



# Budget Decision Package

## Waste Prevention Specialist Position

**Dept:** Utilities - MDF

**Contact:** Chris Shoop

**Key Title:** MDF - Operations

**FundKey:** 51006

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$0	\$138,150	\$0	\$138,150
FY23/24	\$0	\$0	\$0	\$0

#### Description:

SB 1383 went into effect in January 2022 in California, requiring City commercial, residential, multi-family complexes and schools to direct food scraps and organic waste to compost. Implementation of this law, and the City's corresponding ordinance, will require robust and significant outreach/education/support efforts to City solid waste accounts in order to bring them into, and maintain, compliance. This new position will add a second Waste Prevention Specialist position to the Solid Waste and Recycling Division to address this significant new workload.

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

SB 1383 and the City's corresponding ordinance require significant expansion of our existing programs. This new position will help take-on the new workload by teaming with our current Waste Prevention Specialist to outreach/engage City businesses, organizations, schools, residents and multi-family complexes to facilitate implementation of SB 1383 requirements. The position will provide public education, troubleshooting, equipment/signage needs, coordination with NRWS, waste assessments, and other assistance as needed to support proper implementation of composting, recycling, and waste reduction requirements.

### Section 2: Cost of Request

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

This position would be an ongoing need in order to ensure the City is able to fully implement and maintain ongoing compliance with SB 1383 and other solid waste/recycling requirements.

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

This position would result in one new FTE for the Utilities Department, Solid Waste and Recycling Division.

☒ **Grant Funds?**

While there are one-time SB 1383 programatic funds being provided to the City, those funds are for implementation expenses incurred by NRWS and are being directed through the City's agreement with the company.

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

Yes. The State of California's passage of SB 1383, and the City's adoption of a corresponding ordinance, have placed significant additional requirements on the Solid Waste and Recycling Division pertaining to food scrap and organics collection and composting. In addition, SB 1383 has requirements around ensuring the rescue of at least 20% of edible food from disposal to direct to consumption, which will require focus of City staff to ensure compliance.

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$130,400.00	\$0.00	\$0.00
Services	\$0.00	\$3,500.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$4,250.00	\$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>\$138,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

The costs include salary and benefit expenses, as well as costs for training, dues, travel, and necessary



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supplies/equipment. The first year cost of supplies and equipment includes initial acquisition costs of key items such as a computer and office furniture.



# Budget Decision Package

## FLSA Premium Pay

**Dept:** Fire

**Contact:** Shuree Egloff

**Key Title:** FD Operations

**FundKey:** 42270

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$200,000	\$0	\$0	\$200,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The Department has under-funded specialty pays by about \$150-200k each year, which includes FLSA Premium Pay. This object needs a minimum of \$200k moving forward. The additional \$200k does not include anticipated FLSA cost increases resulting from the MUNIS system process change. The Department is unaware of what that increase will be moving forward.

Additionally, the way Payroll/Finance tracks FLSA Premium Pay needs to be corrected. FLSA Premium Pay should have its own object or mechanism for tracking, outside of the generic "specialty pays". The expense will also need to be tracked by employee's home key (42270/42272).

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

FLSA pay is an expense the Fire Department has always had but haven't budgeted appropriately. FLSA costs "specialty pay" continues to draw down the Department's overall Salary and Wages category.

### Section 2: Cost of Request

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

See Description

☐ 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	\$200,000.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$200,000.00	\$0.00	\$0.00	\$0.00

See Description



# Budget Decision Package

## New Position – Legal Secretary

**Dept:** City Attorney

**Contact:** Rachel Carranza

**Key Title:** City Attorney's Office

**FundKey:** 41530

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$114,600	\$0	\$0	\$114,600
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Addition of one (1) full-time Legal Secretary in the City Attorney's office. The Legal Secretary will perform a variety of routine to difficult office support work which may include receptionist duties, typing, word processing, recordkeeping and filing; and performs related work as assigned.

**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:** 1

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$111,300.00	\$0.00	\$0.00	\$0.00
Services	\$1,800.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$1,500.00	\$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>	\$114,600.00	\$0.00	\$0.00	\$0.00



# Budget Decision Package

## Main Street Boat Dock

**Dept:** Parks & Rec Services

**Contact:** Katrina Gregory

**Key Title:** NR Parks & Recreation Admin

**FundKey:** 49510

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$75,000	\$0	\$0	\$75,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The Main Street Boat Dock was constructed in 2013 for \$2.1M. Staff completed a Conditions Assessment Report this past year after noticing several concerning issues with the relatively new dock. It was discovered that there several critical and important repair items that need to be completed in order to not cause more significant and expensive repairs to the dock in future years. The Main Street Boat Dock is important access point for the Napa River and it is heavily used by both the general public and 3 commercial operators which had over 11,500 visits this past summer season.

**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

These important repairs will be a one-time expense to return the dock to good working order and to help sustain the asset for a full useful life of 20 years.

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

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

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

The expenditures would be used for a contractor who specializes in marina and dock repairs.



# Budget Decision Package

## New Position - Management Analyst I/II

**Dept:** City Clerk

**Contact:** Tiffany Carranza

**Key Title:** City Clerk Admin

**FundKey:** 41140

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$144,000	\$0	\$0	\$144,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Addition of MAI/II in the City Clerk's department with a primary focus on PRA request processing, backup up Records administrator and offer shared analytical/professional help to support additional projects and analytical needs of the other Administration Departments (CM and CA).

