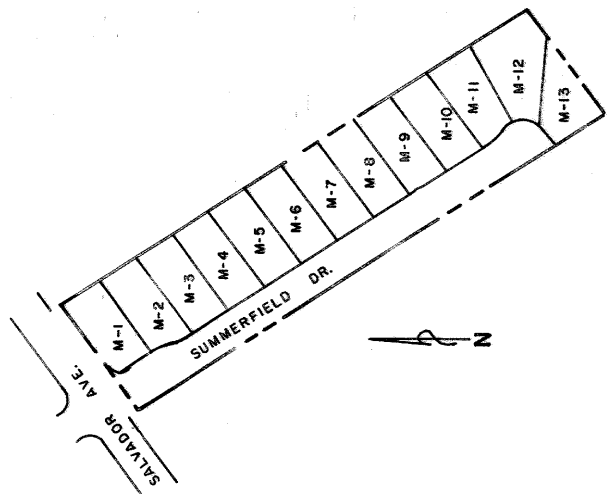
**ZONE L**  
**WALNUT GROVE SUBDIVISION UNIT I**



ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
L-1	46-320-14
L-2	46-320-15
L-3	46-320-16
L-4	46-320-17
L-5	46-320-18
L-6	46-320-19
L-7	46-320-20
L-8	46-320-21
L-9	46-320-22
L-10	46-320-23
L-11	46-320-24

**ZONE M**  
**VINEYARD VISTA ESTATES SUBDIVISION**

**ZONE M**  
**VINEYARD VISTA ESTATES SUBD.**



ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
M-1	38-590-1
M-2	38-590-2
M-3	38-590-3
M-4	38-590-4
M-5	38-590-5
M-6	38-590-6
M-7	38-590-7
M-8	38-590-8
M-9	38-590-9
M-10	38-590-10
M-11	38-590-11
M-12	38-590-12
M-13	38-590-13

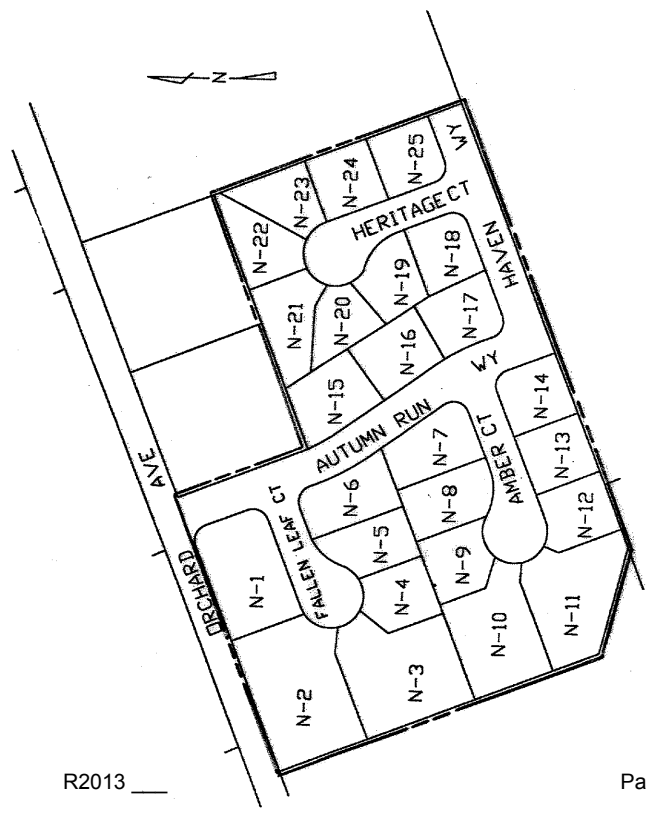
ZONE N  
ORCHARD ESTATES SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
N-1	35-532-01
N-2	35-532-02
N-3	35-532-15
N-4	35-532-16
N-5	35-532-17
N-6	35-532-18
N-7	35-532-07
N-8	35-532-19
N-9	35-532-20
N-10	35-532-21
N-11	35-532-11
N-12	35-532-12
N-13	35-532-13
N-14	35-532-14
N-15	35-531-11
N-16	35-531-16
N-17	35-531-15
N-18	35-531-14
N-19	35-531-13
N-20	35-531-12
N-21	35-531-05
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N-23	35-531-03
N-24	35-531-02
N-25	35-531-01

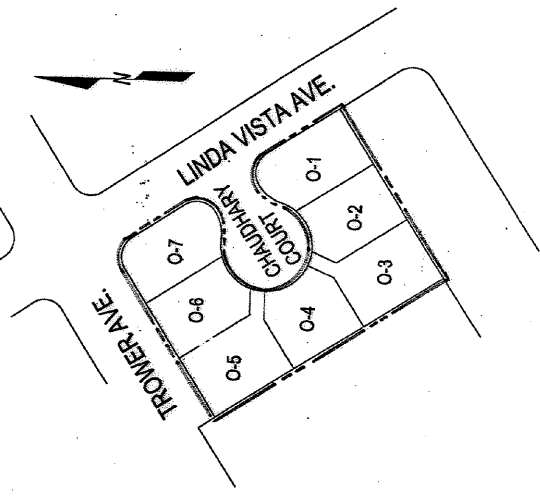
ZONE O  
CHAUDHARY ESTATES SUBDIVISION

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
O-1	007-172-27
O-2	007-172-28
O-3	007-172-29
O-4	007-172-30
O-5	007-172-31
O-6	007-172-32
O-7	007-172-33

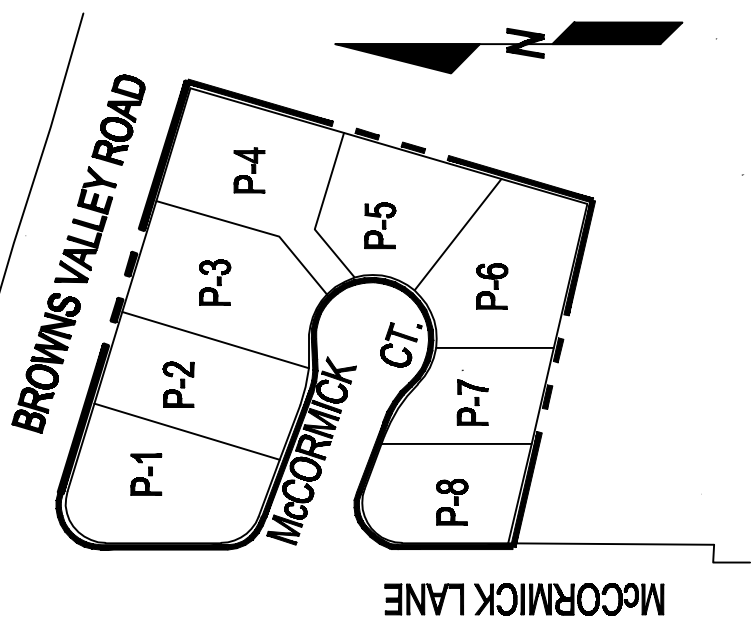
ZONE N  
ORCHARD ESTATES SUBDIVISION



ZONE O  
CHAUDHARY ESTATES



**ZONE P  
MILLS SUBDIVISION**



**ZONE P  
MILLS SUBDIVISION**

ASSESSMENT NUMBER	ASSESSORS PARCEL NUMBER
P-1	50-292-16
P-2	50-292-17
P-3	50-292-18
P-4	50-292-19
P-5	50-292-20
P-6	50-292-21
P-6	50-292-21
P-7	50-292-22
P-7	50-292-23

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

APPT CALENDAR  
AGENDA ITEM 15.A.  
Date: May 21, 2013

To: Honorable Mayor and Members of City Council

From: Dorothy Roberts, City Clerk

Prepared by: Carlyce Banayat, Imaging Clerk

Subject: Interviews and Appointments to the Parks and Recreation Advisory Commission

**ISSUE STATEMENT:**

Interview applicants to fill two unexpired terms on the Parks and Recreation Advisory Commission.