**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 will not be a limited term position.

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

This is for a new position.

☐ **Grant Funds?**

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

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$141,000.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$3,000.00	\$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>\$144,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Budget Decision Package

## Napa Lighted Art Festival

**Dept:** Parks & Rec Services

**Contact:** Katrina Gregory

**Key Title:** PRS Napa Lighted Art Festival

**FundKey:** 45141

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$32,000	\$0	\$0	\$32,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The Napa Lighted Art Festival has become a very successful event that is enjoyed by residents and visitors. This free walkable experience is located in downtown Napa and the Oxbow District. It's a celebration of creative arts, technology and innovative techniques using light. This event has created a lot of community enjoyment and pride. It has also provided a significant economic impact to Napa during the slowest time of the year. While there are several funding partners to make this event successful including the Tourism Improvement District and many downtown businesses, most of the City funding for the event was zeroed out to support the economic crisis in 2020 and 2021. To support the full return of the event in 2023, this request is asking to restore the funding for this program.

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

### Section 2: Cost of Request

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

The Napa Lighted Art Festival is an annual event and the funding would need to be recurring.

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

☒ **Grant Funds?**

Staff will be seeking additional funding from the TID, local businesses, event sponsors and has applied for NEA grant.

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

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$7,000.00	\$0.00	\$0.00	\$0.00
Services	\$20,000.00	\$0.00	\$0.00	\$0.00
Materials & 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>\$32,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

These increases would be in addition to the approved mid-year increases to restore the budget to pre-COVID levels. This includes an additional \$4,000 in Part-Time Staff, \$3,000 in Over-Time, \$5,000 for supplies, \$10,000 in Advertising, \$2,000 in Printing, and \$8,000 in Professional Services.

The offsetting revenue is reflected in the non-reoccurring budget of 49141. The City has received approximately \$280K in 2020 and \$115K in 2021. Staff anticipates approximately \$200K-\$300K in sponsorships, grants and other non-city funds for the 2023 event. These expenses would help demonstrate the City's willingness to financially support the event as well in addition to staff time.



# Budget Decision Package

## Reallocation - Administrative Assistant

**Dept:** Finance

**Contact:** Anne Cardwell

**Key Title:** Finance Admin

**FundKey:** 41510

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$35,900	\$0	\$0	\$35,900
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Finance is requesting in the upcoming budget that our Office Assistant position be filled at a higher level, specifically an Administrative Assistant. The proposed reallocation will provide higher level administrative support to the department, particularly for purchasing.

The reasons for this proposed shift are as follows:

-With the implementation of Tyler Munis, we are finding that the purchasing function can be more efficiently and effectively handled by multiple positions consistent with the level of task at hand, as opposed to concentrating the full range of duties with one manager position.

-Additionally, this type of shift allows for more redundancy amongst staff being familiar with purchasing processes and related tasks, instead of having all the purchasing knowledge and experience sitting with one position.

-Finally, the addition of an administrative assistant position will also allow for additional support at this level for other divisions within Finance, and will assist with support across divisions, which again – with the addition of Tyler Munis, is becoming increasingly necessary

**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 position will not be a limited term.

☒ 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	\$32,900.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$3,000.00	\$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>\$35,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>





# Budget Decision Package

## Reallocation - Management Analyst I/II

**Dept:** Finance

**Contact:** Anne Cardwell

**Key Title:** Finance Admin

**FundKey:** 41510

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	(\$17,500)	\$0	\$0	(\$17,500)
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The proposed position would underfill the Purchasing Manager position and would be responsible for supporting purchasing, payroll and other Finance department projects.

Based on extensive discussions with the prior incumbent of the Purchasing Manager position and HR, Finance is requesting in the upcoming budget that the Purchasing Services Manager be replaced with a Management Analyst position, and then, additionally, that our Office Assistant position be filled at a higher level, specifically an Administrative Assistant.

With this approach, we are anticipating that the lower-level purchasing tasks can be assigned to the Administrative Assistant, and the mid-to-higher level functions can be coordinated by the Management Analyst, with guidance from the Deputy Director and/or Director.

The reasons for this proposed shift are as follows:

-With the implementation of Tyler Munis, we are finding that the purchasing function can be more efficiently and effectively handled by multiple positions consistent with the level of task at hand, as opposed to concentrating the full range of duties with one manager position.

-Additionally, this type of shift allows for more redundancy amongst staff being familiar with purchasing processes and related tasks, instead of having all the purchasing knowledge and experience sitting with one position.

-Finally, the addition of a Management Analyst position will also allow for additional support at the analyst level for other divisions within Finance, and will assist with coordination across divisions, which again – with the addition of Tyler Munis, is becoming increasingly necessary

**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 will not be a limited term.

☒ **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	(\$20,500.00)	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$3,000.00	\$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



# Budget Decision Package

## Reallocation - Management Analyst I/II

**Dept:** Finance  
**Key Title:** Finance Admin

**Contact:** Anne Cardwell  
**FundKey:** 41510

<b>Total</b>	(\$17,500.00)	\$0.00	\$0.00	\$0.00
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# Budget Decision Package

## Vehicle for Construction Manager

**Dept:** PW - General

**Contact:** Heather Maloney

**Key Title:** PW Construction

**FundKey:** 43131

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$42,200	\$0	\$0	\$42,200
FY23/24	\$7,200	\$0	\$0	\$7,200

#### Description:

Currently, the Construction Manager does not have a designated vehicle to check on projects throughout the day. Purchase of one vehicle to support the Construction Manager's daily assigned duties related to development inspection and capital project management and inspections.