**DISCUSSION:**

As a result of the resignation by Dianne Cameron to the Parks and Recreation Advisory Commission in March of this year, the Clerk office conducted a recruitment to fill her unexpired term. Announcements of the vacancy were published from March 22 through April 19, 2013. Policy Resolution 10 states that if an unexpired commission seat has a remaining term of less than one year, City Council may direct the Clerk to solicit additional candidates for the unexpired term plus two years. At their regular meeting on March 19, 2013, City Council directed the Clerk to fill the vacancy for the unexpired term plus two years.

Sylvie Petitarmand also resigned from the Parks and Recreation Advisory Commission effective April 2, 2013. Since her term was set to expire in September of this year, this vacancy should also be filled for the unexpired term plus two years.

The Parks and Recreation Advisory Commission makes written recommendations to the City Council affecting the acquisition, development, and maintenance of parks; regarding matters of public recreation and cultural activities of public interest within the City; and affecting the development of privately and publicly landscaped areas within the City.

**FINANCIAL IMPACTS:**

None.

**CEQA:**

The City Clerk has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

Attachment 1: Parks and Recreation Advisory Commission applications (2 openings)

- Wes De Bow
- Katie Greig
- John Kara
- Bryan La Dow
- Nancy McDonnell

Attachment 2: City of Napa Municipal Code Chapter 2.72

**NOTIFICATION:**

Wes De Bow  
Katie Greig  
John Kara  
Bryan La Dow  
Nancy McDonnell

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Appoint two individuals to the Parks and Recreation Advisory Commission for the unexpired remaining terms plus an additional full two year terms; one effective May 21, 2013 thru September 30, 2015, and one effective May 21, 2013 thru September 30, 2016.

**CITY OF NAPA  
COMMISSIONS & BOARDS  
APPLICATION A**

CITY OF NAPA  
CITY CLERK

This application for appointment is kept on file for 2 years  
And is a public document open for inspection and reproduction.

2013 APR 19 PM 4:45

Boards and Commissions make decisions and/or policy recommendations to the City Council. A list of these bodies with a brief description of responsibilities is available.

I wish to be considered for appointment to:

**(PLEASE CHECK ONLY ONE)**

- ☐ Bicycle and Trails Advisory Commission
- ☐ Building & Fire Code Board of Appeals
- ☐ Civil Service Commission
- ☐ Community Development Block Grant
- ☐ Cultural Heritage Commission
- ☐ Disability Access Board of Appeals
- ☐ Housing Authority Board
- ☒ Park & Recreation Advisory Commission
- ☐ Planning Commission
- ☐ Public Art Steering Committee
- ☐ Senior Advisory Commission
- ☐ Tree Advisory Commission

(Please Print)

DATE: 4/19/13

NAME: Wes De Bowl

ADDRESS: [REDACTED]

ZIP: [REDACTED]

HOME PHONE: [REDACTED]

WORK PHONE: [REDACTED]

E-MAIL: [REDACTED]

Length of Residence in the City of Napa: 33 yrs

Length of Residence in the County of Napa: 33 yrs

Registered To Vote In The City of Napa? yes

Occupation/Employer:  
Hall Wives

Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional?

☐ YES ☒ NO

If you have marked "YES" please provide details under "Relevant Experience" on the following page. You may attach additional pages to your application.

**Community Service Experience:**

Organization	Dates Served	Position
Play Well technologies	2010 - 2012	Engineering Design instructor
Park & Rec Programs	2004 - 2006	Skate Camps
Vichy School	2009 - 2010	Art instructor
Napa Foursquare church	1979 - Present	youth leader/etc

**Education:**

School	Major	Graduation Date/Degree
Napa Valley College	Fine Arts	1992 / AA

Other relevant experience or expertise: I've lived here forever and I'm always going to be a kid at heart.

What is your understanding of the role and responsibility of this Board? Help guide city council in making the best decisions to serve our community regarding activities & recreation.

Have you ever attended a meeting of this Board? If so, how many: yes, on and off for the last 20 years.

What duties of this Board are most interesting to you? ~~The~~ Creating amazing non-alcohol related activities for all ages.

What activities of this Board are least interesting to you? The process but I understand it is a necessary evil.

What programs or projects would you like to see improved or implemented? more youth and family based opportunities created and supported.