During the COVID-19 budget cuts, the Construction Manager Positions was held vacant and this vehicle was released from the City's Fleet while the position was vacant. The vehicle had met the metrics for replacement; however, the vehicle was not included in replacement schedule/budget. Prior to the COVID-19 related budget cuts in 2020, the Construction Manager (in addition to each inspector) position has historically been assigned a vehicle due to the nature of their work and routine, daily demand for vehicle use. Now that the position is filled, the vehicle is needed to support this position.

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

Purchase of one vehicle to support the Construction Manager's daily assigned duties related to development inspection and capital project management and inspections.

### Section 2: Cost of Request

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

One-time costs include vehicle purchase; Recurring cost include monthly O&M and Fleet Replacement rates and fuel.

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

☐ **Grant Funds?**

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

The Construction Manager provides oversight and inspections for development within the City's Right-of-Way and related to City infrastructure. This vehicle is a necessary resource to support inspections and capital project management to ensure the City's infrastructure and right-of-way (and work conducted in) is completed safely and properly.

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Materials & Supplies	\$1,200.00	\$0.00	\$1,200.00	\$0.00
Capital Outlay	\$35,000.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$42,200.00</b>	<b>\$0.00</b>	<b>\$7,200.00</b>	<b>\$0.00</b>

Small SUV or pickup truck, with mini light bar as needed by the position. Light bar is needed to work safely in and around traffic.

One-time costs include \$35,000 vehicle purchase

Recurring cost include \$200 monthly O&M rate, \$300 monthly Fleet Replacement rate and \$100/month for fuel.



# Budget Decision Package

## Property Manager to Management Analyst Reclassification

**Dept:** PW - General

**Contact:** Heather Maloney

**Key Title:** PW Development Engineering

**FundKey:** 43013

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	(\$7,700)	\$0	\$0	(\$7,700)
FY23/24	\$0	\$0	\$0	\$0

#### Description:

\* In lieu of the frozen Real Estate Manager position, the department is planning to request a Real Estate Analyst position be funded in the FY23 budget.

The department will be reorganized to move the Real Estate/Right of Way Program under the oversight and management of the Development Engineering's Division Manager (Senior Civil Engineer and City Surveyor). The Management Analyst will work directly with the Senior Civil Engineer and various project managers to help implement real estate and right-of-way related research, transactions, and recommendations. This position will also coordinate (and may directly or informally supervise) a Sr/Engineering Aide who will provide additional real estate/right of way related support to various city projects, development projects, and other right of way and property leases.

In 2020, real estate and right-of-way services were decentralized (and the program's two FTE's frozen) to accommodate requested FY21 and 22 budget savings; however, there is a need and benefit to centralize these services under the Management Analyst. Private Development and Capital Improvement Projects requiring right of way/real estate services have increased and are expected to continue to increase. A consolidated professional level staff with the ability to assist the Senior Civil Engineer manage property, track title and escrow needs and closings, solicit consultant bids, and create and manage contracts is paramount to the successful management of the City's Real Property and right of way.

The Staffing Plan would be revised to:

1. Remove 1 FTE Property Manager (frozen FY22) from PW Real Property (4312)
  2. Add 1 FTE Management Analyst I/II to PW Development Engineering (4317)
- Reassign GL 43014 to PW Development Engineering (4317)

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

In lieu of the frozen Property Manager position, the department is planning to request a Management Analyst position be funded in the FY23 budget.

### Section 2: Cost of Request

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

Recurring costs include salary and benefits, and support costs for the position including communications charges, IT computer replacement costs, and CAD, MLS and other licenses, training, and professional dues/licenses.

One-time costs include office/desk furniture and computer equipment. One-time costs include computer, desk and chair.

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

Net Impact on the City's Staffing Plan would be 0 FTE; however, the Real Estate Manager position is currently frozen in the FY22 budget.

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
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# Budget Decision Package

## Property Manger to Management Analyst Reclassification

**Dept:** PW - General

**Contact:** Heather Maloney

**Key Title:** PW Development Engineering

**FundKey:** 43013

Description	Current	Proposed	Change	Percent
Salary & Benefits	(\$22,400.00)	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$14,700.00	\$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>(\$7,700.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

The proposed position budget assumes 30% CIP charge out. GL allocation = 100% 43013 (PW Development Engineering); assuming 30% charge out to CIP projects.

Reassign 43014 PW Real Property to Division 4317 PW Development Engineering.

hours spent on any private development projects would be reimbursable through development permit fees.



# Budget Decision Package

## Electrical Supervisor

**Dept:** PW - General

**Contact:** Heather Maloney

**Key Title:** PW Electrical Admin

**FundKey:** 43171

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$56,300	\$0	\$0	\$56,300
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The Electrical Division currently has need for a supervisor as the crew has operated without one for the last several years. The General Services Superintendent currently splits time as acting supervisor, but this takes away from program planning and project coordination throughout the City. The overall resources for the Electrical Division have been reduced several years ago and it is even more important to ensure there are adequate resources at the supervisory level so that the work is adequately prioritized, planned and executed.