How would you approach improving these project(s) or program(s)? (Use additional paper if necessary). Discuss what we currently have, decide what we most need, find the best way to address it, execute.

Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this Board? No.

Please list two local references and their phone numbers:

Kevin O'Brien  
Eric Jones

[Redacted]

How did you learn of this vacancy? ☐ Newspaper ☐ Flyer ☒ Internet ☐ Other

(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests).

Return to: City Clerk Department  
PO Box 660  
955 School St.  
Napa, CA 94559

Date: 4/19/13  
Signature: W. S. Brown



**CITY OF NAPA  
COMMISSIONS & BOARDS  
APPLICATION A**

**CITY OF NAPA  
CITY CLERK**

**2013 APR 15 AM 9:44**

This application for appointment is kept on file for 2 years  
And is a public document open for inspection and reproduction.

Boards and Commissions make decisions and/or policy recommendations to the City Council. A list of these bodies with a brief description of responsibilities is available.

I wish to be considered for appointment to:

**(PLEASE CHECK ONLY ONE)**

- ☐ Bicycle and Trails Advisory Commission
- ☐ Building & Fire Code Board of Appeals
- ☐ Civil Service Commission
- ☐ Community Development Block Grant
- ☐ Cultural Heritage Commission
- ☐ Disability Access Board of Appeals
- ☐ Housing Authority Board
- ☒ Park & Recreation Advisory Commission
- ☐ Planning Commission
- ☐ Public Art Steering Committee
- ☐ Senior Advisory Commission
- ☐ Tree Advisory Commission

(Please Print)

**DATE:** 04/09/2013

**NAME:** Katie Greig

**ADDRESS:** [REDACTED]

**ZIP:** 94559

**HOME PHONE:** [REDACTED]

**WORK PHONE:** [REDACTED]

**E-MAIL:** [REDACTED]

**Length of Residence in the City of Napa:** 2

**Length of Residence in the County of Napa:** 3

**Registered To Vote In The City of Napa?** Yes

**Occupation/Employer:**

Marketing Coordinator/Diageo Chateau & Estate Wine

Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional?

☐ YES ☒ NO

*If you have marked "YES" please provide details under "Relevant Experience" on the following page. You may attach additional pages to your application.*

**Community Service Experience:**

<i>Organization</i>	<i>Dates Served</i>	<i>Position</i>
Tuleyome-Wildlife Habitat Restoration	April 2013	Volunteer
Tour de Cure	April 2011	Volunteer
Napa Youth Soccer League	September -November 2010	Head Coach
Peace Jam Environmental Summit	Summer 2010	Volunteer

**Education:**

<i>School</i>	<i>Major</i>	<i>Graduation Date/Degree</i>
University of California Davis	Economics and International Relations	2010/B.A.
University of Commerce Bocconi, Italy	Finance and Economics	Study Aboard Program

**Other relevant experience or expertise:**

Academic - My original major at UC Davis was Economic Policy Analysis and Planning. I took courses on environmental analysis and current environmental issues that evaluated environmentally sustainable city planning.

Career- As part of our marketing department I am responsible for making program recommendations to senior leadership that require detailed research and analysis and have large budget implications.

**What is your understanding of the role and responsibility of this Board?**

The Parks and Recreation Advisory Commission is responsible for making informed recommendation to the City Council on issues pertaining to the Napa city parks, public recreation and cultural activities. The specific responsibilities of the Board vary by project and a different approach and recommendation will need to be made to the City Council.

Also, I believe it is the responsibility of the Board to be the voice of the Napa community.

**Have you ever attended a meeting of this Board? If so, how many:**

I have not, but I plan to attend the next meeting on May 8th.

**What duties of this Board are most interesting to you?**

Being directly linked to the improvement of the city's parks, recreation and cultural activities would be the most rewarding to me. As an active member of the Vine Runners, I frequently use the city's parks and I would like to contribute to the free services the city provides. Also, I would like to help engage my generation around these projects.

**What activities of this Board are least interesting to you?**

I think all activities of the Board are important to the city of Napa. Some topics may be less interesting to me personally, but important to other community members making them attention worthy. For example, I am not personally passionate about skate parks, but I am passionate about providing youth with a safe place that functions well within a city.

**What programs or projects would you like to see improved or implemented?**

Proactively seek a new space for the community garden that would allow for long term use and increase participation for the community. Set short and long term plans for maintaining Napa's current parks as the city of Napa grows and changes. Increase the millennial population involvement in community activities.

**How would you approach improving these project(s) or program(s)?** (Use additional paper if necessary).

See additional paper.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this Board?**

No, I would make this Board a priority.

**Please list two local references and their phone numbers:**

Mayacamas Olds, [REDACTED]

Nicole Lockwood [REDACTED]

**How did you learn of this vacancy?**
☐ Newspaper

☐ Flyer

☒ Internet

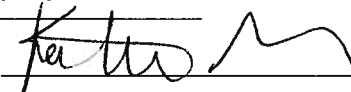
☐ Other

*(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests).*

**Return to:** City Clerk Department  
PO Box 660  
955 School St.  
Napa, CA 94559

**Date:** 04/09/2013

**Signature:**



**How would you approach improving these project(s) or program(s)?** (Use additional paper if necessary).

Community Garden – First, secure funding for the project by presenting the benefits to the community through research. Second, determine a site for long term use and easy access. Third, create high awareness around the project by involving local restaurants and schools to promote the project. For example, each restaurant could feature a dish using ingredients from the garden to create awareness, and also fundraise for the project. Local schools could take field trips to the garden where they would learn about the importance of a healthy diet and staying active.

**CITY OF NAPA  
COMMISSIONS & BOARDS  
APPLICATION A**

**CITY OF NAPA  
CITY CLERK**

**2013 APR 17 PM 1:05**

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- ☐ Community Development Block Grant
- ☐ Cultural Heritage Commission
- ☐ Disability Access Board of Appeals
- ☐ Housing Authority Board
- ☒ Park & Recreation Advisory Commission
- ☐ Planning Commission
- ☐ Public Art Steering Committee
- ☐ Senior Advisory Commission
- ☐ Tree Advisory Commission

(Please Print)

DATE: 04/09/2013

NAME: John Kara

ADDRESS: [REDACTED]

ZIP: [REDACTED]

HOME PHONE: [REDACTED]

WORK PHONE: [REDACTED]

E-MAIL: [REDACTED]

Length of Residence in the City of Napa: 23 years

Length of Residence in the County of Napa: 23 years

Registered To Vote In The City of Napa? Yes

Occupation/Employer:

Environmental Health Manager- County of Napa

Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional?

☐ YES ☒ NO

If you have marked "YES" please provide details under "Relevant Experience" on the following page. You may attach additional pages to your application.

**Community Service Experience:**

Organization	Dates Served	Position
Community Emergency Response Team	May 2001 -present	Member
Coastal Clean-up Day	2000-2012	Volunteer
Blood Centers of the Pacific	1990- present	Donor

**Education:**

School	Major	Graduation Date/Degree
Cal Poly San Luis Obispo	Microbiology	1987/ B.S.

**Other relevant experience or expertise:****What is your understanding of the role and responsibility of this Board?**

To provide recommendations to the Community Resources Director and City Council on matters pertaining to City parks and other recreational areas, and cultural activities within the City.

**Have you ever attended a meeting of this Board? If so, how many:**

No.

**What duties of this Board are most interesting to you?**

To serve the residents of Napa by being able to advocate for the improvement of existing recreational and cultural opportunities and the creation of new ones.

**What activities of this Board are least interesting to you?**

I've attended a number of City Council and Board of Supervisors meetings as well as participating on several task forces and committees. I find the formality required of such groups, e.g., the call to order, approval of minutes etc, to be the least interesting part.

**What programs or projects would you like to see improved or implemented?**

I would like to see more small, focused, community events such as the bicycle swap meet t at the Copia parking lot. I would also like to see more recreational opportunities focused on and around the Napa River. I would like to see the downtown dock rebuilt.