This position would serve as the Electrical Supervisor and all Electrical staff would work under their direct supervision. The Supervisor will receive management-level oversight from the General Services Superintendent; consistent with the supervision and management structure of the other five maintenance crews in Public Works Operations. Each crew reports to a Supervisor, and each Supervisor is overseen by one of two Superintendent positions:

- Maintenance Superintendent:
  - oPaving – Supervisor & Crew
  - oConcrete – Supervisor & Crew
  - oSign Shop & Downtown Maintenance – Supervisor & Crew
- General Services Superintendent:
  - oFacilities – Supervisor & Crew
  - oFleet – Fleet Shop Supervisor & Mechanics
  - oElectrical – (\*No Supervisor) Electricians

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

\*This request will provide an internal promotional opportunity to fill the proposed Electrical Supervisor position, adding 1 FTE Electrical Supervisor to the Public Works Staffing Plan and removing 1 FTE Senior Engineering Aide Flex.

### Section 2: Cost of Request

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

Recurring costs include the incremental salary and benefits costs of 1 FTE Electrical Supervisor v 1 FTE Senior Engineering Aide

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

This will result in no increase in the assigned FTE's for the department.

This request will provide an internal promotional opportunity to fill the proposed Electrical Supervisor position, adding adding 1 FTE Electrical Supervisor to the Public Works Staffing Plan and removing 1 FTE Senior Engineering Aide Flex (frozen FY 22) in the Development Engineering Division.

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

Electrical Division directly supports a variety of mandated and safety related programs for the safe and reliable operation of City infrastructure and facilities.

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
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# Budget Decision Package

## Electrical Supervisor

**Dept:** PW - General

**Contact:** Heather Maloney

**Key Title:** PW Electrical Admin

**FundKey:** 43171

Description	FY22 GF	FY22 NSF	FY23 GF	FY23 NSF
Salary & Benefits	\$56,300.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$56,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

The net FY23 cost for the request is \$56,300 (Electrical Supervisor Salary/Benefits \$151,000 minus Sr Engineering Aide Salary/Benefits of \$94,700). The increased Salaries and Benefits budget will be budgeted to 43171 PW Electrical Admin.



# Budget Decision Package

## Sr Construction Inspector Vehicle

Dept: PW - General

Contact: Heather Maloney

Key Title: PW Construction

FundKey: 43131

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$53,600	\$0	\$0	\$53,600
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Currently, the Senior Inspector position is frozen and the department plan to request the position's FTE is added to the FY23 Staffing Plan. The position will require a vehicle to conduct site and project inspections.

During the COVID-19 budget cuts, the Senior Inspector position was frozen and the position's vehicle (and related funding) was released from the budget. The vehicle had met the metrics for replacement; however, the vehicle was not included in replacement schedule/budget. Prior to the COVID-19 related budget cuts in 2020, the Senior Inspector position was historically assigned a vehicle due to the nature of their assigned work requiring routine, daily demand for vehicle use. The vehicle is needed to support this position if funded in FY23.

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

One time costs include vehicle purchase; Recurring cost include monthly O&M, Fleet Replacement rates and fuel.

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

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

The Senior Inspector provides inspections for development within the City's Right-of-Way and related to City infrastructure. This vehicle is a necessary resource to support inspections and capital project management to ensure the City's infrastructure and right-of-way (and work conducted in) is completed safely and properly.

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$7,400.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$1,200.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$45,000.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$53,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Medium-sized SUV or full-size pickup truck, with full size light bar and toolbox. Light bar is needed to work safely in and around traffic, and toolbox is required for transporting tools related to job duties.

One-time costs include \$45,000 vehicle purchase

Recurring cost include \$240 monthly O&M rate, \$375 monthly Fleet Replacement rate and \$1,200 for fuel.





# Budget Decision Package

## Reclass SMWIII to SMWII

**Dept:** PW - General

**Contact:** Heather Maloney

**Key Title:** PW Street Administration

**FundKey:** 43111

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$0	(\$2,800)	\$0	(\$2,800)
FY23/24	\$0	\$0	\$0	\$0

#### Description:

This request would revise the Staffing Plan to add 1 FTE Street Maintenance Worker II (SMWII) and delete 1 FTE Street Maintenance Worker III (SMWIII). The small salary savings will be retained in the department for part-time seasonal program support needs.

The department currently has four budgeted SMWIII positions, however, only needs three of these FTE to perform at the one SMWIII level for program support (one for each Paving, Sidewalks, Signshop Programs). The fourth, vacant, SMWIII position would be more efficiently used at the SMWII level based on the assigned position's duties and department need.

Two of the SMWIII positions are currently funded from Sign Shop division of the Public Works Department. This proposed action would reclassify one of the existing SMWIII position to a SMWII and align the assigned duties appropriately. The position is currently being filled by a provisional employee at the SMWII level and is expected to become vacant in March 2022 due to the provisional appointment's expiration date.

The department is seeking to move cost savings from this reclassification into GL 43111's part-time budget to help fund seasonal infrastructure maintenance program assistance needs.

**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

No net costs to the general fund. The department is seeking to move cost savings from this reclassification into GL 43111's part-time budget to help fund seasonal infrastructure maintenance program assistance needs.