**How would you approach improving these project(s) or program(s)? (Use additional paper if necessary).**

Getting more clubs and groups involved in holding events. Perhaps establishing "days" focusing on bicycles, water sports, nature walks etc.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this Board?**

No

**Please list two local references and their phone numbers:**

Mark Graham

Helen O'Keefe

**How did you learn of this vacancy?**

☒ Newspaper

☐ Flyer

☐ Internet

☐ Other

*(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests).*

**Return to:** City Clerk Department  
PO Box 660  
955 School St.  
Napa, CA 94559

**Date:** 04/11/2013

**Signature:**



**CITY OF NAPA  
COMMISSIONS & BOARDS  
APPLICATION A**

**CITY OF NAPA  
CITY CLERK**

**2013 MAR 28 PM 3:31**

This application for appointment is kept on file for 2 years  
And is a public document open for inspection and reproduction.

Boards and Commissions make decisions and/or policy recommendations to the City Council. A list of these bodies with a brief description of responsibilities is available.

I wish to be considered for appointment to:

**(PLEASE CHECK ONLY ONE)**

- ☐ Bicycle and Trails Advisory Commission
- ☐ Building & Fire Code Board of Appeals
- ☐ Civil Service Commission
- ☐ Community Development Block Grant
- ☐ Cultural Heritage Commission
- ☐ Disability Access Board of Appeals
- ☐ Housing Authority Board
- ☒ Park & Recreation Advisory Commission
- ☐ Planning Commission
- ☐ Public Art Steering Committee
- ☐ Senior Advisory Commission
- ☐ Tree Advisory Commission

(Please Print)

**DATE:** 03/28/2013

**NAME:** Bryan Donovan La Dow

**ADDRESS:** [REDACTED]

**ZIP:** [REDACTED]

**HOME PHONE:** [REDACTED]

**WORK PHONE:** [REDACTED]

**E-MAIL:** [REDACTED]

**Length of Residence in the City of Napa:** 24 Years

**Length of Residence in the County of Napa:** 24 Years

**Registered To Vote in The City of Napa?** 24 Years

**Occupation/Employer:**

Soiree

Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional?

☐ YES ☒ NO

*If you have marked "YES" please provide details under "Relevant Experience" on the following page. You may attach additional pages to your application.*

**Community Service Experience:**

<i>Organization</i>	<i>Dates Served</i>	<i>Position</i>
Napa County Young Democrats	2/11/2013 - Current	Chair
Napa Co. Democratic Central Committee	2013- Current	District 2 Representative (Alternate)
Napa Co. Democratic Central Committee	2008 - 2010	District 2 Representative
Democrats of Napa Valley	2007 - Current	Member

**Education:**

<i>School</i>	<i>Major</i>	<i>Graduation Date/Degree</i>
Napa High School	N/A	High School Diploma
Napa Valley College	Political Science	Transfer
University of San Francisco	Politics	BA

**Other relevant experience or expertise:**

As resident who was born and raised in the City of Napa, I have had the pleasure watching our city, parks, and open spaces evolve with the times. I have fond memories as a child playing in pre-developed Veteran's Park, riding my bike at the original BMX race track, and spending hours after high school at the Napa skate park. This intimate knowledge of Napa as a child and young adult, allows me a unique perspective and intuition into the next generation Napa life.

**What is your understanding of the role and responsibility of this Board?**

The role of the commission is to make recommendations to the Napa City Council and the Community Recourse Director regarding the acquisition, development, and maintenance of parks within the city of Napa. Duties also include making recommendations regarding cultural activities of public interest as well as making recommendations affecting the development of publicly and privately landscaped areas within the city.

**Have you ever attended a meeting of this Board? If so, how many:**

No, I have not.

**What duties of this Board are most interesting to you?**

My interest within the Board is to foster healthy discussion and challenge the many ideas and projects that will be proposed for Napa's development. With critical input from many perspectives, we will help ensure a Napa lifestyle that we can all be proud of.

**What activities of this Board are least interesting to you?**

The activities of this Board are an honorable service. While the minutia of bureaucratic procedures may often feel cumbersome, I look forward to serving my community.

**What programs or projects would you like to see improved or implemented?**

Living in an economy focused primarily on viticulture, a majority of activities and spaces are intended for adult participants only. As such, developing youth friendly events and recreational spaces would be a priority during my tenure. A good example project would be the development of a new Napa skate park; I would also like to consider the development of an attached community center that can be reserved for events and used as study hall with Wi-Fi access.

**How would you approach improving these project(s) or program(s)? (Use additional paper if necessary).**

With direction and coordination from the Napa City Council and the Community Resource Director, I will approach each idea with an open mind while critically examining the pros and cons. Only then will we do our best to ensure that the end result is a collaborative effort that will benefit the greatest number of Napa residences.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this Board?**

I do not foresee any conflicts of interests.

**Please list two local references and their phone numbers:**

Brad Onorato - Congressional Staffer/Congressman Mike Thompson

Mary Ann Mancuso - Chair/Napa County Democratic Central Committee

**How did you learn of this vacancy?**
☐ Newspaper

☐ Flyer

☐ Internet

☒ Other

*(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests).*

Return to: City Clerk Department  
PO Box 660  
955 School St.  
Napa, CA 94559

Date:

Signature:

**CITY OF NAPA  
COMMISSIONS & BOARDS  
APPLICATION A**

CITY OF NAPA  
CITY CLERK

2013 APR 19 PM 4:42

This application for appointment is kept on file for 2 years  
And is a public document open for inspection and reproduction.

Boards and Commissions make decisions and/or policy recommendations to the City Council. A list of these bodies with a brief description of responsibilities is available.

I wish to be considered for appointment to:

**(PLEASE CHECK ONLY ONE)**

- ☐ Bicycle and Trails Advisory Commission
- ☐ Building & Fire Code Board of Appeals
- ☐ Civil Service Commission
- ☐ Community Development Block Grant
- ☐ Cultural Heritage Commission
- ☐ Disability Access Board of Appeals
- ☐ Housing Authority Board
- ☒ Park & Recreation Advisory Commission
- ☐ Planning Commission
- ☐ Public Art Steering Committee
- ☐ Senior Advisory Commission
- ☐ Tree Advisory Commission

(Please Print)

DATE: 04/17/2013

NAME: Nancy C McDonnell

ADDRESS: [REDACTED]

ZIP: [REDACTED]

HOME PHONE: [REDACTED]

WORK PHONE: [REDACTED]

E-MAIL: [REDACTED]

Length of Residence in the City of Napa: 15 months

Length of Residence in the County of Napa:

Registered To Vote In The City of Napa? Yes

Occupation/Employer:

Napa County - CEO's Office - Analyst for Housing

Some Commissions and Boards require specific seats to be designated as "Design Professionals". Are you applying as a Design Professional?

☐ YES ☒ NO

If you have marked "YES" please provide details under "Relevant Experience" on the following page. You may attach additional pages to your application.

**Community Service Experience:**

Organization	Dates Served	Position
Napa Boys and Girls Club	January 2013 to Present	Volunteer - Teach art classes
Alameda Boys and Girls Club	2007-2008	Volunteer - Teach art classes
City of San Francisco - City Hall	2009	Volunteer - Volunteer Coordinator
Napa Valley Vine Trail	2013	Grant Writer

**Education:**

School	Major	Graduation Date/Degree
Norwich University - Vermont	Public Administration - 2005-2006	MPA - on hold, need to complete final pjt
College of Charleston - South Carolina	Political Science - 2000	BA



**Other relevant experience or expertise:**

From 2001-2006 I served as a political appointee to elected county supervisors in Northern Virginia. I worked closely with our planning and park authority commissioners on acquiring land, easements, and worked with land owners to negotiate for land parcels during development of major rezoning projects. I worked on the acquisition of land for Silverlake Park in Haymarket, Virginia, as well as the terms for operations. I also have a background in GIS.

**What is your understanding of the role and responsibility of this Board?**

I understand that my role in serving as a commissioner to the Parks & Recreation Advisory Commission will be to advise City Council on the acquisition, development and maintenance of parks within the City. I have a great amount of experience with this during my work in Northern Virginia. I have been fortunate to play softball and golf at Kennedy Park, as well as cycle in downtown Napa and can provide assistance with recreational development.

**Have you ever attended a meeting of this Board? If so, how many:**

No, I have not attended a meeting at this time.