☐ 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	(\$2,800.00)	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	(\$2,800.00)	\$0.00	\$0.00

Reclassification has a net savings of \$9,500 for FY23. This position is allocated 70% to 43111 and 30% to the 30102 Streets Paving Program. This salary and benefits savings will be distributed as follows:

Reduce 30102's Salaries and Benefits budget by \$2,800

Reduce 43111's Full-time Salaries and Benefits budget by \$6,700; and

Increase 43111's Part-time budget by \$6,700.



# Budget Decision Package

## Senior Permit Technician Reallocation

**Dept:** Community Development

**Contact:** Jason Williams

**Key Title:** CDD Bldg Inspect and Plan Chk

**FundKey:** 41721

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	(\$60,600)	\$0	\$0	(\$60,600)
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The Building Division desires to create a Senior Permit Technician to provide lead supervision to Permit Technician team in the issuance of building permits, project plan submittal and routing, responding to records request and information, records management, and providing public service at the Building Division counter.

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

The intention is to create a lead position for the Permit Technician team by creating a new position titled Senior Permit Technician. This plan will provide a senior position to lead the Permit Technician series similar to the Senior Building Inspector position. This plan will provide promotional opportunity within the division, as well as provide lead roles to support the Building Official. In an effort to provide salary savings, a reorganization of the Building Division is proposed. This plan includes reallocating the vacant Deputy Building Official position, as well as ending the Limited-Term Office Assistant position.

### Section 2: Cost of Request

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

Reallocating the Deputy Chief Building Official with a salary/benefit cost of \$181,000 to a Senior Permit Technician with a salary/benefit cost of \$117,000 will save the General Fund \$64,000 initially. The savings will be on-going as the it permanently changes the staffing plan for the Building Division.

☐ 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	(\$62,100.00)	\$0.00	\$0.00	\$0.00
Services	\$1,500.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>(\$60,600.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\$64,000 initial salary/benefit savings by reallocating the Deputy Chief Building Official to a Senior Permit Technician less \$1500 staff development and training cost.



# Budget Decision Package

## Homeless Cleanup and Administration

**Dept:** City Manager

**Contact:** Molly Rattigan

**Key Title:** Homeless

**FundKey:** 41947

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$100,000	\$0	\$0	\$100,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Fund Key is 41947.

City staff has developed a process to mitigate the impacts of homelessness on city properties and public streets. This program has been funded recently by funds set aside in the Non-Recurring General Fund. The funds may be depleted by the end of the current fiscal year.

**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?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

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



# Budget Decision Package

## Cyber Security

**Dept:** Information Technology  
**Key Title:** IT Admin

**Contact:** Scott Nielsen  
**FundKey:** 41610

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$48,000	\$0	\$0	\$48,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

City staff working from home has increased our cyber-attack surface significantly. Multiple layers of cyber security were put into place to mitigate the new security exposure of staff working from home. Vailmail, CATO Networks SDWAN, Print Logic and Imperva web application gateway have annual software maintenance costs not currently budgeted in Finance Information Technology. Ongoing use of these services will require an increase to the Finance IT budget of \$48,000

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

Multiple layers of cyber security were put into place to mitigate the new security exposure of staff working from home.

### Section 2: Cost of Request

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

Annual SaaS cost:

Vailmail \$15,000

CATO Networks SDWAN \$18,000 Increase

Imperva web application gateway \$8,000

Printlogic \$7,000

☐ 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	\$48,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$48,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Budget Decision Package

## Shelter Plus Care Match

**Dept:** City Manager

**Contact:** Molly Rattigan

**Key Title:** Homeless

**FundKey:** 41947

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$55,000	\$0	\$0	\$55,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Fund Key: 41947

This request is for funds to enter into a contract with Abode Services to provide the supportive housing services required by the Shelter Plus Care program administered by the Housing Authority. These funds would also serve as the HUD-required match for the Shelter Plus Care program.

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

### Section 2: Cost of Request

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

☐ 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	\$55,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Budget Decision Package

## Shelter Services Increases

**Dept:** City Manager

**Contact:** Molly Rattigan

**Key Title:** Homeless

**FundKey:** 41947

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$75,000	\$0	\$0	\$75,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Fund Key: 41947

The City of Napa and the County of Napa have historically equally shared the annual cost to operate the South Napa Homeless Shelter and the Family Shelter (Rainbow House). The County of Napa manages the contract for services and bills the City of Napa on a quarterly basis. The current amount budgeted is \$650,000.

**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?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

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



# Budget Decision Package

## Dispatch Software & Hardware Maintenance

Dept: Police

Contact: Scott Nielsen

Key Title: PD Dispatch

FundKey: 42151

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$200,000	\$0	\$100,000	\$100,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Dispatch application ongoing software and hardware maintenance. In July 2019, the Napa Central Dispatch began using a new 911 computer-aided dispatch system and radio console system. The yearly continuing software and hardware maintenance cost has been charged to the original non-reoccurring project budget at the city manager's direction. This was done at a time of economic downturn due to Covid 19. The 911 project budget no longer has sufficient funds to cover this ongoing expense. This request increases the Police Department Dispatch budget to cover the software and hardware maintenance cost at a total annual fee of \$200,000.

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

Increase to software licence costs.