**What duties of this Board are most interesting to you?**

I am most interested in working to acquire land for park development for both the benefit of our local community, as well as to provide recreational amenities to our visitors here in the valley. I have worked with the Park Authority in Fairfax Co., VA, to run a major festival at Burke Lake, including a five mile race and golf tournament.

**What activities of this Board are least interesting to you?**

All of the needed function interest me - maintenance, planning and scheduling of league play are just as important as land acquisition and planning future parks. I have assisted in obtaining a CDBG for trail development, as well as building a mapping layer for multi-use trails. I also wrote for the Bike Alameda newsletter.

**What programs or projects would you like to see improved or implemented?**

I'm excited about the Vine Trail and have recently been asked to assist them with grant writing. I've worked in Napa for over two years, moved here over a year ago, and am excited to assist in developing additional amenities. I enjoy softball and tennis, and would love to see more access to these sports. Additionally, I would like to see the development of community gardens and more activities for our youth for passive recreation, as well as bike safety classes.

**How would you approach improving these project(s) or program(s)?** (Use additional paper if necessary).

Identifying land for additional playground space, community gardens, and additional park land in walking distance for children. I am not current on the availability of leagues for children in town, but would like to assist with developing this further. I also play in an orchestra in Berkeley and would like to see more art and music opportunities for children.

**Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this Board?**

I am not certain if my Vine Trail involvement or softball league constitute a conflict of interest. I would recuse myself if this were the case. Also, I work for the County - I hope this is not an issue as I really want to get involved in my community.

**Please list two local references and their phone numbers:**

Larry Florin - Housing Director [REDACTED] and Rick Marshall, Deputy Director of Public Works [REDACTED]

**How did you learn of this vacancy?**
☐ Newspaper

☐ Flyer

☒ Internet

☐ Other

(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests).

**Return to:** City Clerk Department  
PO Box 660  
955 School St.  
Napa, CA 94559

**Date:** 04/17/2013

**Signature:**

*Nancy C. McDonnell*





## **Napa Municipal Code**

### **Chapter 2.72 – *Parks & Recreation Advisory Commission***

#### **2.72.010 Parks and Recreation Advisory Commission establishment.**

There shall be a Parks and Recreation Advisory Commission (which may be referred to in this chapter as the “Commission”) to consist of seven members. Unless otherwise required by law, in order for any action to be taken by the Commission, it must be approved by a majority vote of the quorum of the Commission in attendance at a Commission meeting. A quorum of the Commission shall consist of at least four of the seven members.

#### **2.72.020 Qualifications and appointment of Commissioners.**

One of the seven members of the Commission shall be a person with a background in planning, implementation and maintenance of landscape in park facilities (e.g., landscape architects, landscape designers, or persons with a demonstrated interest in horticulture). Additionally, there shall be one nonvoting member who is a high school student in the city. The nonvoting member shall not be counted toward any quorum of the Commission. Each member shall be appointed by City Council and hold office in accordance with procedures established by resolution of the City Council.

#### **2.72.030 City staffing of Commission.**

Unless otherwise designated by the City Manager, the Community Resources Director shall be the principal city staff liaison to the Commission, and the Community Resources Director shall appoint a secretary to the Commission to comply with all procedural requirements (such as those identified in Council Policy Resolution No. 10, related to the Brown Act set forth at California Government Code Sections 54950, et seq.).

#### **2.72.040 Meetings of Commission.**

The Commission shall, by resolution, establish the time and place for regular meetings. The Commission shall conduct its meetings in accordance with procedures established by resolution of the City Council. The Commission may establish its own rules of procedure or by-laws consistent with City Council resolutions and ordinances.

#### **2.72.050 Commission duties.**

The duties of the Commission shall be to:

- A. Make written recommendations to the City Council on matters referred to the Commission by the Council.
- B. Make written recommendations to the Community Resources Director and City Council affecting the acquisition, development and maintenance of parks within the city.
- C. Make written recommendations to the Community Resources Director and the City Council regarding matters of public recreation in the city.
- D. Make written recommendations to the Community Resources Director and City Council regarding cultural activities of public interest in the city.
- E. Make written recommendations to the Community Resources Director and City Council affecting development of privately and publicly landscaped areas within the city.