### Section 2: Cost of Request

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

Viper 911 annual cost \$160,000

Avtech annual cost \$40,000

☐ 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	\$200,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$200,000.00	\$0.00	\$0.00	\$0.00

#### Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
42151	PD Dispatch			\$100,000.00	\$0.00
<b>Total</b>				\$100,000.00	\$0.00

50% recovery from partner agencies.



# Budget Decision Package

## Community Outreach

**Dept:** City Manager

**Contact:** Jaina French

**Key Title:** City Manager Comm and Outreach

**FundKey:** 41323

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$30,000	\$0	\$0	\$30,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

This decision package includes the contracted increases for CivicPlus website hosting, maintenance and support, communications support provided by Tripepi Smith and administration of the annual Community Climate Survey (Probolsky Research). Additional funding is also requested to support the City Council's request for enhanced communications around the latest Council Priorities.

**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?**

☐ **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	\$30,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>





# Budget Decision Package

## Matching Funds for PS Radio Upgrade

**Dept:** Information Technology

**Contact:** Scott Nielsen

**Key Title:** NR IT

**FundKey:** 49610

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$180,000	\$0	\$0	\$180,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

Matching funds for Public Safety Radio and Communication (PSRC) Upgrade Project (Countywide) \$900,000 in funds requested by the City of Napa. 20% matching funds of \$180,000.

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

Public Safety Radio and Communication (PSRC) Upgrade Project (Countywide)

### Section 2: Cost of Request

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

Matching funds for Public Safety Radio and Communication (PSRC) Upgrade Project (Countywide) \$900,000 in funds requested by the City of Napa. 20% matching funds of \$180,000.

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

☐ **Grant Funds?**

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

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$180,000.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$180,000.00	\$0.00	\$0.00	\$0.00



# Budget Decision Package

## Special Event Permits

**Dept:** Parks & Rec Services  
**Key Title:** Citywide Special Events

**Contact:** Katrina Gregory  
**FundKey:** 45011

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$80,000	\$0	\$80,000	\$0
FY23/24	\$0	\$0	\$0	\$0

#### Description:

This decision package is to adjust the revenues and expenditures based on the return of special event permits after COVID-19. These events are produced by non-profits, community groups or private organizations and include both small and large scale events. Prior to COVID-19, staff was issuing approximately 65+ special event permits each year. The FY22 budget was very conservative since it was not certain what events would be returning in early 2021. However, both the revenue and expenditures increased with several events returning. While a few events may not return and are considering discontinuing all together, there are several more event organizers planning on returning in the upcoming fiscal year. This GL includes both the revenue and corresponding expenses for event organizers to pay their required fees for PD staff, PW staff, etc. and it also supports the City's co-sponsorship budget of approximately \$40K annually in which the City supports community parades and other non-profit groups.

**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 particular budget should be evaluated each year because one large group (e.g. Oxbow Riverstage) can make a significant change to the budget. However, this proposal is the best estimate for the FY23 budget.

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

☐ **Grant Funds?**

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

No

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$80,000.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$80,000.00	\$0.00	\$0.00	\$0.00

The current \$40K in this GL is for co-sponsorship budget (city funds used for community events such as July 4th parade, Christmas parade, etc). This increase is for 51300 OT expenses for PD, Fire, PW, Parks to charge back to for direct funded events. The total amount for 45011-51300 should be \$120,000 if approved.

#### Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
45011	Citywide Special Events	34101	Service Charges	\$80,000.00	\$0.00
<b>Total</b>				\$80,000.00	\$0.00

It actually needs to be 34102 (Application Fee) but it's not listed in the drop-down menu. The fees includes approximately \$65K for expenses related to the Oxbow Riverstage, \$10K for Napa Downtown Association events (e.g. BBB, Car Show), \$5K for the Napa Half Marathon, the remaining amount for other misc smaller



# Budget Decision Package

## Special Event Permits

**Dept:** Parks & Rec Services

**Contact:** Katrina Gregory

**Key Title:** Citywide Special Events

**FundKey:** 45011

events throughout the year. There is also revenue from the special event permit fee of \$250 per permit.



# Budget Decision Package

## Limited-term Community Service Officer & Vehicle Request

**Dept:** Community Development  
**Key Title:** SB Parking Ticket /Security

**Contact:** Tony Valadez  
**FundKey:** 29101

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$0	\$107,400	\$0	\$107,400
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The City currently has 2 Community Service Officers (CSOs) specifically tasked with parking enforcement. Demand for parking enforcement in the community has steadily been increasing over the years. Abandoned vehicle concerns throughout the City have been pulling the current CSOs from their regular enforcement rotation. This leads to a decrease in citations issued and an increase on costs for abandoned vehicle tows.

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

Adding a limited-term CSO tasked with parking enforcement will enable the two current CSOs to focus on parking infraction response while the other focuses on abandoned vehicle responses. With the addition of this position, a new vehicle lease for the CSO would be needed temporarily increasing the Parking Enforcement fleet from 2 to 3.

This limited-term position and leased vehicle will allow the City to evaluate the program's efficiency and ability to generate revenue that self-sustains the expanded program.

### Section 2: Cost of Request

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

The salary/benefit cost of a CSO I / Parking Ambassador is \$105,000 annually and aims at a 2 year commitment.

The leased vehicle request for this CSO is estimated at \$6,000 annually.

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

This request would add a Limited-term employee to the Parking Programs Division.

☐ **Grant Funds?**

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

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$96,500.00	\$0.00	\$0.00
Services	\$0.00	\$9,400.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$1,500.00	\$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	\$107,400.00	\$0.00	\$0.00

Salary/benefit cost for a LT CSO I estimated at \$105,000 annually. The requested leased vehicle is estimated at \$6,000 with fuel estimated at \$1,000 and \$1,000 for maintenance - all annually. There would be an annual cost of \$500 for training & dues as well as a one-time cost for a WFA computer setup of \$2,400.

Consultant studies have estimated citation fee revenue at \$73,742 annually per CSO Officer. Though this position request will focus primarily on non-revenue generating abandoned vehicles, it will allow for other CSOs to shift focus to citations and yield revenue closer to the estimate amount.



# Budget Decision Package

## Parks Facility Supplies

**Dept:** Parks & Rec Services

**Contact:** Jeff Gittings / Katrina Gregor

**Key Title:** PRS Parks Facility Maintenance

**FundKey:** 45215

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$25,000	\$0	\$25,000	\$0
FY23/24	\$0	\$0	\$0	\$0

#### Description:

This decision package is to adjust the revenues and expenditures based on the return of park rentals, picnic rentals and sports fields rentals and the License Fees with the Oxbow Riverstage. The FY19 supplies expenses were budgeted at \$25K (actuals were \$30K) and were reduced during the department's budget reductions in FY20 and FY21. The FY22 budget included a recovery of approximately 50% with \$65K in revenue and \$10K in supplies. As the recovery process continues, these revenues and expenditures need to be increased accordingly to support these services for the community.

**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

The revenue and corresponding expenditures would return to pre-COVID levels and continue annually.

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

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$25,000.00	\$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>	\$25,000.00	\$0.00	\$0.00	\$0.00

These expenditures would support the additional supplies and maintenance needs at Oxbow Commons and the sports fields & picnic areas at Kennedy Park. These expenditures would be offset by the increase in revenue in FY23.

#### Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
45215	PRS Parks Facility Maintenance	36201	Rents and royalties	\$25,000.00	\$0.00
<b>Total</b>				\$25,000.00	\$0.00

This revenue includes the approximately \$75K from Oxbow Riverstage License Fees (which were designed to help support the maintenance efforts at Oxbow Commons as well as other city parks); \$45K in picnic rentals; \$20K in field rentals. FY22 was budget \$115K and we are estimating \$140K in FY23.



# Budget Decision Package

## Parks Division Manager Vehicle Request

**Dept:** Parks & Rec Services

**Contact:** Jeff Gittings

**Key Title:** PRS Parks Com Facility Admin

**FundKey:** 45210

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$36,500	\$0	\$0	\$36,500
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The Division Manager uses their personal vehicle to attend meetings or respond to emergencies. This includes downed trees, sink holes, floods, wind events, etc. A vehicle with the proper lights, equipment and supplies is needed. Often times this vehicle is parked in precarious locations that need to be closed off to make it safe for the public. Additionally, this would allow for easier access to areas closed to public vehicles.

**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

The acquisition of a suitable vehicle and upfit cost for the Parks Division Manager's vehicle is estimated at \$30,000. There would be related on-going cost for the replacement reserve and O&M by adding this vehicle to the Parks & Recreation Services Department fleet as well as fuel costs - estimated at \$6500.

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

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$1,100.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$30,000.00	\$0.00	\$0.00	\$0.00
Transfers	\$5,400.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$36,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

The suggested vehicle and upfit is estimated at a one-time cost of \$30,000. \$5400 would be the annual cost for the replacement reserve and O&M. \$1,100 is the estimated annual fuel cost.



# Budget Decision Package

## New Position Request - LT Housing Specialist

**Dept:** Housing Authority

**Contact:** Brandon Alves

**Key Title:** Hsg Local Housing Fund

**FundKey:** 84601

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$0	\$105,000	\$105,000	\$0
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The housing division will be issuing 38 additional project based vouchers (PBV's) in FY2022-23 as part of the Heritage House and Valle Verde project. Approximately 35 of these will be for persons who are chronically homeless and are referred through the County's Coordinated Entry System. In addition, the Valley Lodge Apartments project will also include 38 PBVs for homeless persons and is expected to lease up in FY2022-23. An additional Housing Specialist position will be needed to take on the workload of processing applications, issuing vouchers, and coordinating with the developer as almost all of these vouchers will be issued to homeless referred through the County's Coordinated Entry System. Historically, these special needs clients have required a lot more support than voucher holders who are not experiencing homelessness.

**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

The developer has agreed to fully fund one Housing Specialist FTE for up to one year to assist in getting the units initially occupied. This position will be a limited-term position until the developer funding is exhausted.

☐ 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	\$100,000.00	\$0.00	\$0.00
Services	\$0.00	\$1,500.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$3,500.00	\$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	\$105,000.00	\$0.00	\$0.00

#### Funding

Key	Key Title	Object	Object Title	FY 1 Amount	FY 2 Amount
84601	Hsg Local Housing Fund	34801	Administration	\$105,000.00	\$0.00
<b>Total</b>				\$105,000.00	\$0.00



# Budget Decision Package

Fire Administration - 1600 Clay Street Rent

Dept: Fire

Contact: Shuree Egloff

Key Title: FD Administration

FundKey: 42210

## Section 1: General Information

### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$45,000	\$0	\$0	\$45,000
FY23/24	\$0	\$0	\$0	\$0

### Description:

Budget for rental expenses per Rental Agreement C2020-008. This will need to be an annual budget increase of \$45,000.00. The FY22 expense was covered by carrying forward remaining external services and supplies FY21 budget. Back in July 2021, it was determined that a decision package would need to be submitted as part of the FY23 budget process for approval of on-going rental expenses.

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

Rental expenses estimated at \$45,000 annually. See Rental Agreement C2020-008

☐ 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	\$45,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$45,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

This will be a on-going expense as long as Fire Admin remains the tenant at 1600 Clay Street. The agreement is an auto-renewal (month to month).





# Budget Decision Package

## Management Supervisor Academy - Round 1

**Dept:** Human Resources

**Contact:** Heather Ruiz

**Key Title:** HR Empl Train/Relations

**FundKey:** 41551

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$30,000	\$0	\$0	\$30,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

In advance of the Employee Engagement Survey responses, Human Resources anticipates the need to provide additional training to City of Napa management and supervisors. The training is meant to guide staff through best practices, policies, laws, employee relations and performance management. Additionally, the City has hired or promoted newer managers and supervisors who could benefit greatly from the ability to ask direct questions and learn from one another.

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

Though the City has had a internally developed and administered Management University program before, this program will be designed to address matters that come directly from staff survey responses. The Human Resource Department hopes to partner with a consulting firm that specializes in the development of this program to provide a transparent and open discussion platform.

### Section 2: Cost of Request

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

The initial cost to develop and begin the program through consulting services is estimated at \$50,000. Once the program is established, the recurring need to continuously train staff will be less than year one and is estimated at \$30,000 annually. \$20,000 of one-time savings will be programmed to fund the additional year one expense making the request \$30,000 annually.

☐ **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	\$30,000.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$30,000.00	\$0.00	\$0.00	\$0.00

Program development and initial training for year one is estimated at \$50,000 with additional years estimated at \$30,000. With the usage of \$20,000 of one-time budget savings, this request is for for \$30,000 annually.



# Budget Decision Package

## New Tilt Trailer for Water Distribution

**Dept:** Utilities - Water

**Contact:** Dean Hanna

**Key Title:** Water Distribution

**FundKey:** 53003

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$0	\$39,000	\$0	\$39,000
FY23/24	\$0	\$0	\$0	\$0

#### Description:

For safe and efficient transport of backhoe and heavy equipment used in Water Distribution Operations, in lieu of adding mileage and maintenance to new backhoes. This will allow for extending life of heavy equipment and provide elevated safety to employees and the public by minimizing roadway travel.

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

Currently, heavy equipment such as backhoes are driven directly on roadways to construction sites. By hauling heavy equipment in a tilt trailer, reduces unnecessary mileage and maintenance to very expensive heavy equipment, and allows for efficient transport and less exposure on roadways.

### Section 2: Cost of Request

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

One-time costs related to purchase of tilt trailer. Recurring monthly O&M and replacement charges expected over time.

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

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$4,000.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$35,000.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$39,000.00	\$0.00	\$0.00

Estimated purchase price of tilt trailer: \$35,000.

Recurring monthly O&M estimated at \$150.00

Recurring monthly replacement charges estimated at \$165.00



# Budget Decision Package

## City Manager Office Staffing Changes

**Dept:** City Manager

**Contact:** Liz Habkirk

**Key Title:** City Manager Admin

**FundKey:** 41320

### Section 1: General Information

#### Summary of Costs

Fiscal Year	GF Expenditures	NGF Expenditures	Revenues	Net Costs
FY22/23	\$203,300	\$0	\$0	\$203,300
FY23/24	\$0	\$0	\$0	\$0

#### Description:

The City Manager recently engaged Management Partners, Inc. to conduct an organizational study and provide recommendations related to improved structure and oversight of various functions and implementation of Council priorities. One of the recommendations provided was to increase the capacity of the City Manager's own office to manage functions that require coordination of multiple departments and are high profile Council/Community priorities. The recommendation includes the deletion of the Assistant to the City Manager and replacement with a Deputy City Manager who would be responsible for homeless coordination, implementation of various citywide Climate initiatives, and oversight of the Housing Authority of the City of Napa with direct supervision of the Housing Authority Manager. To effectively accomplish these responsibilities, a supporting recommendation was to also add a Management Analyst I/II which would be a net increase of one FTE. Future adjustments to have the Housing Authority funds correctly aligned with this new reporting structure would be brought to the City Council with a goal of including as a part of a mid-year budget update. However, reporting changes would begin with the new fiscal year to allow for the immediate focus of the new DCM on Council priorities. Additional supporting work to ensure the Deputy City Manager classification adequately reflects this proposal will be conducted.

**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:** 1

☐ Grant Funds?

☐ Are the proposed services, programs or activities mandated?

#### Expenditures

Description	FY1 GF	FY1 NGF	FY2 GF	FY2 NGF
Salary & Benefits	\$203,300.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$203,300.00	\$0.00	\$0.00	\$0.00

The budgeted cost for the new MA is \$141,000. The budgeted cost of the reclass to DCM is \$62,300. Total Cost for Decision Package = \$203,300.